

# BURLINGTON HIGH SCHOOL HANDBOOK

Many 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

Burlington High School is an innovative, equitable, collaborative and restorative community of learners inspiring and shaping a dynamic and sustainable future for Burlington. We build on the diverse cultures, experiences, and interests of our students and community to support student-centered learning and foster intellectual growth. As a restorative school, we understand that fostering positive, collaborative relationships with families and the community at large is fundamental to helping our students develop the skills to become independent, self-directed, and lifelong learners who contribute responsibly to our world.

Our mission is to challenge all students to achieve at their highest levels. We believe every student must demonstrate the following graduation expectations:

- Critical Thinking and Problem Solving: Ask challenging questions, examine authentic problems, and analyze possible solutions.
- Effective Communication: Use a variety of methods to express, receive, and respond to information and ideas.
- Cross-Cultural Understanding and Civic Engagement: Actively seek to learn about and understand peoples, cultures, and perspectives and engage in the life of the community and the greater world.
- Personal Development: Identify personal strengths and weaknesses, advocate for health and well-being, make positive choices, and take intentional steps to grow.
- Curiosity and Creativity: Explore ideas with an open mind and try new and different ways to approach learning and life.

**The following policies and procedures support all BHS students having the opportunity to gain proficiency in these graduation expectations in a safe and welcoming learning environment.**

## 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 - World Language*                   | 1 - Fine Arts      | 1.5 Physical Education** | 0.5 - Health |
| 6 - Electives (including YES Program) |                    |                          |              |

*\*Students who already speak or demonstrate proficiency in another language may not be required to take a language course. Students who have exited ELL classes by 9th grade should plan to take a World Language in high school to meet college entrance requirements.*

*\*\*Students in grade 10-12 are now allowed to earn up to .5 Credit in Physical Education by successfully completing two seasons of interscholastic athletics at BHS. This means that each sport will count as .25 credit.*

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.

BHS is moving towards a proficiency-based graduation system whereby academic credit is awarded upon mastery of proficiencies in courses and other learning experiences. Instead of students gaining credit for time and work in classes, students will need to demonstrate they have met identified learning expectations proficiently in order to receive credit, no matter how long it takes. Taken together, the proficiencies or credits gained will provide a cumulative body of evidence that students have met course and school graduation expectations and are ready to graduate. We are working towards a proficiency-based graduation system, guided by a personal learning plan for each student, in place by September, 2020.

Students will have the opportunity to monitor their own progress towards meeting graduation requirements and periodically check their academic records to be sure they are accurate and complete by

keeping a personal learning plan during advisory time. The Guidance Department will also monitor and support students reaching graduation requirements and maintain their academic records in accordance with FERPA, EHA-B, State Law, and the policy and procedures of the Burlington School District.

### **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 \$93, however, significant fee reductions and/or waivers 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/OTHER COURSE CREDIT**

As part of a student's personal learning plan, students may wish to take college and other courses for high school credit.

**College:** BHS students may enroll in college-level courses for elective credit through the Dual Enrollment program. Credit received as a result of successful completion of such a course is recorded by the college. It is then the student's responsibility to present a copy of the final grade/credit to the BHS Director of Guidance. The course name and grade may be recorded on the student's permanent record along with the name of the institution at which the course was taken.

One semester, three-hour college course equals 0.5 high school elective credit. If a student wishes to take a college course as an alternative to required course credit, prior approval must be obtained from the Director of Guidance.

**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.

**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 CHANGES/WITHDRAWAL**

Course changes must be done on a space available basis during the add/drop/change period in late August/early September. Appropriate level changes can be made during the school year with teacher and parent/guardian permission (complete the 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). Students will not be withdrawn from a course without consultation with a counselor, parent

and administrator. 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 students and parents/guardians if possible.

### **COURSE LOAD REQUIREMENTS**

All students are required to carry a minimum of 6 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 other classes, an Academic Study, and/or the development of an educational plan will follow.

### **GRADING SYSTEM**

The grading system at Burlington High School is as follows: Numerical/Letter Grade-Point Equivalents. Grade Equivalents for determining GPA:

97 - 100 = A+	87 - 89 = B+	77 - 79 = C+	67 - 69 = D+	0 - 59 = F
A+ = 4.333	B+ = 3.333	C+ = 2.333	D+ = 1.333	F = 0
93 - 96 = A	83 - 86 = B	73 - 76 = C	63 - 66 = D	
A = 4.0	B = 3.0	C = 2.0	D = 1.0	
90 - 92 = A-	80 - 82 = B-	70 - 72 = C-	60 - 62 = D-	
A- = 3.666	B- = 2.666	C- = 1.666	D- = 0.666	

**Incomplete Grade:** Students have 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 halfway 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 halfway point in the course. Teachers and parent/guardians must approve Pass/Fail requests.

**Credit Recovery:** Students who have a 54-59 in a course at the end of Fourth Quarter will be assigned to Credit Recovery during the YES Program to complete missing assignments, assessments, and projects.

**High Honor Roll:** No grade lower than A- Honor Roll: No grade lower than B- Honor Roll and Incompletes: 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 graduation requirements including 40 hours of community service and required YES credits, and who have paid all outstanding fees and fines, will receive a diploma.

### **GRADUATING EARLY**

Students may graduate earlier than the regular four-year high school sequence. Interested students must complete the early graduation form and receive approval from the principal. Students who complete graduation requirements in January must also complete 40 hours of community service in order to participate in the graduation ceremony.

### **HOMEWORK CENTER**

Homework provides an important opportunity for independent practice by students. 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 3:05 until 4:30 p.m. Monday-

Thursday. Teachers may refer students for the Homework Center by filling out a homework referral in the Student Affairs Office. Failure to attend the Homework Center after being referred by a teacher/administrator will result in a Support Center Intervention.

### **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, stimulate a desire to render service, promote leadership, and 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. Should a student fail to uphold these NHS values, including offenses resulting in suspension from school and/or athletic eligibility, NHS membership will be revoked. Selection Procedure is as follows:

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 advisors who review transcripts of students. Students must have a cumulative grade point average of 3.500 or better to be eligible.
3. Each eligible student is notified and sent a student information form to complete if s/he wishes to be considered for membership. This information form includes an essay topic and short answer questions pertinent to the purpose of National Honor Society. The essay topic is determined by the chapter advisors.
4. The chapter advisors will do a social media review of each student who complete the student information form. A social media presence demonstrating poor character may result in a candidate being denied admission into National Honor Society.
5. The chapter advisors collect the student information forms, transcripts, standardized test scores, essays, short-answer questions, input from the faculty, and the social media reviews, and present 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 advisors are not voting members of the NHS Council.
6. After reviewing the student information forms, transcripts, test scores, essays, short answer questions, faculty input and the social media reviews, 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 NHS Council decisions.
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. Twelfth 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. Once inducted, NHS bylaws apply.

### **PROGRAM OF STUDIES**

Most school academic policies and procedures are included in the BHS program of study booklet called 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)

### **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 / CANVAS & POWER SCHOOL GRADEBOOK**

Quarterly grade reports will be available through Powerschool four times during the school year and provide grades, teacher comments, attendance, and an explanation of the grading system. Student progress during the quarter can be viewed at any time through the PowerSchool Grade Book program. Teachers regularly update student grades and assignments, after having sufficient time to grade student work. Information regarding Power School is available by contacting Andrew Guertin at extension 22010 or email [aguertin@bsdvt.org](mailto:aguertin@bsdvt.org).

