



52 Institute Road  
Burlington VT 05408

2018-2019  
Student and Parent / Guardian Handbook

Main Office: 802-864-8426

Reporting Attendance: 802-864-8426 ext. 12002

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[www.burlingtontech.org](http://www.burlingtontech.org)

Twitter: @Burlington\_Tech

[www.instagram.com/burlingtontechnicalcenter](http://www.instagram.com/burlingtontechnicalcenter)

Burlington School District Media

[www.bsdt.org](http://www.bsdt.org)

@BTVSchools

#bsdt

#btvschools

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Full printed copies of this handbook:

If you or your student requires a printed version of this handbook, please visit or call the BTC Main Office at 802-864-8426.

# BURLINGTON TECHNICAL CENTER

<b>2018-2019 CALENDAR: Updates / inclusions will be posted here as they become available.</b>
Aug 23, 24, 27,28 - District In-Service*
August 29 - New Student Orientation 5-7pm: BHS Cafeteria for Welcome Dinner, Program Introductions, and Site / Classroom Visits.
August 30 - First Student Day BTC Opening Assembly: Morning and Afternoon Session
September 3 - Labor Day, No School.
October 19 - No school for Students; Parent/Guardian/Teacher Conferences October 26 - End Q1: Grades due by November 2 (tentative)
November 19-23 - Vacation Week, No School November 19, 20 District In-Service*
December 24-31 - Vacation, No School
January 1-2 - Vacation, No School January 11 - End Q2: Grades due by January 18 (tentative) January 21 - Martin Luther King, Jr. Observance- AM session only
February 9 or 16 - Saturday Open House February 25-28 - Vacation, No School (students and staff)
March 1 - Vacation Day, No School (students and staff) March 4 - Vacation Day, No School (students and staff) March 5* - Vacation Day, No School (students) (*staff inservice) March 29 - No School (Parent Conferences) March 15 - End Q3: Grades due by March 22 (tentative)
April 22-26 - Vacation Week, No School
May 27 - Memorial Day, No School May 31 - End Q4: Grades due by June 7
Preliminary dates: June 5 - BTC Cookout / Celebration Day June 6 - Last Day of Classes at BTC
June 7, 10 11, 12 and 13 BTC In-Service
June 11 BTC Graduation
June 14, 17, 18 Possible makeup days for snow days

## Welcome students, parents and adult learners,

Burlington Technical Center, often called BTC, has helped high school students and adult learners explore their interests and take steps toward incredible careers since 1968.

BTC is a Career and Technical Education Center that offers robust ½ day programs for high school students and evening programs for adult learners. These programs help you build skills, attain professional certifications, connect with industry professionals, and many lead to dual-enrollment college credit... in some cases as many as 17 credits can be earned while in high school.

We're ready for another exciting year at BTC in 2018-2019! We continue to assess and to adapt to changing needs in our community. We continue to upgrade to stay up to date with equipment, supplies, and facility renovations. Over the recent years we have launched new programs: Pre-Tech-1 (Digital) for 9th and 10th graders, and Programming and Computer Science for 11-12 graders and added a section of Health Services Academy program based on needs. Pre-Tech is housed in our award winning makerspace called Studio B and introduces makerspace prototyping and design, videography / cinematography, digital mixing / mashups, design and illustration and programming and computer science. We've collaborated with students and industry professionals around the globe to build our maker space and to develop state of the art health career pathway programs.

We have an excellent teaching staff here at BTC who will challenge and mentor you to new heights. Our teachers are all skilled instructors and industry professionals who are connected to their community. We also have an incredible staff in place to support you in each program, your needs as a learner, and to help you explore and develop your goals.

Please take a look through our website and explore our course offerings. Imagine what it would be like to dive into an immersive program in high school under the guidance of industry professionals. Imagine what connections and goals we can help you achieve. Then come for a visit and see it for yourself first hand.

I look forward to meeting you and welcoming you to Burlington Technical Center.



Tracy Racicot  
Director, Burlington Technical Center

# Mission Statement

The Burlington Schools, in partnership with families and the community, will educate and inspire students to influence and shape the future.

## Core Beliefs

- 1) Everyone can learn.
- 2) The learning environment should be safe, respectful, caring and attractive.
- 3) Education is the responsibility of every individual in the community.
- 4) Learning is a lifelong process. Everybody teaches; everybody learns.
- 5) Each person is intrinsically valuable.
- 6) Diversity is a strength of our community.
- 7) Communication and access to information is essential to learning.
- 8) Students learn in a variety of ways.
- 9) Continuous improvement is the result of on-going review and evaluation— and the will to change.
- 10) Investment in the education of our youth is vital to a healthy community The Burlington Technical Center (BTC) is a school within the Burlington District. BTC, therefore, adheres to the principles and policies set forth by the Burlington Board of School Commissioners.

