

Student and Parent / Guardian Handbook 2024-2025

Main Office: 802-864-8426

Reporting Attendance: 802-864-8426 ext. 12002

<https://btc.bsdt.org/>

Instagram: @burlingtontechnicalcenter

Facebook: Burlington Technical Center

Burlington School District Media

www.bsdt.org

Instagram: @BTVSchools

Facebook: Burlington School District

#bsdt

Note: If you or your student requires a printed version of this handbook, please visit or call the BTC Main Office. This material is also 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).

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Overview

Burlington Technical Center (BTC) offers half-day programs that provide students with immersive career and technical education experiences. These programs allow students to maintain their connections and activities at their home high schools or alternative programs. At BTC, students can specialize in their chosen fields while still engaging in their regular academic pursuits. Students benefit from specialized learning, personal growth, professional certifications, and even college credits. Moreover, BTC facilitates access to industry professionals, job shadows, and work-based learning opportunities, enabling students to gain practical experience and develop valuable skills.

At Burlington Technical Center (BTC), we value every student's unique background, personality, and challenges. Our dedicated faculty and staff are industry professionals and experienced educators. They bring real-world expertise into the classroom, delivering engaging learning opportunities that are informed by their practical experiences. Our faculty and staff provide individualized care and attention to each student, ensuring they receive the support they need to reach their full potential. Additionally, our operations and academic support staff offer additional layers of learning support and social-emotional assistance. At BTC, we operate as a cohesive learning community, where reducing students' challenges and maximizing their potential is our shared goal.

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.
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Welcome BTC students, families, and community partners!

Mission Statement

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.

Core Beliefs

1. Everyone can learn.
2. The learning environment should be safe, respectful, and caring.
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.

Burlington Technical Center

110 Cherry St., Burlington, VT 05401 Phone: 802-864-8426

Technical Center Goals

The Technical Center will:

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

Logistics

Partner Schools

Burlington Technical Center is proud to work with your high school in collaboration with you to provide the best possible experience and education. We are proud to work with and support students from our partner high schools:

- Burlington High School (BHS) (Including Eagle Bay Academy)
- BFA Fairfax High School (BFA)
- Colchester High School (CHS)
- Champlain Valley Union High School (CVU)
- Essex High School (EHS)
- Milton High School (MHS)
- Mount Mansfield Union (MMU)
- Rice High School (RHS)
- South Burlington High School (SBHS)
- Winooski High School (WHS)
- Jean Garvin School

Locations

BTC has multiple locations across our region to serve the needs of students and our community partners. **Burlington Technical Center is a closed campus**, meaning that it is secured for only students enrolled in its programs, and permitted guest teachers arranged by staff. Once students are in their classes for the day, they may not leave and return to the building.

Address:	Programs:	Teachers:
Edmunds Elementary 299 Main St.#311 Burlington,VT 05401	-Education Training and Leadership	-Linda Randall Becca Shute
BTC’s Central Office 110 Cherry St. Burlington, VT 05401	-Design and Illustration -Digital Media Lab -Health Sciences Academy -Homeland Security and Criminal Justice -Introduction to Health Care	-Ashley Stagner -Jason Raymond -Stacey Ladd Monica Beard-Raymond -Rosa Giangregorio -Tracy Centracchio

2 Gregory Drive South Burlington, VT 05408	-Design, Engineering & Fabrication -Aviation and Aerospace Technology	-Dan Treinis -Jason Cooper
4095 Williston Rd. South Burlington, VT 05408	-Automotive Technology	-Sam Carron
Champlain Valley Union High School	-PreTech	Dave Dall

Daily Schedule and School Calendar

Morning classes	9:35 am - 11:47 am
Afternoon classes	12:09 pm - 2:21 pm

***Be sure to check your schedule carefully.**

Daily Schedule:

7:45-8:45 Teacher class planning, lab preparation, safety checks, necessary communication
9:10 - Student arrival (breakfast available)
9:35-11:47 Classes and labs
11:47 - Student dismissal (lunch available)
11:48- Student arrival (lunch available)
12:09-2:21 Classes and labs
2:21- Student dismissal
2:22-3:30 - Teacher and staff meetings, Committees, Industry visits

Burlington School District Calendar can be found at this link: [District Calendar](#)

Communications

BTC will publish updates and newsletters, including important dates and school closures. This will be sent via School Messenger. Please be sure you have an email address on file with us.