### **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 participate in a reentry meeting, which may take the form of a restorative circle, to develop a comprehensive education plan.

### **STANDARDIZED/COLLEGE TESTING BHS**

Students demonstrate their academic achievement through a variety of classroom, state, and national assessments. Ninth grade students are required to participate in Vermont's Smarter Balance Assessment Consortium (SBAC) language arts and mathematics Tests. Eleventh grade students will participate in a nationally normed language arts and mathematics test (either the ACT or the SAT, to be determined at a later time) and a Science Test. Eighth and eleventh grade test scores assist in course placement in reading and writing support classes and

Advanced Placement classes. Students who fail to take required state tests on testing days will be required to make up the tests during class time, athletic practices/games, or other school time.

In October 10th and 11th graders take the pre ACT and the PSAT, respectively, which are practice ACT and SAT college entrance test. In 11th and 12th grade, all students should take the ACT and/or SAT tests for college admissions. Test fee waivers for students eligible for Free and Reduced Lunch are available in the Guidance Office for the ACT and SAT tests as well as Advanced Placement Exams. Waivers for college application fees can also be accessed through Free and Reduced Lunch eligibility, and are available in the Guidance Office. See school counselors with any questions about these college testing opportunities.

### **ACADEMIC STUDY/GUIDED STUDY**

Ninth grade students will be assigned to Academic Study during any unscheduled class time. Other students may be assigned to Academic Study depending on space availability. Students who are not fully scheduled (all eight blocks) must either be in the Cafeteria or Library unless they have a pass from a teacher to be in an academic building. If student behavior is not appropriate, student schedules may be altered and/or students will be required to leave campus even if they have after-school practices, meetings, or other obligations.

## **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 first classes begin second or third block should come to school just before those classes begin. Students are expected to interact appropriately and responsibly as part of the school community. Unscheduled time not spent appropriately will result in a student being assigned a school behavior contract with a specified entrance and/or departure time for being on school grounds. Students who do not have a fourth block class and who are participating in scheduled school activities (i.e., athletics, Drama Club, Oread, etc) may remain on campus only if they are in the Library. All students are expected to leave campus at the conclusion of their academic day and/or the supper program unless they are part of an identified activity.

## **WEDNESDAY CHOICE TIME**

Classes will begin at 8:50 on most Wednesday mornings. From 8:05 to 8:45 students may study quietly in the library and designated study rooms, participate in a variety of activities sponsored by the BHS After-School Program, eat breakfast and gather in the cafeteria, or simply report to school at 8:45. Students may not be in academic buildings from 7:45 until 8:45 as teachers will be meeting to plan curriculum, instruction, and assessment. School norms for appropriate student behavior will be in effect throughout this time.

## **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 to develop an alternative education plan will be arranged with the student, parent/guardian, counselor and assistant principal.
4. The student must return all school books and school-issued electronic devices, and pay all school fines before the student is withdrawn from BHS.
5. A Withdrawal Form will be completed and given to by the Student Affairs Office.

## **YEAR-END STUDIES (THE Y.E.S. PROGRAM)**

All Burlington High School students participate in the Year-End Studies (Y.E.S.) Program. Students select one (full-day) or two (half-day) mini- courses for ten days in order to learn deeply in areas of interest. Required each year for graduation, these mini-courses provide a variety of new, enriching, and interdisciplinary learning experiences including on campus seminars, off-campus and field experiences, travel programs, internships, community service, independent studies, and other learning opportunities. Credit recovery opportunities also permit qualifying students to make up academic work and gain academic credit. A culminating Presentation of Learning allows students, parents, and community members to learn from each other and celebrate Y.E.S.study accomplishments. Program course descriptions are available on the school web page; student registration takes place in January/February.

Students will be notified of their courses in March. All students must participate in the Y.E.S. Program.

### 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 will have access to the building at 7:05 am each morning. 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 Student Attendance 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, school-approved activities, suspensions.
- **Unexcused:** All other absences will be considered an unexcused absence.
  1. Upon returning to school from an absence, a student must first check in with the Student Attendance Office to justify the reason for the absence. If parents or guardians have telephoned or sent a note explaining the absence, then the Attendance Office will record “excused” in the computerized attendance. If the absence is not accounted for, then “unexcused” will be recorded. Students and parents are expected to present and explain a valid reason for why an absence is “excused.” Students and families 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 a “Change Unexcused Absence to Excused Absence Form” in the Student Attendance 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 Student Attendance 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 Absent unexcused by the start of block 2 and/or if they cut a class during the day. If an absence occurs due to suspension, a student is required to participate in a reentry meeting that may include a restorative circle. During this reentry meeting a plan will be developed regarding making up any assignments, class work and stay current with course expectations. It is understood, however, that not all classroom instruction, experiences and activities can be replicated or made-up. Students who do not make up work as agreed to during the reentry meeting may lose some or all credit for the work missed.
  4. Students who deliberately “cut”/are unexcused from a class will meet with the teacher, which may be in the form of a restorative conversation, to communicate their reasons for cutting the class and develop next steps collaboratively. Once a student “cuts”/is unexcused from the same class more than once, the teacher will be required to contact the student’s parents/guardians to inform them of the absence. Additionally, the student will be referred to the Student Support Center for the development of an individual attendance plan or contract.

5. Students with more than five class cuts/unexcused absences will meet with the BHS guidance, student support, the student's family/guardians and teachers to determine the course of action. This may include withdrawing from the class with a fail, limiting their ability to attend social functions and/or participate in extracurricular activities. Students with seven class cuts/unexcused absences will meet with BHS administration, guidance, student support, the student's family/guardians and teachers to determine the course of action. This may include withdrawing from the class with a fail, limiting their ability to attend social functions and/or participate in extracurricular activities
6. After 5 cumulative full day 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 meeting, which may be in the form of a restorative 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/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 10 days for any reason are required to complete a Long-Term Absence Form available in the Student Affairs 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 those who either are late to class, leave early without an excused reason or leave for miss valuable instruction time. Students who arrive late to school must immediately report to class. Students and parents are expected to present and explain a valid reason for why tardy is "excused."

**Tardy to Class** Students that are late during a block must get a pass from the our Attendance Coordinator in order to enter class. Students who are late 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.

After the first unexcused tardy the teacher will have a meeting, which may be in the form of a restorative conversation, with the student to determine a plan for completing work missed and the importance of being on time. Chronically tardy students (once the student is tardy for the fourth time) will be referred to the Support Center for the creation of an accountability plan. Students are considered unexcused if they arrive beyond 30 minutes late to class.

### **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 from the Student Attendance Office. The request must be received from a parent or guardian either by a note or a call to 864-8406. 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. This includes early dismissals for sports. Students must make arrangements with the teacher to make up assignments and assessments in a timely way.

## **IV. STUDENT BEHAVIORAL EXPECTATIONS**



BHS seeks to use positive, preventative and restorative approaches to managing student behavior in order to minimize the need for discipline and maximize instructional time for students. In a restorative school, positive student behavior begins with building positive classroom climates, building positive relationships with students, and engaging in proactive talking circles *before* problems begin. At BHS, discipline is not about dispensing punishment *to* students, but working *with* students to develop behaviors that foster safety, trust, responsibility, ownership and community connection.