## Statement of Purpose

It is the mission of the Burlington Technical Center to provide all students with the knowledge, skills and attitudes necessary to become productive members of the workforce and to go on toward further education and training.

The Technical Center will:

Provide high quality programs to reflect current needs of students, businesses and community.

Provide leadership development opportunities for students through planned classroom activities and/or participation in Career and Technical Student Organizations.

Integrate workplace readiness skills and academic learning with technical skills to prepare students for further education and/or employment.

Coordinate with area industry/businesses to keep curriculum and equipment current with area employment needs and emerging technology.

Promote good work habits and provide safety education throughout the curriculum.

Present opportunities for faculty, administration, parents, students, and the community to participate in the planning, operation and evaluation of programs.

Provide equal educational opportunities to all students free from discrimination on the basis of race, color, religion, national origin, gender, sexual orientation, gender identity, gender expression, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation or disability, as defined and required by state and federal laws. • Assist students in meeting state required competencies while achieving a high degree of proficiency in their chosen fields.

Promote students' lifelong learning by providing opportunities for apprenticeship, independent study, cooperative education, advanced placement articulation agreements and/or dual enrollment opportunities with postsecondary institutions. • Encourage students to utilize their technical education in seeking employment and/or pursuing post-secondary education/training.

## Burlington Technical Center Rules

I. We respect and are considerate of the rights and responsibilities of ourselves and others.

II. We respect and are considerate of our property and the property of others.

III. We follow our designated schedules.

IV. We respect the rules of specific areas. It is your responsibility to follow these reasonable rules in order to promote and insure a positive learning place. We are here to learn! Actions which are considered to be severe in nature with a consequence of suspension or further disciplinary action up to expulsion include:

1. Actions which are potentially physically or mentally injurious to any individual or group, (i.e., striking another student, intimidation or harassment, throwing snowballs or other objects, pulling false alarms, dangerous operation of vehicles, carrying weapons, etc.).

2. Stealing, damaging or defacing personal or school property.

3. Selling, distributing, possessing or using alcoholic beverages or illegal drugs, unauthorized prescription drugs and possession of related paraphernalia, etc.

4. Harassment. See BTC Harassment Policy and Sexual Harassment Policy.

5. Loitering on School District property. (A student is loitering when he/she continues to remain on school property after being requested to leave.)

6. Preventing or attempting to prevent any staff member and/or student from carrying out his/her responsibilities and/or learning activities.

Note: With reasonable suspicion, administrators may search student belongings, lockers, clothing and personal effects for possession of illegal or inappropriate substances and property. A student may be required to attend in-school counseling sessions, or an anger management program, as a part of a reentry plan following a disciplinary action.

## Administration

Tracy Racicot, Director

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Joan Safford

Registrar and Administrative Assistant

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Joan Siegel, Student Services Coordinator

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Assistant Director for Continuing Education and Work Based Learning

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Kris Breen, Program Development and Work Based Learning Coordinator

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Zac Poland, Guidance and Outreach Coordinator

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## Program Faculty

Alphabetical by program

Auto Body

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Aviation and Aerospace Technology

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Criminal Justice

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Culinary and Professional Foods

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Digital Media Lab

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#### Human Services

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#### Preschool Director, Early Childhood Education

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#### Pre-Tech / Studio B / Makerspace

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#### Programming and Computer Science

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Stacey Ladd • 864-8426 ext

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#### Welding & Metal Fabrication

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## Development Programs

Outreach / Marketing: Zach Poland

Industry Recognized Credential Support / Program Development: Kris Breen

Work Based Learning Coordinator: Kris Breen

Kim Fankhauser, English Language Learner Support

# Directions

[Burlington Technical Center](#) is located at 52 Institute Road, Burlington, VT 05408

## Visitors

We welcome visitors at the Technical Center at times which are appropriate for our classes or by appointment. Please call the BTC office at 802.864.8426 to arrange a visit. All visitors must check in at the office (F Building, room 300) when they first arrive on campus or check in at the BHS Main Office to be routed to the BTC Main Office at F300.

# Student Life and Expectations

## Absences / Attendance and Grading

Parents/Guardians or sending school should report all excused absences before the start of class.

Reporting absences: 864-8436 ext 12002

### **BTC Attendance Policies & Procedures**

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Regular attendance in class is core to instructional success, school climate, and a safe environment. As a shared responsibility, the administration commits to consistent support of teachers in an effort to uphold these policies.

#### Student Tardy Concerns/Restorative Response and Support

1. After one unexcused tardy, teacher will investigate cause and if appropriate, issue student a verbal warning.
2. After second unexcused tardy teacher will have one-on-one conversation with student about being on time. Request that student make up the time or work that they missed.
3. After tardy number three, teacher makes parent contact via email or phone. Document outreach.
4. At fourth tardy, refer student to school counselor. After four **unexcused** absences, a student and family/guardian meeting will be requested. Issue warning in regard to possible credit reduction, withdrawn, or fail.
1. After five unexcused absences, teacher may recommend for student credit reduction. After eight unexcused absences the student may be withdrawn from the program.