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 student'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, or a student completes an Adult Status form and that this is not their desire. Adult Status forms can be found with the BTC Registrar in the office of 110 Cherry Street.

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.

Food Service

BTC will provide meals for students at each location as long as a student signs up with their program teacher. Breakfast and lunch are free to all students.

Driving and Parking of Motor Vehicles

Many of BTC's locations have limited parking spaces for students, so students need to confirm with their program teacher to ensure there is space. Students who go to the 110 Cherry street location are encouraged to use the bus transportation provided by their high schools.

Students who drive must have written permission from both their parents/guardians and their home high school, a valid driver's license, registration, and proof of insurance in order to purchase a parking permit with the help of BTC. Parking permits are \$142 dollars per year. All students must have a parking permit to park. BTC has no responsibility for vehicles towed.

BTC assumes no liability for damages, fire and theft for persons who choose to park at 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.

Academic Policies

Grading and Reporting

Quarterly grades are released to partner high schools at roughly ten week intervals. Grade updates can be checked at any time throughout the year in our PowerSchool Parent Portal. Health Sciences Academy Advanced Pathway currently uses a different reporting system and parents and students in that program will be notified how to access day-to-day grades. Individual course syllabi for programs will reflect grading systems for the specific teacher and specific program. To receive BTC High Honor Roll, students need an A- or better in the BTC program of study. For Honors, students need a B or better.

Academic Honesty/Plagiarism/Copyright Infringement

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. Academic dishonesty includes 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, using electronic technology to cheat or gain an advantage, a pattern of absences on test days and/or assignment due dates, or the use of artificial intelligence to produce what is turned in as the student's original work.

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.bsdt.org.

National Technical Honor Society

BTC is a proud member of the National Technical Honor Society (NTHS). In February, BTC teachers will nominate students for NTHS based on these qualifications; minimum cumulative average in CTE Program of 90 (2nd year students average of both years), no significant discipline issues at sending school or CTE Program, 3.0 Career GPA at sending school (will be checked by Guidance), evidence of leadership activities, and evidence of community service. Students will be asked to write a personal essay, submit a resume, complete the NTHS application and show evidence of community service. In May of 2023 BTC will honor students who earn NTHS in an induction ceremony as well as students will receive a NTHS Sash to wear at their graduation ceremony.

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.

Counselor and Confidentiality

BTC's counselor is also available to support students in their academic, career, and personal development. They assist students in exploring career pathways, setting goals, and selecting appropriate technical programs. They provide guidance on course selection, academic planning, and credit requirements. Additionally, they offer individual counseling to address personal and social issues, and they may coordinate with external resources for specialized support when needed. The counselor also plays a crucial role in advocating for students and fostering a positive and inclusive learning environment within the technical center.

Information shared with the school counselor will be kept 'in confidence' with 4 important exceptions:

1. The student is hurting or is planning to hurt themselves.
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 them.
4. The student indicates that someone else has hurt, is hurting, or is planning to hurt another person.

Special Education Services

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 your child is between the ages of 5–21 years, please call Student Support Services at 864-8456 in the Burlington district, or contact Student Support Services in your home district.

Attendance Policies & Procedures

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.

Parents/Guardians or sending school should report all excused absences or early dismissals before the start of class whenever possible. **To report an absence, parents should call 864-8426 ext 12002**

Student Tardy Concerns/Restorative Response and Support

1. After one unexcused tardy, the teacher will investigate the cause and if appropriate, issue a student a verbal warning.
2. After the second unexcused tardy, the teacher will have a dialogue with the student about timeliness. The instructor may contact the parent and request that the student make up the time or work that they missed.
3. After tardy number three, the teacher makes parent contact via email or phone and documents the outreach. At this point, the school counselor will assist the teacher and student at resolving issues causing tardiness.
4. A fourth tardy will result in an absence and could jeopardize grades and/or credit awards.
5. If being late for classes or labs persists, a meeting with a parent/guardian and/or sending school will be necessary.
6. Minutes of missed class time will be tracked and can result in an ABSENT in the student's record

if the minutes total a class/lab period.