BHS students must follow reasonable rules 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 connected learning environment. Positive behavior is based on respect for one's self and for the worth and dignity of others. Our goal is not to punish but to encourage growth and changing of negative behaviors. Unfortunately, there are consequences to inappropriate behaviors. The use of restorative practices will be the foundation of our efforts to promote positive behaviors and hold everyone accountable to shared community values. The emphasis on restorative relationships and positive behavior creates an atmosphere of mutual respect and appreciation of individual differences among students, teachers and staff members and parents, as well as respect for the school campus and public property. Students are expected to conduct themselves in keeping with the educational purpose underlying all school activities and in proper regard for the rights and welfare of other school community members.

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, will only be used if absolutely necessary and as a last resort to ensure the safety of the school community.

Administrators may search student belongings, lockers, cars, clothing, school issued electronic devices, and personal effects in an effort to keep all community members safe. Administrators may review social network sites if concerns are reported. BHS uses video surveillance on school property to support a safe and secure environment for all.

**Students' Rights and Responsibilities:** Students are afforded 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 official and produce their ID to 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. A student may face consequences, including suspension, for violating school rules or regulations. Following a suspension, students and their parents/guardians will need to participate in a restorative reentry meeting which may be in the form of a restorative circle. As a result of the meeting, the student may also be required to attend counseling sessions, drug and alcohol assessments, or an anger management program as a part of a re-entry plan.

## 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 student; 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.

If a teacher has reason to believe that academic dishonesty has occurred, they will speak with the student in private to seek a restorative resolution. If the concern is validated and/or requires further investigation, it is brought to the attention of the school administration who will meet with student and teacher, which may be in the form of a restorative conference. Consequences for violation of the academic honesty policy will be primarily drawn from the results of the meeting. Violation of the academic honesty policy may also include the following:

- **Level I First Offense or Second Offense from a different class than First Offense:** A zero (0) for the assignment or test. Teachers will notify parents and send an Office Referral with a copy of the violation to report the issue. Notification of Academic Dishonesty incident will be kept in the student’s guidance file and a copy of the letter will be mailed home.
- **Level II Second Consecutive Offense in same class or Third Cumulative Offense:** Parents and the student will be required to attend a meeting which may be in the form of a restorative conference with the teacher(s) involved. Other teachers of the student may be notified of the incident. Notification of the Academic Dishonesty incident will be kept in the student’s guidance file and a copy of the letter will be mailed home.
- **Level III Third Consecutive Offense in same class or Fourth Cumulative Offense:** The administration will use their discretion in determining the final consequence. Parents and the student will be required to attend a meeting which may be in the form of a restorative conference with the teacher(s) involved. Other teachers of the student may be notified. Notification of the Academic Dishonesty incident will be kept in the student’s guidance file and a copy of the letter will be mailed home.
- **Level IV Fourth Offense in any class after Level III is reached:** The administration will use their discretion in determining the final consequence. Notification of the Academic Dishonesty incident will be kept in the student’s guidance file and a copy of the letter will be mailed home.

## **BULLYING OR HARASSMENT**

Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying may involve a range of misconduct that, based on the severity, will warrant corrective action and/or discipline. Behaviors that do not rise to the level of bullying may still be subject to intervention and/or discipline under another section of the discipline plan or policy. The District will address all complaints of bullying promptly and take reasonable steps to end bullying conduct in accordance with its Policy, Prevention of Bullying of Students, JBB.

Bullying is defined as any overt act or combination of acts, including an act conducted by electronic means, 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, and
- Occurs during the school day on school property, on a school bus or at a school-sponsored activity;
- Does not occur during the school day on school property, on a school bus, or at a school-sponsored activity and can be shown to pose a clear and substantial interference with another student’s right to access educational programs. Examples of bullying include: name calling and verbal taunts; physical threats or actual physical harm; off-campus text messages or social media posts that ridicule or intimidate to the extent that the targeted student is not able to fully access the school’s programs. In order to be bullying, incidents such as the ones described above must be repeated over time directed at a particular student, and intended to ridicule, humiliate or intimidate.

Harassment is a form of unlawful discrimination that will not be tolerated by the Burlington School District. The District will address all complaints of harassment promptly and take reasonable steps to end harassing conduct in accordance with its Policy, Prohibition of Student Harassment.

Harassment is an incident or incidents of verbal, written, visual, or physical conduct, including electronic, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, gender identity or gender expression that 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.

1. **Sexual harassment:** conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual or physical conduct of a sexual nature.
2. **Racial harassment:** conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to racial customs.
3. **Other protected categories of harassment:** Conduct directed at the characteristics of a student's or a student's family member's actual or perceived race, creed, religion, national origin, marital status, disability, sex, sexual orientation, gender identity, or gender expression; includes but is not limited to the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech or dress, and negative references to customs related to any of these protected categories.
  - a. Creed or religious harassment means harassment based on or motivated by a student's or a student's family member's actual or perceived creed or religious beliefs or practices, including manner of dress.
  - b. National origin harassment means harassment based on or motivated by a student's or a student's family member's actual or perceived national origin, including manner of dress.
  - c. Marital status harassment means harassment based on the status of being an unwed mother or father directed at, or motivated by a student's or a student's family member's actual or perceived marital status.
  - d. Sexual orientation harassment means harassment based on or motivated by a student's or a student's family member's actual or perceived sexual orientation.
  - e. Gender identity harassment means harassment based on an individual's actual or perceived gender related identity or gender related characteristics, intrinsically related to an individual's gender or gender identity, including but not limited to appearance or behavior, regardless of the individual's assigned sex at birth.
  - f. Gender expression harassment means harassment based on or motivated by an individual's or individual's family member's actual or perceived gender expression, including, but not limited to, appearance or behavior, regardless of the individual's assigned sex at birth.
  - g. Disability harassment means harassment based on manner of speech or movement, cognitive ability, receipt of educational services outside of the general education environment, or other manifestation of a person's disability directed at, or motivated by a student's or a student's family member's actual or perceived disabling mental or physical disability.

**Reporting bullying or harassment:** All students, parents/guardians, school community members other than staff are encouraged to report incidents of misconduct or student bullying/ harassment to a school employee or one of the two Designated Employees at your school/building. Any adult school employee who sees or hears, or receives a report either written or oral, of student bullying or harassment, the employee must immediately inform a Designated Employee. Currently, the Designated Employees are:

- Noel Green, Principal ([ngreen@bsdvt.org](mailto:ngreen@bsdvt.org))

- Lauren McBride, Assistant Principal ([lmcbride@bsdvt.org](mailto:lmcbride@bsdvt.org))
- Herb Perez, Assistant Principal ([hperez@bsdvt.org](mailto:hperez@bsdvt.org))
- Meg Hughart, Director of Guidance and Counseling ([mhughart@bsdvt.org](mailto:mhughart@bsdvt.org))
- , Director of Burlington Technical Center (
- Henri Sparks, Director of Equity ([hsparks@bsdvt.org](mailto:hsparks@bsdvt.org))

Schools/buildings will post the names of their current Designated Employees at the beginning of each year.