### **Excused Absences**

Medically excused absences must be verified by a parent / guardian or medical authority (school nurse, counselor, health care professional, physician).

Students will have the ability in excused absences to make up the work issued in class. Students that have proper medical documentation will be afforded every accommodation possible to either achieve program participation or completion.

Without medical documentation or school approved absences (sports, school sanctioned activities) students may experience credit reduction and or program fail.

Excessive (10 or more) Excused Absences (unrelated to school sanctioned activities, see below): Such absences will be reviewed on a case-by-case basis with the parent/guardian, program instructor and administration.

Sports / Activity Participation: Many students participate in a number of extra curricular sports and activities (plays, etc) throughout the year. Each student who leaves for sending school sanctioned extracurricular activity is an excused absence, without penalty. We know these can accumulate quickly over sports seasons. Students are responsible for making up all work related to these absences.

Field Trips at BTC That Impact Sending Schools: BTC must provide 72 hour (3 day minimum) notice if the trip impacts sending school attendance. Sending schools may deny the student the opportunity to participate in a BTC scheduled trip at their discretion and this would be an excused absence.

## **Cafeteria / Food Service**

The cafeteria will be available for all Tech Center students, class time permitting.

We have taken great strides to increase the amount of local products served in our cafeterias and we are proud to say that one-third of our purchases are invested into Vermont products. Our farm to school program connects students and their families with whole, fresh and local food as well as many Vermont farmers to strengthen the health of our community. We purchase locally grown foods from over 23 Vermont farms. Buying local helps to boost the programs connecting children to their food system and creating opportunities for local farmers to provide their harvest to schools in their communities.

### **Breakfast**

FREE breakfast is available in the Burlington High School Cafeteria in A Building to all students  
M-T-TH-F 7:30-9:45 in the cafeteria  
W 7:30-8:45 in the cafeteria

## Lunch

Lunch is available 10:30-10:45 AM on cafeteria line 1

Lunch is also available on lines 1-2-3 from 11:05 AM -1:00 PM M-T-TH-F and on W from 11:47 AM-1:36 PM

### Meals Available:

- breakfast and supper are free to all students
- lunch is available **\$3.25 for paid students**
- lunch is free for **free and reduced lunch eligible students** with completed application

## Student Behavioral Expectations

All students in the Burlington School District are required to follow reasonable rules of conduct and behavior during the school day, on school buses, on public buses regularly used to attend school, and at school activities. Burlington School District staff is responsible for establishing and maintaining an atmosphere which fosters such behavior. Parents/guardians, staff members, and the Burlington School District share the responsibility for fostering positive behavior among students. However, the ultimate responsibility rests with the students and their parents/guardians. Parents/guardians will be informed of their child's serious misbehavior and repeated inappropriate behavior.

Disciplinary measures are designed to teach students to accept responsibility for their behaviors and to make better choices in the future. Students may be suspended or expelled for violating school rules, School Board Policies or otherwise engaging in misconduct on school property. Suspensions longer than 10 days and expulsion are imposed only by recommendation of the Superintendent and a School Board Hearing. The School Board may expel a student through the end of the current school year or 90 school days, whichever is longer. Disciplinary measures shall be imposed with regard for the due process rights of the student being disciplined to the extent required by law. The use of corporal punishment, that is, the intentional infliction of physical pain for purposes of discipline, is expressly prohibited. The use of necessary and reasonable force to restrain and/or to protect the student, other persons, property and, when necessary, to quell a disturbance, is not prohibited. For full Policy F 13, visit [www.bsdrv.org](http://www.bsdrv.org).

## Electronic Devices

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

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.

## Debts, Fines & Fees

Students who are issued books, materials, and equipment (including electronic devices) are expected to return these items in the condition they were issued. This also includes cafeteria or library outstanding bills. School personnel will assess fines for items that show damage other than normal wear from use, or the replacement cost for items lost or stolen while issued. Textbooks and other instructional materials must be returned prior to the issuance of certificate of completion.

## Dress Code

Standards in the area of health and safety prohibit bare feet, or clothing which is a health or safety hazard to the individual student or others. Inappropriate advertising, obscene, vulgar, or other derogatory slogans (including drugs, alcohol, weapons) are not permitted on student attire. A student whose attire impedes the learning process and/or is disruptive to the normal operation and functions of the school will be required to change his/her attire.

## Driving and Parking of Motor Vehicles

Students are encouraged to use the bus transportation provided by their high schools. Students must have written permission from both their parents/guardians and their home high school, a valid driver's license, registration, and proof of insurance. After these materials are received, students can purchase a parking sticker from the BHS Student Affairs Office. Parking permits are \$30 dollars. All students must have a parking sticker to park at Burlington High School/Burlington Technical Center.