Excused Absences

Medically excused absences must be verified by a parent/guardian or medical authority (school nurse, counselor, health care professional, physician). Medically excused absences must be submitted within 5 school days to be considered, or the absence will be considered unexcused.

Students will have the ability to make up the work by the end of the marking period, or sooner if mandated by the teacher. Students that have proper medical documentation will be afforded every accommodation possible to achieve program completion.

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 a 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.

Early Dismissals are required to be called in by a parent or guardian. Excessive tardiness or dismissals will result in a meeting to discuss appropriate support or transition plans.

Unexcused Absences

Excessive Absences: When approaching 10 absences, a student's attendance and performance will be reviewed with the parent/guardian, program instructor, and administration. This could result in a student transitioning out of BTC. Letters will be sent home indicating the accumulation of unexcused absences.

1. One unexcused absence- the teacher will speak to the student.
2. Two unexcused absences- the teacher will speak to the student.
3. Three unexcused absences- the teacher will call family/guardian.
4. Four unexcused absences- the student will be referred to student support and student support will call family/guardian.
5. Five unexcused absences-a letter will be sent home outlining what can happen with more unexcused absences.
6. Six unexcused absences-may result in a reduction in credit and family meeting.
7. Eight unexcused absences-a review of the appropriateness of BTC for the student will be conducted by administration and sending school.
8. Ten unexcused absences- another letter will be sent home outlining the possibility of removal from BTC. Administration and sending school will review the case.

Withdrawal from BTC

Students may be withdrawn from BTC for reasons relating to attendance, performance, safety, and/or behavior. Individual students will be considered on a case-by-case basis for re-admission in subsequent years. Students who wish to withdraw should notify their program teacher and the BTC Guidance Coordinator.

Code of Conduct

The Burlington Technical Center, as a member of the Burlington School District, abides by the [BSD Restorative Code of Conduct](#). Please reference this document for a detailed explanation of the expectations the district holds for all members of the school community and how various behaviors are addressed. Below, you will find additional rights and responsibilities, student expectations and safety agreements specific to Burlington Technical Center.

Students and staff respect rights and responsibilities of ourselves and others.

1. We respect, and are considerate of, our property and the property of others.
2. We follow our designated schedules.
3. We respect the rules of specific locations.
4. We respect the equipment and safety procedures of each program.
5. It is our responsibility to follow these reasonable rules in order to promote and ensure a positive learning place.
6. We participate in learning.
7. We create a safe environment by using appropriate language and presenting a respectful attitude toward students and staff.

Student Behavioral Expectations

All students in the Burlington Technical Center 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 Technical Center staff are responsible for establishing and maintaining an atmosphere which fosters such behavior. Parents/guardians, staff members, and the Burlington Technical Center 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, and be college and career ready. While we do everything we can to prevent suspensions, students may be suspended or expelled for severe violations as outlined in the [BSD Restorative Code of Conduct](#). 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 to 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 F13, visit www.bsdt.org.

Student Professionalism Safety Agreement

Burlington Technical Center prides itself on teaching and learning with students about career and technical education, which enables students to be prepared for college and or a career after high school. The experiences a student can participate in at BTC enrich skill sets, help develop lifelong learners, and prepare students for life after high school. As part of this learning, our health and safety, like in any profession, depends on how we treat and take care of one another.

Burlington Technical Center teaches students about safety in all of our programs as part of the learning. This includes heavy equipment, use of tools, caring for customers, and ensuring our work or actions does not harm other people. Safety is an extension of our normal career protocols and potential employment. As a member of the BTC community and enrolling in any of our programs you automatically agree and pledge to protect the health and the safety of others. Students will practice daily safety efforts to help prevent harm to ourselves and other members of our community.

Dress Code

Standards in the area of health and safety prohibit bare feet or open shoes, 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, racist language or images) are not permitted on student attire. A student whose attire impedes the learning process and/or is disruptive to the normal operation, safety and functions of the school will be required to change his/her/their attire or be dismissed for the day.

Drugs / Alcohol Prevention

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 the Board Policy concerning the use, possession, distribution, or being under the influence of substances, school officials have the authority to take one or more of the following actions:

1. Removal of the student from the classroom.
2. Conduct a conference with the parents.
3. Establish a behavioral plan/contract with the involvement of the parent/guardian(s).
4. Refer the student to other resources within the School District.
5. Refer the student to outside agencies.