**Investigation:** A Designated Employee who is not the subject of the complaint or another designated individual shall begin an investigation upon notice of the complaint. When the investigation is complete the complainant and the accused will be notified.

**Consequences:** If an individual is found to have engaged in misconduct or bullying/harassment, he/she will be invited into a restorative process, receive education, training and the opportunity to make amends. Discipline may include suspension, expulsion or termination; banning from school property or other consequences that are appropriate to the offense and that are designed to prevent future bullying/harassment.

**Independent review:** A complainant may make a written request to the Superintendent for an independent review of the matter if the complainant (1) believes that the school did not correctly analyze the complaint and failed to conduct an investigation of the matter because the school believed the alleged conduct was not possible bullying/harassment, (2) is dissatisfied with the final determination made after the investigation as to whether bullying/harassment occurred, or (3) believes that although a final determination was made that bullying/harassment occurred, the school's response was inadequate to correct the problem. The independent review shall be conducted by a neutral person in accordance with the Policy.

**Retaliation:** Retaliation against anyone who files a bullying/harassment complaint or cooperates in making or the investigation of a complaint is strictly prohibited, is a basis for separate discipline, and illegal pursuant to 9 V.S.A. 4503(a).

**Privacy:** Complaints, and any resulting consequences, 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: Regional Director, Office for Civil Rights, U.S. Department of Education; 8th floor, 5 Post Office Square, Boston, MA 02109-3921; Email: [OCR.Boston@ed.gov](mailto:OCR.Boston@ed.gov) (617) 289-0111 or (877) 521-2172 (TDD); or the Vermont Human Rights Commission, 14–16 Baldwin St., Montpelier, VT 05633-6301, Email: [human.rights@state.vt.us](mailto:human.rights@state.vt.us), (800) 416-2010 (Voice) or (877) 294-9200 (TTY).

For additional information, full copies of the Policy, Prohibition of Student Harassment, JBAA, can be obtained from the main office of your building or at: <http://bsdweb.bsdvt.org/Board/BoardPolicy.php>.

Prohibition of Discrimination and or Harassment of Employees and Others: In summary, discrimination and or harassment of an employee or other person protected by the laws listed below, on the basis of any of the following characteristics of his or her race, national origin, color, creed, religion, age, sex, disability, sexual orientation, gender identity ancestry, marital status, or place of birth is a form of unlawful discrimination and is prohibited by School District Policies and as provided for in Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, et seq.; Title VI of the Civil Rights Act of 1964, 42 U.S.C. § 2000d, et seq.; Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000e, et seq.; Title IX of the Education Amendments of 1972, 20 U.S.C. § 1681, et seq.; The Age Discrimination Act of 1975, 29 U.S.C. § 623, et seq.; The Americans With Disabilities Act of 1990, 42 U.S.C. § 12101, et seq.; and Fair Employment Practices, 21 V.S.A. Chpt. 5, subchpt. 6; Public Accommodations, 9 V.S.A. §§ 4500 et seq. all as they may be amended.

Prohibited harassment includes verbal or physical conduct including, but not limited to, comments, slurs, jokes, innuendos, cartoons, pranks, physical contact, etc., directed at a protected characteristic of the protected person where submission to the conduct is explicitly or implicitly a term or condition of employment, or submission or

rejection of the conduct is used as a component of the basis of an employment decision or has the purpose or effect of substantially interfering with a person's work or education performance or creating an intimidating, hostile or offensive work environment. If you believe you may have been discriminated against or harassed in violation of this Policy, there are Complaint Procedures— Internal available for your use to resolve this matter. A complaint may be initiated by contacting the building principal or program director where appropriate or the Human Resources Director at the Ira Allen Administration Building, 150 Colchester Avenue, Burlington, VT 05401; (802)864-2150; 1(800)253-0191 (TDD). All complaints alleging either harassment or discrimination will be investigated and reasonable steps taken to end inappropriate conduct. Complaints may also be filed with Regional Director, Office for Civil Rights, U.S. Department of Education; 8th floor, 5 Post Office Square, Boston, MA 02109-3921; Email: OCR.Boston@ed.gov (617) 289-0111 or (877) 521-2172 (TDD); or the Vermont Human Rights Commission, 14–16 Baldwin St., Montpelier, VT 05633-6301, Email: human.rights@state.vt.us, (800)

416-2010 (Voice) or (877) 294-9200 (TTY).

Complaints of Discrimination and or harassment will be promptly and effectively investigated. If it is determined that discrimination and or harassment occurred, the consequences can range from education, banning from school property, and discipline measures, including termination. Retaliation against a person who makes or participates in an investigation of a complaint of discrimination or harassment is prohibited and can be the basis of separate discipline. Full copies of the applicable Policies are available from your building's main office, or District website: <http://www.bsdrv.org/Board/BoardPolicy.php>, copies of ACAA, Sexual Harassment, ACAD Equal Employment Opportunity & Non-Discrimination, ACAG Prevention of Harassment on the Basis of Protected Characteristics - Employees and Others.

## **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 parents, school officials, and officers of the law.
- Inappropriate postings may result in school based consequences. Students will meet with BHS faculty and/or administration, which may be in the form of a restorative process, to determine a course of actions and consequences resulting from the inappropriate postings. Consequences may include suspension from school or school- sponsored events (dances, sports games, or other activities). Use of any BHS issued device that violates this policy may result in a meeting with an administrator, which may be in the form of a restorative conference to determine the next course of action. This may include the immediate loss of said device and potential disciplinary action. See the handbook section on Student Searches for rules on searching electronic devices.
- Inappropriate postings include, but are not exclusive to: derogatory or threatening language/images that interfere with a student's access to education; malicious or inflammatory language/images meant to humiliate or intimidate a student or school employee; lewd or suggestive images or text; profanity; racist, sexist, or other hateful language toward protected groups or minorities; or offensive jokes. Students will be accountable for actions displayed on the sites which are deemed in violation of school/team/club rules and our collective community values. Simulating illegal/inappropriate activities is the same as committing illegal/inappropriate activities. Taking and/or sending an inappropriate image via cell phone or other electronic devices will result in a meeting with the school administrative team, which may be in the form of a restorative conference, to determine a course of action. Further disciplinary action may occur as a result of the severity of the posting.
- 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.

## FIGHTING

Fighting will not be tolerated on campus at Burlington High School or at school-sponsored events. Fighting causes other students and adults to feel unsafe and is disruptive to the learning environment, the school community, and our shared commitment to having a safe school. Fighting is the 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, punching, shoving, spitting, and kicking. A student who witnesses a fight is instructed to locate the nearest adult to report the fight. Students recording or electronically posting any documentation of a fight will be held responsible as a participating party. A student who fights will meet with school administration, which may be in the form of a restorative conference, to determine next steps and any potential consequences that may include suspension, possible criminal charges and/or arrest. Fighting and acts of violence directed at others will result in the involvement of the School Resource Officer or other legal authority.

### **Consequences for violation of the fighting policy can include:**

- First Offense: Up to 3 days in out-of-school suspension. Legal authorities will be contacted.
- Second Offense: Up to 5 days in out-of-school suspension. Legal authorities will be contacted.
- Third Offense: 8 days out-of-school suspension. Legal authorities will be contacted.
- Fourth Offense: 10 days out-of-school suspension. Recommendation to the school board for long-term suspension. Legal authorities will be contacted.