Students may only park in the student parking lot. Motor vehicles which are not parked in that lot or that do not have the proper sticker will be ticketed, towed at the discretion of the administration, and/or their parking privilege may be revoked.

BHS and BTC assumes no liability for damages, fire and theft for persons who choose to park at BHS/BTC. Students are to obey posted speed limits and drive carefully at all times. Loitering in parking lots is prohibited. Any students violating these guidelines will have their driving privileges revoked.

## Grading and Reporting

Individual course syllabi for programs reflect grading systems.

BTC Honor Roll: 90% (A-) or better in BTC program of study.

Quarterly grades are released to sending high schools at nine week intervals. Grade updates can be checked at any time throughout the year in our PowerSchool Parent Portal.\*

Medical and Sports Sciences currently use a different reporting system and parents and students in that program will be notified how to access day-to-day grades.

## Health Office

BTC students needing health care during school hours will be referred to the Burlington High School 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 should meet with the school nurse to develop an appropriate plan.

## Early Dismissal from School for Health Related Reasons

When any student is dismissed from school because of illness or an incident regarded as a minor injury, transportation must be provided at the discretion of the parents/guardians.

Procedure for reporting to the Health Office:

1. During class time, students are required to notify the program instructor that they will be leaving class to visit the Health Office
2. Students dismissed by the Health Office will be automatically reported to the BTC office and the program instructor will be notified.

## Medication in Schools

A parent/guardian must annually complete a request form to have prescription drugs administered during school hours. A written order from the prescribing health care provider is required. The medication must be brought to school in the original container labeled with the student's name and dosage. The medication will be kept in locked storage by the school nurse, unless it is a life-saving medication. Please contact your school nurse to develop a plan of action regarding response to any allergies or asthma or if you have any questions about medication. For full Policy F 20, visit [www.bsdtv.org](http://www.bsdtv.org).

## Library

Students are welcome to use the Burlington High School library for research, reading, doing homework and other Library-related activities.

## School Closing

If it becomes necessary to close Burlington Schools for the day, announcements will be made by via the School Messenger communication system after 6:00 a.m. Local TV and radio stations, our website and additional social media will also list closings. School Messenger announcements will be sent via some combination of telephone calls, emails and text messages. It is important that the schools have accurate and up-to-date contact information for parents/guardians. You can update your contact information as part of the back-to school process via the PowerSchool Registration System. During the course of a school day, unexpected situations may occur that require closing one or all of the Burlington Schools. That decision will be made by the Superintendent's Office, with consultation of appropriate resources such as school principals, the Property Services Director and/or the Burlington Police



Department. Notification of this decision will be made as far in advance as possible, although some situations may require the immediate dismissal of students.

## School Safety

School safety measures include:

**Identification:** To monitor who enters school buildings, all staff have photo identification to be worn while in buildings at all times. This includes all teachers, paraeducators, administrators, maintenance and facilities staff, food services staff and other support personnel.

**Visitors:** Visitors to the buildings will be required to wear a visitor's pass during the school day. Staff are asked to watch for any adult in a building without such identification or pass and to redirect them to the office.

**Doors:** Schools other than the high school are asked to lock all doors during the school day. Visitors may request access to the main office through a buzzer/video camera identification system.

**Signs:** A sign will be posted at each building directing all visitors to the main office to sign in and get a visitor's pass.

## Surveillance Cameras

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

## Withdrawal from BTC

Students may be withdrawn from BTC for reasons relating to attendance, performance, and/or behavior. Individual students will be considered on a case-by-case basis for re-admission in subsequent years.

# Support 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. 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.

## 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 pregnancy or a medical disability. For information about this service, please contact the school director.

# Policies

## 18-Year Old Policy

It is recognized that many students will reach the age of majority while enrolled at the Burlington Technical Center. It is also apparent that most parents wish to remain in close contact with their son or daughter's progress at school. Therefore, it will be school policy to continue to communicate information related to school through parents, unless the school is specifically notified in writing by the parents that this is not their desire.

## Academic Honesty

The Burlington Technical Center supports an academic honesty policy requiring that students produce their own work. The program instructor will immediately investigate any incident in violation of this policy. Consequences resulting from a found violation of this policy will include communication with the student's parents/guardians, a grade of zero and no credit for the work in question. Any appeals will be heard by the BTC Director. Examples of academic dishonesty include: plagiarism, forgery, copying from another student's work, using crib sheets on a test,

assisting another student who disregards academic honesty, tampering with the instructor's grades or scores, a pattern of absences on test days and/or assignment due dates.