If there is any sale of contraband, it will be considered the most serious offense and will be reported to the appropriate enforcement agency. In such cases, the school officials may take additional actions, such as:

1. Imposing long- and/or short-term suspension.
2. Considering expulsion.

Burlington Technical Center

110 Cherry St., Burlington, VT 05401 Phone: 802-864-8426

For more detailed information, you can visit the website www.bsdt.org and refer to Policy F 10R.

Smoking/Tobacco Prohibition

The use of tobacco or tobacco related electronic devices 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 substance abuse prevention staff. 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:

1. Substance abuse counseling referral.
2. Substance abuse harm circle.
3. Referral to area substance abuse providers.

Bullying, Hazing and Harassment

The Burlington School District strives to foster a safe learning environment where all students and school staff display respectful behavior towards each other. The following guidelines regarding bullying, hazing and harassment follow policies and procedures outlined by the State of Vermont in F 29R. You can view the complete policies and procedures on the district website by [clicking here](#).

Harassment Overview

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

If you feel you are being harassed, this is what you need to do in order for BTC to help resolve the incident:

- DO NOT IGNORE IT. Everyone has a right to feel accepted and safe in school.
- TELL THE PERSON TO STOP IT. Be polite and clear about how you feel.

If the person does not stop, or you are afraid to say something to this person, TELL A TRUSTED ADULT. At BTC this includes: Counselor, BTC Director, Program Teacher, Student Services Coordinator, Work Based Learning Coordinator, English Language Teacher, or Paraeducator.

- A friend can go with you for support.
- A friend can report the incident for you if you are not comfortable doing so.

This is what the adult can do for you:

- Listen to you.
- Help decide what to do next. Support you in your feelings and decisions.
- Help you talk to your Counselor or Director.

You will be asked:

- What happened?
- How did that make you feel?
- What do you want to happen next?

Sometimes problems are resolved at this informal discussion, and if appropriate a parent or guardian will be notified. If the problem is not resolved, or it continues, then you can file a formal complaint.

- This formal process involves describing the harassing incident to an administrator.
- A complete investigation of the situation will be made by the designated employees.
- Parents will be notified.
- The BTC Director will determine any disciplinary action against the offender.

Investigation Process and Considerations

1. **Initial inquiry and notification:** A Designated Employee, who is not the subject of the complaint, will begin an inquiry upon notice of the complaint. When it has been determined an investigation is necessary the complainant and the accused will be notified.
2. **Consequences:** If an individual is found to have engaged in misconduct or harassment, he/she/they 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.
3. **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 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.
4. **Retaliation:** Retaliation against anyone who files a harassment/bullying 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).
5. **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.
6. **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, (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).
7. **Prohibition of Discrimination and or Harassment of Employees and Others:** 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 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. and Title IX of the Education Amendments of 1972.

Sexual Harassment

[District Policy](#)

Title IX Coordinator

All students, parents/ guardians, school community members other than staff are encouraged to report incidents of sexual harassment, discrimination, and misconduct to the Title IX Coordinator. Their responsibilities include developing policies and procedures, conducting investigations, providing support to victims, and implementing educational programs to raise awareness and promote a safe and inclusive learning environment. Currently, the Title IX Coordinator for BTC is:

Shannon Bundy, W-BL Coordinator 864-8426 ext 12006

Designated Employees

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. Currently, the Designated Employees at BTC are:

Dani Brigham, Student Support Coordinator 864-8426 ext. 12009

Jason Reed, Director 864-8426 ext 12003 • jreed@bsdvt.org

Bullying Overview

Bullying refers to behavior, including electronic communication, 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, at a school-sponsored activity, or in an on-line platform. Bullying in any form is not tolerated.

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 above for information on school-based Designated Employees.

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.

Hazing Overview

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:

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 under the harassment section, who will investigate such complaints.

Gender Inclusivity

BTC supports all students and staff in their learning and we follow the Vermont Agency of Education Best Practices for Schools Regarding Transgender and Gender Nonconforming Students. Visit: [AOE Guidelines](#).