**Students involved in fighting will meet with the Student Support Team to engage in restorative conversations to problem solve and determine next following any incidence of fighting. Fighting violations 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 consequences as those who are involved in the fight.

**Issuing Threats:** Students who threaten students, staff, or teachers may be suspended in and/or out of school. Threats cannot be made verbally or nonverbally, in person, through an intermediary, or electronically.

**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 the 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 hearing.

## STUDENT SEARCHES

Students may be subject to a search of their persons, personal belongings, and/or vehicle by an administrator or designee for the following reasons:

- Unauthorized leave from school grounds during the school day
- Reasonable suspicion of: being under the influence, inappropriate use of an electronic device; possession of a weapon, tobacco or nicotine products and paraphernalia, illegal drugs, or related paraphernalia, unauthorized prescription drugs; vandalism/tagging; possession of stolen property. Determination of need

to search will be an administrative decision.

- Found to be in an unauthorized part of the building/campus

Refusal to be searched will result in an additional consequences that may include out of school suspension. During a search, a student may be asked to do the following: empty all pockets; show contents of a backpack, bag or other personal item; allow hats, socks, jackets, sweatshirts, outerwear to be examined. Vehicles will be subject to a search if deemed necessary by an administrator or designee. Electronic devices issued/owned by BHS are subject to searches at any time by an administrator or designee. This includes sharing of any passwords when requested. Failure to produce the device or share passwords will result in disciplinary action. Electronic devices owned by a student may be subject to limited searches by an administrator if there is a reasonable suspicion that the device is connected to unlawful behavior or a threat to school or personal safety. Parents/Guardians will be notified if a search results in a school suspension. Students who violate the BHS smoking/tobacco, vaping/nicotine, illegal drugs, vandalism/tagging, and/or weapons policy may be subject to future random searches.

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

The use of tobacco and/or nicotine 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 selling, possession, or use of tobacco or nicotine and any all vaping products or vaping 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 or nicotine products or vaping paraphernalia, appropriate school personnel will confiscate the product and make appropriate referrals to the BHS staff Substance Abuse Prevention Coordinator (SAP Coordinator) and 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, nicotine policy can include:**

- **First Offense:** A referral will be made to the BHS SAP Coordinator who will follow up for an interview/meeting with the student with the focus of engaging in prevention and education. The BHS administrative team will be notified in addition to the students' parents/guardians.
- **Second Offense:** A referral will be made to the BHS SAP Coordinator who will follow up with a meeting with the student focused on prevention and education. Student will also be required to complete two hours of community service, identified and agreed upon by student and SAP Coordinator. The BHS administrative team will be notified in addition to the students' parents/guardians.
- **Third or Further Offense:** Student will be sent home for the remainder of the school day. Upon return, a referral will be made to the BHS SAP Coordinator who will follow up for an evaluative meeting with the student regarding therapeutic options. Additionally, the student would be required to participate in a reentry meeting with the student, parents/guardians and school administration. Contingent upon engagement from the student in substance abuse prevention, student is subject to receiving a ticket from our school resource officer.

### **STUDENT PROTEST**

Students who wish to exercise their right to protest are required to notify administration in advance. Students are encouraged to engage in a meeting with administration, which may be in the form of a restorative circle to voice their concerns, and to brainstorm collaborative approaches to resolve the issue. Students may not inhibit access to education by other students in the school. Students therefore will be restricted to a designated area in order to not disrupt learning inside school buildings or outside near school classrooms. Protesting adults must gain approval to be on campus through the visitor registration process in the Main Office; access to the campus may be restricted in order to protect the rights of students who want to attend school without disruption.

## **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 possesses, 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 long-term suspension in School Board policy and Student Conduct and Discipline.

At the request of an administrator, students may be asked to submit to a breathalyzer or have personal possessions searched. BHS reserves the right to work with local law enforcement officers in random drug searches including the use of specially-trained dogs. The following consequences refer to possession, under the influence of, or use of drugs, drug paraphernalia, or alcohol. Students who are found to be in the company of those who violate the policy may be subject to the same penalties. 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 can include:**

#### **First Offense:**

- Parents/guardians will be notified and the student will be sent home for the remainder of the day.
- Student will be referred to and meet with the BHS SAP officer for engagement and support in education and prevention. \*\* BHS may require a formal drug/alcohol assessment to be scheduled and completed prior to the student's reentry into school.
- Legal authorities contacted.

#### **Second and Further Offenses:**

- Parents/guardians will be notified and the student will be sent home for the remainder of the day.
- A reentry meeting with the school administration and parents/guardians, which may be in the form of a restorative conference, and up to 5 days out-of-school suspension.\*
- SAP Coordinator referral
- Contingent upon student engagement in substance abuse prevention with SAP Coordinator, student may be ticketed by school based resource officer.
- May require formal drug and alcohol assessment through an outside agency at own expense.\*\*
- Full participation in recommendations from assessing agency.
- Possible loss of privilege to attend school-sponsored events, such as sports events, dances, etc.

\* 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 Code of Conduct section of the handbook.

\*\*Evidence that an assessment has been scheduled must be provided before or on the day that the student returns to school. If the assessment has not been completed within 2 weeks of the return, students will be suspended from after school, field trip, athletic, and/or co-curricular activities until the assessment has been completed.

\*\*\* Any student who refuses the administration of a drug/alcohol test will be immediately suspended.

#### **Sale or Distribution of Illegal Substances:**

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 eight (8) days and recommendation will be made to the superintendent for long term suspension from school. In addition, law enforcement authorities will be contacted.

#### **Failure to follow a reasonable directive in regards to a drug/alcohol investigation can result in the following**



**consequences:**

- A meeting with the school administration, which may be in the form of a restorative conference, and 5-8 days out-of-school suspension.
- Random searches upon returning to school.
- A student/parent conference with the BHS SAP Coordinator, 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 long-term suspension, may be recommended to the Superintendent.
- Legal authorities contacted.
- A re-entry meeting, which may be in the form of a restorative conference, once the suspension is complete.

Any student receiving a long-term suspension 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. 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.

**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.

**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. Failure to return school issued electronic devices will be considered theft. Students guilty of theft of school materials, supplies, personal, or professional belongings will meet with the School Leadership Team, which may be in the form of a restorative conference, and may be suspended for a period of up to five (5) school days. In addition, legal authorities will be contacted. Restorative Restitution will be required, including a re-entry meeting, which may be in the form of a restorative conference, when the suspension has been completed.

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 long-term suspension 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 long-term suspension 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.

### **IN-SCHOOL SUPPORT, OUT- OF-SCHOOL SUSPENSION AND LONG-TERM SUSPENSION**

In a large school community, certain rules and community norms are necessary to ensure safety and to protect the rights of all individuals. BHS seeks to use positive, preventative and restorative approaches to managing student behavior in order to minimize the need for discipline and maximize instructional time for students. While every effort will be made to help all students in complying with school rules and regulations in a restorative manner, sometimes the actions of individuals result in students losing the privilege of being part of the school community. Students 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 and the student will meet with the School Leadership Team, which may be in the form of a restorative conference prior to the suspension and upon reentry after the suspension has been served. Depending on the nature of the infraction, students may be referred to the BHS Student Support Center, Out-of-School Suspension or Long-Term Suspension.