## Bullying, Hazing and Harassment

In the beginning of the 2015-2016 school year, the State of Vermont made changes to its bullying, hazing and harassment policies. In previous years there were three separate policies: one for bullying, one for hazing and one for harassment. Currently, there is one policy that covers bullying, hazing and harassment. The new policy is also accompanied by a complete set of implementation procedures. For full Policy and Procedures F 29R are listed as follows on the Burlington School District Website ([LINK](#)). For a step by step, what should a student do if they feel bullied or harassed, please go to this [LINK](#).

The Burlington School District strives to foster a safe learning environment where all students and school staff display respectful behavior towards each other. Bullying in any form is not tolerated.

Specifically, bullying refers to behavior, including electronic, directed at a student from another student or group of students that 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, before or after the school day, or at a school-sponsored activity.

Procedures are in place at each school for handling bullying behavior, and parents are encouraged to talk with building administrators when they are concerned about bullying incidents. See Student Harassment section below for information on school-based Designated Employees and other resources available in the District.

Hazing refers to any act committed by a person (individually or with a group), on or off school property, against another student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization that is affiliated with the Burlington School District. Hazing activities are intended to humiliate, intimidate, or demean another student and will not be tolerated in the School District.

Consent or acquiescence by the victim of the hazing does not excuse those who participated in the hazing. Hazing, soliciting, directing, aiding or attempting to aid in or assist another person in hazing or failing to take reasonable measures to prevent hazing is unlawful and a student may be subject to prosecution under the law and under the District's Policy and a penalty up to \$5,000. Hazing incidents may also be reported to law enforcement agencies.

Examples of hazing include:

1. Any type of physical brutality such as whipping, beating, striking, branding, electrical shocks, placing a harmful substance on or in the body, or other similar activity.
2. Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, or other activity that creates or results in an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
3. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects a student to an unreasonable risk of harm.
4. Any activity that induces, causes, or requires a student to perform a duty or task, which involves the commission of a crime or an act of hazing. Complaints of suspected hazing should be reported to the Designated Employees, listed within this handbook, who will investigate such complaints. 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 Policy F 29R.

Prohibited harassment:

#### Cyber-Bullying or Cyber-Harassment

There is no specific statute pertaining to cyberbullying or cyber-harassment. Rather, the Vermont statutes that define “harassment” and “bullying” have each been amended to expand their scope to include and cover behaviors that may happen off campus/online, but only where the behavior can be shown to impact the student’s ability to access education. For example, Cyber-harassment is referred to herein the underlined text: A. Harassment is an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, 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 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 Harassment: All students, parents/ guardians, school community members other than staff are encouraged to report incidents of misconduct or student 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 harassment, the employee must immediately inform a Designated Employee. A list of current Designated Employees is listed within this handbook.

Currently, the Designated Employees at BTC are:

Zac Poland, Coordinator of Guidance 864-8426 ext 12006 • [zpoland@bsdvt.org](mailto:zpoland@bsdvt.org)

Tracy Racicot, Director 864-8426 ext 12003 • [tracicot@bsdvt.org](mailto:tracicot@bsdvt.org)

We collaborate with Designated Employees at Burlington High School to assist with investigations of reported Bullying, Hazing and Harassment.

**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 harassment, he/she will receive education; training; discipline, up to and including suspension, expulsion or termination; banning from school property or other consequences that are appropriate to the offense and that are designed to prevent future harassment.

**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 harassment, (2) is dissatisfied with the final determination made after the investigation as to whether harassment occurred, or (3) believes that although a final determination was made that 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 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, compliance with Public Record Requests, 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).

**Prohibition of Discrimination and or Harassment of Employees and Others:** 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 and Board Policies, on the basis of any of the following characteristics of his or her race, national origin, color, creed, religion, age, sex (including but not limited to sexual harassment, pregnancy, parental status), disability, sexual orientation, gender identity, gender expression, ancestry, marital status, place of birth, or political affiliation 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

## Confidentiality

Information shared with the school counselor “IN CONFIDENCE” WILL BE KEPT CONFIDENTIAL...with 4 important exceptions:

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

## Due Process

Students are not subject to arbitrary decisions and are guaranteed individual rights. The method to provide for these individual rights and to ensure fair judgment for the student is called Due Process. This process provides for:

1. Notification and knowledge of the charges against the individual.
2. Notification of the facts on which the charge is based.
3. The opportunity for the accused to be heard & 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.

## Drugs / Alcohol

As required by Vermont State Law (Title 16, Section 1165, 909), the Burlington Schools have a comprehensive K-12 Drug and Alcohol Abuse Prevention curriculum. Additionally, teacher training programs, support and referral systems, a cooperative referral agreement with an approved treatment agency, an approved School Board Policy and District-wide awareness of the issue exist. When students violate Board Policy regarding the use, possession, distribution and/or are under the influence of a substance, school officials may take one or more of the following actions: a. Removal of student from classroom. b. Parent conference. c. Behavioral plan/contract with parent/guardian(s) as partners. d. Referral to other School District resources. e. Referral to outside agencies. Any sale of contraband will be considered the most serious offense and shall be referred to the appropriate enforcement agency. a. Long- and/or short-term suspension. b. Expulsion. For full Policy F 10R, visit [www.bsdt.org](http://www.bsdt.org).