Student Bill of Rights and Grievance Process

Students are not subject to arbitrary decisions and are guaranteed individual rights. The Burlington School District's Student Bill of Rights outlines these rights in depth. Below is a brief summary of Due process, which supports individual rights and fair judgment for students:

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/their/their 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.
7. Students who wish to grieve Burlington Technical Center start with their complaint to the Director, then go to the Burlington Superintendent, and then to the Burlington School Board.

Acceptable Electronic Resource Use Policy

The Burlington School District is committed to promoting the safe, ethical, responsible, and legal use of electronic resources, including the Internet, in accordance with the Children's Internet Protection Act.

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This policy applies to all students and their use of electronic devices provided by the school.

1. Access and Use of Electronic Resources:
 - a. Electronic resources are to be used solely for educational purposes. Students are expected to adhere to the School District Policy and use electronic resources responsibly.
 - b. Students are responsible for the care and security of their assigned devices, such as school-issued chromebooks. They should not tamper with serial numbers or make any permanent alterations to the devices. Proper care includes keeping food and drinks away from the devices and immediately reporting theft, vandalism, unauthorized use, or damage to school staff.
 - c. Any unauthorized access to information that results in a monetary charge to the District will be the responsibility of the user.
2. Responsible Online Behavior:
 - a. Students must engage in safe, responsible, and respectful behavior while using electronic resources. Any incidents of cyberbullying or violations should be promptly reported to staff members.
 - b. Students are strictly prohibited from taking or sharing unauthorized photos or videos, cheating (such as texting or sharing answers), inciting or harassing others, using disrespectful language or lyrics, or accessing inappropriate websites, including those with pornographic, violent, or racist content.
3. Parental Rights and Responsibilities:
 - a. Parents/guardians reserve the right to terminate their child(ren)'s access to electronic resources at any time. The School District acknowledges that parents/guardians bear primary responsibility for instilling their family values in their children.
4. Monitoring and Consequences:
 - a. The School District retains the right to monitor the use of electronic resources, including the Internet. If there is reasonable suspicion of policy or law violations, an appropriate investigation will be conducted.
 - b. Student activities on the school-issued devices, such as their usage history, Google suite activity, downloads, and email (if applicable), may be subject to review by authorized school personnel and monitoring through filtering/monitoring software.
 - c. Violations of this policy may result in disciplinary action, ranging from loss of technology privileges to school disciplinary measures or referral to local, state, or federal law enforcement officials.

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.

Cellular/Smart Phones Guidelines

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Various portable electronic devices are prevalent in today's society. These tools can provide increased productivity and access to important learning tools. However, these devices, such as mobile/cellular phones, tablets, smartwatches, etc. can also present great distractions leading to loss of learning opportunities, and create hazardous conditions around tools and machinery. BTC requires students to adhere to the following guidelines for electronic devices:

- Electronic devices, such as the ones mentioned above, are not permitted during classroom or laboratory (shop) learning times.
- Your teacher will have a specific place where electronic devices should be kept during learning time. These include provided lockers in the program space, phone organizers, locked boxes, backpacks, or out-of-sight in pockets. Students need to adhere to the program teacher's directives on electronic devices.
- Phones and other electronic devices should not be taken out for trips to the restroom, or other areas of BTC buildings.
- On occasion, a teacher may determine that phones, or other personal electronic devices, can aid in the day's learning. These activities may include but are not limited to accessing the camera function for a project, loading an app for study aid purposes, posting artwork to social media for promotional purposes, responding to quiz games, or listening to music (via headphones that do not disturb other students) during certain work times. **Music is **never** permitted in laboratory spaces where tools and heavy equipment are being operated.*
- Using the camera on electronic devices without the permission of the subjects in the photos is prohibited. Students, and faculty and staff, may not want their pictures taken for a variety of reasons.
- Class breaks may provide a time when teachers allow students to check their phones and other devices for messages. This is at the discretion of the teacher and their break-time procedures.
- If parents or guardians need to contact their students immediately, they can call the main office, or the phone numbers provided for each teacher and their laboratory space.
- Bringing electronic devices and their accessories, such as AirPods, to school is the sole responsibility of the owner of the devices. BTC is not responsible for lost or stolen devices.

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. 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 or final grades may be withheld.