Seahorse Student Support Center. A student who is referred out of class by a teacher, or experiences a conduct issue in the school, will generally first be sent to the BHS Student Support Center. The Student Support Center coordinator will work with a student's, parent(s)/guardian(s), teachers, guidance counselor, administrator, and others to understand the issue and develop and implement an appropriate response. A student's placement in the Student Support Center can be for a block or an entire day depending on the circumstances. While in the Student Support Center, a student's academic work will be provided and he/she is responsible for completing it. The number of days a student is assigned to the Support Center will vary depending on the behavior and the assigned consequence. While in the Student Support Center, a student will develop a plan for addressing and repairing the issue of concern and process the plan with an assistant principal. Restorative practices will be the foundation of the work done in the Center.

**Out-of-School and Long-Term Suspension:** Some infractions are so significant and disruptive to the school environment and the safety of other students that out-of-school suspension is required up to and including a long-term suspension of more than 10 days. The School Leadership Team will meet with the student and parents/guardians, which may be in the form of a restorative conference, prior to the suspension and upon reentry into the school. While under an out-of-school suspension or long-term suspension, a student is not permitted to be on school property and at school events or additional disciplinary or legal action will occur. Students who are suspended have the right to make up class work missed within a reasonable amount of time. The student must make arrangements with the teacher on what constitutes a reasonable amount of time.

Severe actions with a consequence of suspension or further disciplinary action up to and including long term suspension include:

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, 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. Bullying and harassment;
5. Sexual activity;
6. Repeated failure to follow a reasonable directive such as stating an accurate name, leaving an area in the school or discontinuing inappropriate behavior.

**Due Process:** Students are not subject to arbitrary decisions and are guaranteed individual rights within the limits of a 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.

**Appeal:** Students have the right to appeal a suspension by contacting the School Principal or designee within seven (7) calendar days of the start date of the suspension.

## V. ATHLETICS AND CO-CURRICULAR ACTIVITIES

### PHILOSOPHY

The Burlington School District provides a full range of athletics and 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 BHS in a respectful and responsible manner.

The mission of the athletic program at Burlington High School is to foster a positive environment where academic and athletic integrity, responsibility, and excellence thrive. We value our student-athletes, coaches, and athletic staff members as learners, citizens, and competitors who demonstrate perseverance, dedication to team, good sportsmanship, and respect for all.

### 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 Principals 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, Registration 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. Students' eligibility will always be at the discretion of the school leadership team.

- All students must have updated registration and contact information in the school data system (PowerSchool). This is annual requirement.
- All students are required to carry a minimum of 6 scheduled classes 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.
- Fourth quarter grades from the previous school year (except for incoming 9th graders) will be used in determining fall season eligibility. YES credit recovery and summer 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.
- Grades and report cards will be reviewed by athletic department and School Leadership Team on an ongoing and regular basis. Misconduct and absences will be reported by school administration (or designee) to the Athletic Department.
- 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.

**Home Study Eligibility:** Home Study students are permitted to participate in public school co-curricular activities. To be eligible, home study students must satisfy all of the following criteria.

- The student must be enrolled in a home study program registered with the Vermont Department of Education.
- The student must have a legal residence in the school district or a legal residence in a district that does not maintain a school and pays tuition on behalf of its students to the district where the student wishes to play. A copy of the Vermont State Department of Education enrollment letter for the student's home study program must be presented to the principal.

- A parent or guardian must review the student's academic progress on the same schedule as the school. The student may not take more than two (2) BHS academic courses while enrolled in the Home Study Program. The standard should be consistent with those for enrolled students to determine academic progress. Although this review is conducted by the parent or guardian, the parent or guardian must certify the review to the principal.
- The student must comply with all general VPA eligibility requirements, such as physical examination, insurance and age.
- The student must comply with all school rules.

**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 Student Affairs 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/Teacher Office Hours (3:05 – 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 by the start of block 2 in order to practice or compete in their respective activity. Any cut class during the school day will cause a student to be ineligible for that day's extracurricular activity. Participants are expected to be on time to school the day after an event. Coaches and advisors will be informed by the Student Affairs Office of student absences and behavioral issues. Repeated attendance or behavioral issues may result in an activity suspension.

**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 Eligibility Center.

#### **ATHLETIC/ACTIVITY CODE OF CONDUCT**

Participation in athletics and 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). School rules are applicable for the period commencing with the first scheduled practice or co-curricular meeting at the start of the school year and terminating with the conclusion of all activities relating to athletics or co-curricular activities in the spring (including practices, playoffs, tournaments, all-star activities, seasonal awards, festivals, competitions, or conferences). 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 advisors, or may be reported by responsible adults, including parents, coaches, advisors, school employees, and police officers. School rules may be supplemented by specific team or club 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 students at the start of the athletic season or club activity.

Students shall be subject to the penalties outlined below who:

- are found to have purchased, possessed or used alcohol and/or non prescription drugs, and/or illegal substances, and/or tobacco products on or off school grounds;
- are 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; and/or
- are charged with a felony for which probable cause has been determined; or vandalizes school property or steals property on school district grounds.

### **Athletic/Activity Consequences**

- **First Offense:** A student who breaks the Athletic/Activity 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 (scrimmages do not count). During the suspension, the student will be required to continue to practice with the team/club and 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 games/performances scheduled.
- **Second Offense:** A student who breaks the Athletic/Activity 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. Scrimmages do not count.
- **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 in-season athletic awards. However, in first and second offense situations, by extraordinary community service, the student may regain eligibility to receive BHS or postseason athletic awards if such eligibility is certified by the coach and Athletic Director.

**Co-Curricular Consequences:** In addition to formal athletics and school clubs, students involved in other co-curricular activities who break the Athletic/Activity Code of Conduct during the school year may be suspended from those activities. The administration will consult with the appropriate advisor to determine the consequence on a case by case basis due to the unique schedule of each activity. Severe violations and/or multiple offenses may result in the immediate suspension from current and future co-curricular activities.

**Appeal of Suspension:** After a ruling of ineligibility, suspension, or long-term suspension 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/advisors, 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 or club must gain prior approval from a school administrator before trying out for another athletic team or club activity.

### **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 Award Ceremony in early June.

**Communication of Concerns:** In a restorative school, 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, 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.

**Equipment Issue and Return:** All issued equipment and uniforms are the property of BHS. 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. 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 is harmful to building a safe community and 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:

- A meeting with the School Leadership Team, which may be in the form of a restorative conference with all relevant stakeholders
- Potential 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 meet with the School Leadership Team, Athletic Director and parents/guardians, which may be in the form of a restorative conference, and may 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:** In a restorative school, all community members, students and adults, are expected to conduct themselves in a manner that promotes positive and healthy relationships with their team, Burlington High School, the athletic department, game officials, opponents, and property. A student who does not model good citizenship and sportsmanship will be invited to change their behavior if they wish to remain on the 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, Volleyball B&G

**Spring** Baseball Lacrosse, B&G Softball, B&G Tennis B&G, Track and Field B&G

**Winter** Alpine Skiing B&G, Basketball B&G, Bowling B&G, Ice Hockey B&G, Indoor Track B&G, Nordic Skiing B&G

**Club Sports** Rowing Rugby Ultimate Frisbee

### **BHS CLUBS/ ORGANIZATIONS**

BHS Heroes, Burlingtones, Debate, Drama, International Club, Jazz Band, Literary Magazine (DETOUR), Madrigals Math League, Model United Nations, Music Festivals, National Honor Society, Newspaper (REGISTER), Pep Band, Poetry Out Loud, Scholars Bowl, Snowboarding, Student Council, Yearbook (OREAD),

### **BHS AFTER-SCHOOL PROGRAM ACTIVITIES**



Homework Center and offerings based on student interests.