# Electronic Resource Use

The Burlington School District has a policy that promotes the safe, ethical, responsible and legal use of electronic resources, including Internet, in accordance with the Children's Internet Protection Act. Electronic resources are to be used solely for educational purposes, and students are to be protected against potential dangers.

Access to electronic resources is made available to all students who abide by the School District Policy.

Violation of this Policy and accompanying procedures may result in school disciplinary action up to and including expulsion or referral to local, state or federal law enforcement officials. Students and their parents/ guardians shall be held accountable for any misuse or damage of the District's electronic equipment or resources. Any unauthorized access to information that results in a monetary charge to the District will be billed to the user.

## Student Expectations

Students may access electronic resources for educational purposes only. They shall not be used for commercial or entertainment purposes.

## Parental Notification and Responsibility

Parents/guardians have the right to terminate their child(ren)'s access to electronic resources at any time. The School District recognizes that parents/guardians bear primary responsibility for transmitting their particular family values to their children.

## Supervision, Monitoring and Retention of Records

The School District monitors use of the Internet and an appropriate investigation will be conducted if there is reasonable suspicion that a user has violated any District Policies or the law.

## 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.

## Free Speech, Portals, Selection of Materials

The District may restrict student speech for valid educational reasons. The District will not restrict student speech on the basis of viewpoint discrimination.

## Student Safety when Using Direct Electronic Communication



Students will not post personal contact information about themselves or other people and must agree to follow safety requirements outlined in procedures when using electronic communications.

#### Illegal, Unauthorized and Inappropriate Activities

Students may not access materials for any purpose that the District deems to be potentially harmful, inappropriate, illegal and non-educational.

#### Plagiarism and Copyright Infringement

Users will not plagiarize works that they find on the internet.

#### 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. For full Policy G 6R, visit [www.bsdtvt.org](http://www.bsdtvt.org).

## Non-Discrimination

The Burlington School District and its employees do not discriminate against other employees and/or applicants for employment, or students on the basis of race, gender or sex (including, but not limited to, pregnancy, parental, and marital status), color, age, creed, religion, disability, handicap, ancestry, place of birth, national origin, marital status, political affiliation, sexual orientation, gender identity, or gender expression to the extent provided by law and Board Policies. This Non-Discrimination Policy extends to any School District employment and education practices, Policies, procedures or programs, activities, services and facilities. Additionally, the School Board will take steps to employ qualified handicapped persons in programs receiving federal assistance under the Education of the Handicapped Act. Employees, applicants for employment, and students are encouraged to use the District's Internal Complaint Procedures to resolve any complaints they may have regarding School District violation of federal law with respect to discrimination. All Burlington School District employees will fully cooperate in any investigation conducted under these procedures and shall be honest and forthcoming with any relevant information. In addition to these Internal Complaint Procedures, other complaint procedures are available and accessible on the District's website or at a principal's office.

The District's Title VI Coordinator, the Age Discrimination Act Coordinator, and the Americans with Disabilities Act Coordinator for students, employees, and others is Jack McCarthy, Human Resources Assistant Director; (802) 864-2159 or (800) 253-0191 (TDD). The Americans with Disabilities Act Coordinator for students and §504 is Laura Nugent, Director of Special Education; (802) 864-8456 or (800) 253-0191 (TDD).

The Title IX Coordinator for employees, students, parents, and others such as relatives, friends, guest speakers or visitors, is Henri Sparks, Equity Director; (802) 540-0214 or (800) 253-0191 (TDD). All of the above listed Coordinators can be reached at Burlington School District, 150 Colchester Avenue, Burlington, VT 05401. For greater detail and the most up to date information visit the District's website at [www.bsdt.org](http://www.bsdt.org) or call Nikki A. Fuller, Esq., Senior Director of Human Resources and Equity Affairs; (802) 864-2159 or (800) 253-0191 (TDD). Inquiries concerning the application of nondiscrimination policies may be referred to the Regional Director, U.S. Department of Education, Office for Civil Rights, 5 Post Office Square 8th Floor / Suite 900, Boston, MA 02109-3921; Tel: (617) 289-0111. Fax: (617) 289-0150, or the Vermont Human Rights Commission, 135 State St., Drawer 33, Montpelier VT 05633-6301, [human.rights@hrc.state.vt.us](mailto:human.rights@hrc.state.vt.us), (800) 416-2010 (Voice/TTY); or 828-2480 (Voice/TTY). Employees or applicants for employment who believe they have been discriminated against should contact: the U.S. Equal Employment Opportunity Commission; 33 Whitehall St., 5th floor; New York, NY 10004, or call them at this toll free number: (800) 669-4000; (800) 669-6820 (TTY). For full Policy A4, visit [www.bsdt.org](http://www.bsdt.org).

## Sexual Harassment

A summary of the District's Sexual Harassment Policy, ACAA and the Complaint procedures is included in this Handbook's section on Harassment. Full copies of the Sexual Harassment Policy and Complaint Procedures are posted in the school and are available from the director's office or the office of the superintendent.

## Smoking/Tobacco Prohibition

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

First Offense One day out-of-school suspension. Police and parents will be notified.

Second Offense Two days out-of-school suspension. Police and parents will be notified.

Third Offense Three days out-of-school suspension. Parental conference will be convened including the student, parent(s), and the Director, following which the Director may recommend disciplinary action up to and including termination from BTC program.

This is consistent with the procedures outlined for suspension and expulsion in School Board policy and Student Conduct and Discipline:

## Student Records / Information

Parents/guardians of a student enrolled in the Burlington School District have certain rights concerning identifiable education records which the District maintains for each student. These rights are afforded by the Family Education Rights and Privacy Act (FERPA).

Parent / guardian(s) and eligible students rights

To inspect and review the student's education records within a reasonable time.

To seek the correction of the student's education record if needed.

To consent to disclosure of personally identifiable information from the student's education records.

To file complaints, regarding the Burlington School District's alleged violation of FERPA with the U.S. Department of Education, Family Policy and Regulations Office, Washington, D.C. 20202.

Inspection and Review of Educational Records: The principal or other appropriate school official will make the needed arrangements for access as promptly as possible and notify the parent/guardian(s), eligible student or student who is making the request of the time and place where the records may be inspected.

Requesting Amendment of Educational Records: Parents/guardians or the eligible student must request the Burlington School District amend their student's records. They should identify the part of their record they want changed and specify why they believe it is inaccurate, misleading or in violation of the student's privacy or other rights.

Disclosure of Information without Consent of Parent / Guardian(s): The Burlington School District will disclose information from a student's record without the parent/guardian(s) consent in accordance with the exceptions to consent permitted by FERPA, 99 CFR §99.31 and the Board's Policy and Procedures on Education Records (F 3R).

Directory Information:

The District may disclose information designated as "Directory Information" unless the parent/guardian(s) notifies the District that the information cannot be released. The following information is Directory Information: name of parent/guardian(s) and address, email address, 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, yearbook picture, class pictures, most recent previous school attended and the school to which the student transferred, if applicable. This information may be disclosed at the discretion of District administrators or school principal.

To Limit the Disclosure of Directory Information:

If you do not wish the Burlington School District to disclose information without your consent, parents/ guardians or eligible student must submit a written request to be received by the student's school principal within 10 working days of the date of the distribution of this notice or the date of the student's (your) enrollment, whichever comes later.

Disclosure to Teachers and Other School Officials with a Legitimate Educational Interest:

In accordance with FERPA, its regulations and with the School Board Policy and Procedure, the District will release educational records to teachers and other school officials with a legitimate educational interest.

They are:

- A person performing a task that is specified in his/her position description or by a contract agreement.
- A person performing a task related to a student's education.
- A person performing a task related to the discipline of a student.
- A person providing a service or benefit relating to the student or student's family, such as health care, counseling, or job placement.
- A person performing a task related to a student's attendance at school or other matter requiring law enforcement involving students.
- A person performing a task related to ensuring the safety and security of the District, including its students.

## Students' Rights and Responsibilities

Students are accorded all rights and responsibilities of citizenship. However, it is important that these rights do not infringe on the rights of others. School administrators and teachers are charged with the responsibility for ensuring these rights for all students and it is therefore required that students be cooperative with those in authority at all times. Students are obligated to state their names and grades to any school personnel who so request and to follow all reasonable directives of school personnel. Failure to do so will result in referral to the Director for disciplinary action. Students and their belongings (including cars) are subject to search with reasonable suspicion by an administrator.

## Suspension and Expulsion

When a student cannot operate within the structure of the school community, this individual loses the privilege of being part of that community. The act of removing this privilege is called suspension. One's right to be a member of the school community may be suspended for a given length of time (up to 10 days) by an administrator. Suspension of a longer duration, or expulsion, must receive the approval of the School Board. A student's right to due process is integral to either a suspension or a dismissal. Suspended days count as excused absences and are calculated into the student's total absences for the year which may impact grade and credit loss. During suspension it is the obligation of the student to take the initiative to obtain makeup work by contacting their BTC instructor. While under suspension, the student is not permitted to be on school property and/or at school events. Such an infraction will constitute a second offense and additional disciplinary action may be taken. If a student is suspended from his/ her home school, he/she will also be suspended from BTC.