## **VI. DUE PROCESS AND REDRESS OF GRIEVANCES**

Within a restorative school, it is important that all stakeholders--students and adults alike--feel that their voices matter, and that they have the space to raise issues and repair harm. Students or families who feel that faculty and/or staff at BHS have failed to comply with the policies and procedures of this handbook may contact Principal Noel Green to share their concerns.

## **VII. 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.

#### **Assembly Schedule**

8:00 - 9:20 Block 1

9:26 - 10:46 Block 2

10:53 - 11:38 Assembly

11:44 - 1:34 Block 3

Lunches (80 min. with 30 min. lunch)

1:40 - 3:00 Block 4

### **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 hanging tag must be purchased for each car that is driven to school. Tags may be purchased in the Student Affairs Office for \$25. 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 reasonable suspicion.

## **BUS TRANSPORTATION**

All students taking the bus to school are required to ride the Neighborhood Specials during the school day and show a valid BHS ID to drivers as they board the bus. All students will be given a BHS ID at the start of school; replacements ID's may be purchased for \$5 each. The Burlington School District publishes eligibility criteria for students to ride the bus for free every school year. In addition to taking Neighborhood Specials, students who qualify may also ride free home from school activities on the CCTA regular routes until 7:00 pm. 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 videotapes as needed.

## **CAFETERIA**

The cafeteria will be available for students who wish to eat during the school day. While we do allow students to eat in lobby, we always ask that students put trash where it belongs. Maintaining a clean environment demonstrates respect for each other and ourselves. Breakfast is available from 7:30-8:00, and students are required to be in class on time. Dinner is available at the end of the school day until 3:25 PM. Students may eat only during their scheduled lunch block in order to reduce congestion in the cafeteria. 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 to recycle, compost and minimize waste. Students are expected to cooperate with the cafeteria supervisors.

## **CALL BACK**

The call-back time (3:05-3:30) 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 40 hours of community service in order to graduate from Burlington High School. Students are invited to document all community service hours over the 40 required hours for scholarship and other community recognitions. Community service must be completed through a non-profit organization (groups or foundations that are tax-exempt under Internal Revenue Code Section 501(c)(3) ) and not during school hours. It excludes volunteering at a for-profit business, participation in church services, caring for pets (unless it is done through an organization like the Humane Society), babysitting, helping relatives (this is considered a family obligation) or volunteering outside of school during school hours.

For ideas and opportunities available for community service, please consult the guidance department. Community service forms are available in the Guidance Office, and should be turned into the Guidance Office. Seniors will not be allowed to participate in the graduation ceremony 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 Academic Study/Guided Study 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 or instant messaging 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, 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 email, 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 long-term suspension.

## **DANCES**

Students must be in good standing to attend school dances. This may include registration information status, discipline and attendance. School rules concerning smoking, substance abuse, and the right to search student belongings including cars, are in effect at all school activities, including dances. Students are asked to dance appropriately. Administrators may interrupt dancers whose dancing is too explicit as well as review and mix up the playlist of music. At the request of administrators, students will be asked to submit to a breathalyzer test. Once a student leaves the dance for any reason, he/she will not be readmitted to the dance. Guests must be pre-approved 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, electronic devices, 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 midterm 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**

Burlington High School is committed to creating a positive learning environment for all students. The purpose of the BHS dress code is to promote a body-positive environment where all students are safe, and feel welcome by upholding standards that foster a secure and equitable community. The purpose of the BHS dress code is not marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. The BHS dress code is designed to be “school functional”. This is defined as:

**Basic Principle:** Certain body parts must be covered for all students at all times. Clothes must be worn in a way such that genitals, buttocks, breasts, and nipples are fully covered with opaque fabric. All items listed in the “must wear” and “may wear” categories below must meet this basic principle.

#### **Students Must Wear:**

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes

#### **Students May Wear:**

- Hats must allow the face to be visible to staff, and not interfere with the line of sight of any student or staff,
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff),
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”,
- Pajamas,
- Ripped jeans, as long as underwear and buttocks are not exposed,
- Tank tops,
- Athletic attire,
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing.

#### **Students Cannot Wear:**

- Violent language or images,
- Images or language depicting drugs or alcohol (or any illegal item or activity)
- Hate speech, profanity, pornography,
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups,
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed),
- Swimsuits (except as required in class or athletic practice),
- Accessories that could be considered dangerous or could be used as a weapon,
- Any item that obscures the face or ears (except as a religious observance).

**Dress Code Enforcement:** To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below.

Students will only be removed from spaces, hallways, or classrooms as a result of a dress code violation as outlined above. Students in violation of the Basic Dress Code Principle and/or are in violation of the “Students Cannot Wear” section will be provided three (3) options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students' parents or guardians may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances and prom.

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**ELECTRONIC DEVICES 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.

Students who are issued electronic devices to support student learning must follow school policies and procedures agreed to by students and their parents or guardians. Inappropriate use of devices may result in restricted and limited access. Students and parents will participate in required orientation and training sessions before devices will be issued to students. Some payment for insurance is required in order for devices to go home.

**Consequences for inappropriate use of electronic devices:** There are additional rules and consequences for ChromeBook use. Please see the BHS website for these rules and consequences.

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

**Second Offense:** Device will be confiscated until a parent/guardian meets with an administrator. Student will participate in a restorative conference in the Student Seahorse Support Center. **Third Offense:** Device will be confiscated until a parent/guardian meets with an administrator. Student may serve one day of in-school suspension (ISS). Required restorative conference.

**After the Third Offense and for each subsequent offense:** Device will be confiscated until a parent/guardian meets with an administrator. Student may be suspended in school (ISS) for one day. Student may also be prohibited from having the device in school for one month. If necessary, student may turn the device into the Student Affairs 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, or will refer the student to the Student Affairs 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 may access a phone in the Main Office where messages may be left. BHS is not responsible for lost or stolen devices. BHS reserves the right to confiscate phones and other electronic devices based on reasonable suspicion. Devices may be searched with parent permission (See Student Searches p.27)

## **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. 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 Student Affairs Office.

### **EMERGENCY TELEPHONE NUMBERS**

Please keep the Student Affairs 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.

### **FIELD TRIPS**

Students in good standing may participate in field trips as part of their educational experience. Teacher approval and parent permission will be necessary in order for a student to participate in a field trip. Permission forms are available in the Student Affairs Office and must be signed by the student's teachers and parent/guardian. Forms must be signed and returned one week prior to the event. Students may be denied going on the field trip if they have not completed this form and returned it to the field trip organizer prior to leaving for the field trip. Students must be present by the start of Block 2 in order to participate in a field trip, and may be denied access to the field trip due to previous absences.