### Theft

Students guilty of theft of school materials, supplies, personal, or professional belongings will immediately be suspended for a period of not less than five (5) school days. Extreme situations of theft could result in a student's removal from the program. Extreme situations are interpreted to mean multiple offenses and/or theft of high value items. Restitution will be required. Students are not permitted in teacher areas, locker rooms, etc. without permission.

## Transgender and Gender Nonconforming Students

Vermont Agency of Education Best Practices for Schools Regarding Transgender and Gender Nonconforming Students. Visit:

<http://education.vermont.gov/documents/edu-transgender-guidelines-for-schools.pdf>

## Vandalism

Any vandalism or defacement of property will have severe consequences. Students who vandalize or deface property will be subject to a suspension, financial restitution, and a request for expulsion may be submitted to the Superintendent (see Student Conduct and Discipline).

## Videotaping / Filming / Photography

The Burlington School District employs the use of video surveillance in various locations and at random times as a part of a system for safety and security. Videotaping, filming, or photographing students while participating in school activities requires proper preparation and

justification and could violate the Family Educational and Privacy Act (FERPA). The Burlington School District reserves the right to disapprove any filming or videotaping.

Opt Out Policy: Parents/guardians may elect not to have their child(ren) videotaped, filmed, photographed or included in BTC social media postings through the use of a parent/guardian(s) form that is distributed annually and also available in the school office.

Events such as awards assemblies, plays, concerts, athletic contests or similar events that have newsworthy aspects are open to the public and, therefore, the media are not intended to be part of this Policy. In the event of fire, accident or unusual circumstance, the principal will determine if the public and/or media may be permitted access to the school.

This Policy is not applicable to videotaping, filming and photography that will only be used by school officials with a legitimate educational interest or where the work meets other exceptions to FERPA's disclosure rules.

Videotaping, filming or photography of any student without the explicit knowledge and permission of the student is expressly prohibited, except where it is done as a direct consequence of security procedures implemented with the express knowledge and approval of the Superintendent. Anyone who violates this Policy may be subject to disciplinary procedures. For full Policy F 27, visit [www.bsdtv.org](http://www.bsdtv.org).

## Weapon Possession

A student found by the School Board, after a Hearing, to have brought a weapon to school, including a school activity, can be expelled for up to one calendar year. A weapon includes, but is not limited to a firearm, an explosive device, or a potentially dangerous device such as a sharp edged item that can inflict bodily harm. For full Policy F 4R, visit [www.bsdtv.org](http://www.bsdtv.org)

# Legal and Emergency

## Student Records and Information

See: Policy section Student records and Information

## 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/Burlington Technical Center 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 BHS Main Office. Please contact the office if you wish to read this plan.

## Bomb Threats & Conduct during Bomb Threats

Bomb threats, as defined below, are very disruptive to the educational activities of the Burlington schools, cause the Burlington 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 District. The Burlington School District commits to making up any and all days where school is cancelled as a result of a bomb scare. Accordingly, making a bomb threat is prohibited conduct. A student who makes a bomb threat will have engaged in exceedingly serious misconduct and serious discipline up to and including expulsion will be imposed. A student's making of a bomb threat will be a separate and distinct violation of 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 the first offense, and may result in a penalty of 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. "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.

### Cooperation During Investigations and Evacuations

Students who misbehave during bomb threats 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 during any activity connected with a bomb threat, including subsequent investigations. A student's failure to do so will be considered serious misconduct and can result in serious disciplinary action, up to and including expulsion. The procedures provided for in the Student Conduct and Disciplinary Policy and Procedures, JG, will be followed where there are allegations of violation of either of the above rules.

## Child Find Statement

In accordance with Federal Regulations, the Burlington School District aims to locate, identify, and evaluate children from birth to 21 years of age who may be eligible and in need of special education and related services. If you suspect that your child has a disability and is between the ages of birth–5 years of age, please call the Essential Education Program at 864-8463. If your child is between the ages of 5–21 years, please call Student Support Services at 864-8456.

## Evacuation Drills

Evacuation drills will occur periodically in order to practice moving students off the BHS/BTC campus to safe locations in the event of an emergency. A card is posted in each room giving instructions as to where the class in that room should go in case of emergency. 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 and can be safely reoccupied, the students and staff will be instructed to re-enter. Under no circumstances should anyone attempt to fight a fire - let a faculty member know immediately. During the drill, everyone is to remain at least 100 feet from the building.

## False Alarms

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

## Lockdown Drills

Lockdown drills will occur periodically during the year in order for students to practice safe behavior during a potential crisis at BHS/BTC.

## Emergency Telephone Numbers

Please keep the school informed of a current emergency telephone number we may call if there is no 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.

## EEO

This material is available in alternate formats for persons with disabilities. To request an accommodation, please call 1-800-253-0191 (TTY) or 1-800-253-0195 (Voice).