### **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 re-enter. 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 long-term suspension 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 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 Avenue Alliance Church and Rock Point. 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. "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 long-term suspension. 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 except in A building during lunch. 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**

Lockers are available upon request in the main office.

### **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.

### **RECORDING/FILMING/PHOTOGRAPHY OF STUDENTS**

Recording, filming, or photographing students and adults 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 recording 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. Recording 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.

### **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 BOUNDARIES**

Students are expected to remain within designated areas of the school campus throughout the school day, commencing when students first arrive at school. Violations of this policy may result in disciplinary action, including searches and/or suspension (see Student Searches on page 27). The school campus includes all buildings, fields, athletic areas, parking areas, and all walkways. Students may freely access the following areas during the school day: entrance area in front of A Building, front lawn area up to the flag pole; lawn area up to the corner of A Building/Auditorium; courtyard garden area adjacent to A and B Buildings. The courtyard area between B, C, D, and E Buildings may be used during passing times or with permission from a staff member.

Areas off-limits during the school day, unless part of a class activity or authorized by a staff member, include: all wooded areas, all faculty parking areas; access road by A and F Buildings, the west section of Institute Avenue past The Weaver Athletic Complex; North Beach campground; Rock Point School property; any waterfront area. Student Parking Lots are off-limits during the school day; owners of vehicles may access a vehicle with the permission of a staff member. Students may be at bus stops during the school day only when leaving school for the day.

### **SCHOOL CHOICE**

Students who are interested in attending another high school must apply in writing to their home school's principal by March 1 of the year preceding their desired entrance. A lottery will be held in early February to determine school choice students for the following year. Students in good standing do not need to reapply each year; however, if there is a truancy or behavioral issue, the privilege of being a school choice student may be revoked.

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. BHS has a total of 10 new combined slots for school choice students. Applications may be submitted after February 1; however, they will be placed on a wait list and may be filled 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 website ([bsdvt.org](http://bsdvt.org)).

### **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 AND OFF CAMPUS PRIVILEGES**

This privilege is extended to seniors, in good standing, that begins at the end of first quarter with the discretion of school administration. Parents wishing to not have their student(s) participate in this privilege must complete an "Opt Out Form" which is available in the main office. This privilege may be revoked by school administration at any time.

### **SENIOR EXAM PRIVILEGE**

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.

## 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. 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 educational interests;
  - 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 15th 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. Dept 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 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.

### **TRESPASS**

Persons who have been given a No Trespass notice cannot come on Burlington High School property without the prior approval of the Principal or designee. Any administrator or designee may issue a No Trespass notice. This notice will remain in effect for the length of the school year or until revoked by the school. Persons who violate a No Trespass notice will be referred to local authorities and may be subject to Vermont Statute 3705 (Unlawful Trespass).

### **VISITORS**

Parents and other visitors must be approved and get a Visitor Pass in Visitor Sign-In area located in the main lobby of the building before entering other school buildings, and sign out when they leave the school campus. All unauthorized visitors will be required to leave.

## **VIII. STUDENT 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.

### **COLLEGE CONNECTIONS**

This program located in Building A, adjacent to the Health Office, assists the Guidance Office in providing support for students taking courses for both high school and college credit (dual enrollment). Students may be required to take the Accuplacer or other college readiness assessments to qualify. All interested students can stop by the College Connections Office or call 540-0953.

### **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**

All families are encouraged to complete the FRL forms. Not only do they help determine eligibility for families, the completed forms inform data collection impacting funding made available to the district. The forms are available on line and are part of the required registration and contact information updates. Paper forms are available by contacting the Main Office at 864-8410. 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.

### **SCHOOL COUNSELING OFFICE**

The School Counseling Department’s mission is to support the educational and emotional growth and well-being of students. Many students seek out the support of School Counselors on their own. Students can also be referred by parents, teachers, administrators, peers or outside agencies. School counselors focus on academic, career and college planning, in addition to supporting the social-emotional well-being of students. School counselors are available to work with all students through different struggles they may be experiencing, and often make referrals to community mental health counselors for additional support.

**Guidance Mission Statement:** The BHS Guidance Department will empower students to reach their true academic potential and realize their full personal promise through:

- Flexible Pathways towards College and Career Readiness,
- Restorative Practices as a means to problem solve and deal with life challenges, and
- Promoting Personal Growth to maximize their potential as a productive member of society.

**Academic Counseling:** Counselors work with students, parents and teachers to foster student academic success. Supports include:

- Academic planning, course registration and scheduling
- Parent collaboration
- Teacher consultation

**Exploration of alternative educational opportunities:** All students at BHS meet individually with their school counselor each year to address relevant grade level topics.

- Grade 9 - Transition to high school and understanding school requirements and supports
- Grade 10 - Review academic plans and explore high school opportunities
- Grade 11 - Review graduation requirements and begin planning for after high school
- Grade 12 - Finalize graduation and future plans

**Future Planning:** School counselors assist students to develop and implement plans for after graduation. Supports include:

- College search and application activities
- Information regarding college entrance tests (ACT and SAT)
- Career exploration
- Referrals to community resources

**Confidentiality:** All counselors follow the American School Counselor Association Code of Ethics. Students are guaranteed confidentiality when speaking with a counselor unless the student presents a danger to self or others. Vermont law requires counselors to report any suspected abuse or neglect to the Department of Children and Families. Counselors work as a team and, at times, consult with each other regarding student issues and services.

## **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. Students who have recently been prescribed narcotic pain medication as a result of a medical issue must check with the health office. Due to safety concerns, students will not be allowed in school while taking narcotic pain medication such as but not limited to: tylenol with codeine, dilaudid, morphine or vicodin. Some exceptions may be made with written permission from the student's physician indicating that the student has not experienced any side effects that would affect the ability to safely navigate through the school or participate in class.

**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 Student Affairs Office. Under no circumstances should a student leave school without parent/guardian permission and an Early Dismissal from the Student Affairs Office.

Students may also make appointments with the School Based Health Clinic and Tooth Tutor Program at the Health Office (864-8586).

## **LIBRARY**

The library, located on the first floor of B Building, provides students with access to current research and reference material, as well as material for leisure reading. Students must return materials on time and in good condition. 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. 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. 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.

## **STUDENT ASSISTANCE PROGRAM (SAP)**

This program provides students to access drug, alcohol and tobacco counseling services. In addition, a school based clinician also supports student success by working with students and families on issues relating to school attendance and performance.

## **VIII. THE BHS STUDENT HANDBOOK PROJECT: A COLLABORATIVE HISTORY**

The BHS Student Handbook has been a collaborative project since its origin. In its earliest iteration numerous BHS staff and faculty have provided input on policies, procedures and programming. Over the years the handbook has been revised and revisited to adjust its content to reflect the values and expectations of the greater Burlington community in an effort to produce and cultivate future citizens.

In the spring of 2017, BHS faculty, staff and students in collaboration with UVM's College of Education and Social Services engaged in a collaborative process to learn about Restorative Practices and Youth Participatory Action Research as methods to transform their school. As part of this project students identified making revisions to the Student Handbook that reflected the inclusion of restorative practices and the culture that BHS embodies. This current iteration of the Student Handbook reflects input from multiple stakeholders, including faculty, staff, BHS students and community partners.