Theft

Students who steal school materials, supplies, personal, or professional belongings will be required to provide restitution and repair harm caused. 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. Students are not permitted in teacher areas, locker rooms, etc. without permission.

Vandalism

Vandalism or defacement of property will be addressed through restorative processes. Students who vandalize or deface property may be required to engage in a “positive” art project to beautify school, or help with fixing damaged property. More severe cases may require financial restitution.

Weapons Possession

A student found by the School Board, after a Hearing, to have brought a weapon to school, including a school activity, may be suspended. 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.

Health and Wellness

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 at your sending school 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 by 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.

BTC does not have a school nurse, so please contact your school nurse at your sending school 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.

COVID 19 Health and Safety

If the student or staff member is presenting with mild symptoms, the decision to test or return to class should be made by the school nurse based upon their clinical decision making. Mild respiratory disease symptoms include runny nose or nasal congestion, minimal cough, and absence of fever in an individual with no current or recent household exposure to Covid-19.

If a student or staff member is not well enough to learn or participate, regardless of whether they are tested for COVID-19, they should be sent home from school. A student who is being sent home due to illness may be required to wear a mask while awaiting pick-up. The decision to require masking should be made by the school staff. They may return to school if their symptoms have improved, and they meet school criteria for their illness. COVID-19 testing should not be required for symptomatic students or staff to return to school.

If a student or staff member has confirmed COVID-19, they should follow the Vermont Department of Health isolation guidelines.

Antigen tests should be used exclusively for symptomatic students and staff. COVID-19 testing should not be required for asymptomatic students or staff to stay at or return to school.

Schools will require consent from families to do in-school testing. Tests can be administered in school or be sent home for symptomatic students and staff.

School Safety

At Burlington Technical Center (BTC), we prioritize the safety and well-being of our staff, students, and visitors. The safety practices outlined below describes our commitment to creating a secure environment that fosters learning and growth. By adhering to the guidelines provided, we can ensure the protection and peace of mind for everyone at BTC. Together, let's cultivate a culture of safety and excellence.

1. Identification:
 - a. All staff members, including teachers, paraeducators, administrators, maintenance and facilities staff, food services staff, and other support personnel, are required to wear photo identification badges while inside the technical center premises.
 - b. Photo identification badges must be visible and worn at all times.
 - c. Staff members should report any individuals without proper identification badges to the designated office.
2. Visitors:
 - a. All visitors entering the technical center during the school day must obtain and wear a visitor's pass.
 - b. Staff members should be vigilant and alert to any adults without proper identification or visitor's pass and redirect them to the designated office.
 - c. The designated office will be responsible for issuing visitor's passes and verifying the purpose of the visit.
3. Building Access:
 - a. All exterior doors of the technical center will be locked during the school day.
 - b. Students attending the technical center will be required to enter the building according to

- established guidelines specific to their program or course.
- c. Staff members should ensure that doors remain closed and locked after entry to prevent unauthorized access.
- 4. Emergency Situations:
 - a. The technical center will establish and communicate emergency procedures to all staff members, students, and visitors.
 - b. Emergency exits, evacuation routes, and assembly points will be clearly marked and regularly reviewed.
 - c. Regular drills and training sessions will be conducted to ensure that all occupants are familiar with emergency procedures.
 - d. Under no circumstances should anyone attempt to fight a fire - let a faculty member know immediately.
 - e. 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 required to engage in community repair.
- 5. Security Monitoring:
 - a. The technical center will implement a comprehensive security monitoring system, including CCTV cameras, where appropriate, to enhance safety and security.
 - b. Monitoring of common areas, entry points, and other high-traffic areas may be conducted to deter and identify potential security threats.
- 6. Reporting Safety Concerns:
 - a. All staff members, students, and visitors are encouraged to report any safety concerns, suspicious activities, or potential threats to the designated authorities.
- 7. The technical center will establish a clear reporting mechanism, which may include anonymous reporting options, to ensure the prompt handling and investigation of reported concerns.
- 8. Lockdown Drills
 - a. Lockdown drills will occur periodically during the year in order for students to practice safe behavior during a potential crisis at BTC.
- 9. Evacuation Drills
 - a. Evacuation drills will occur periodically in order to practice moving students off the BTC locations to safe locations in the event of an emergency. At intervals during the year, practice drills are held. Students must leave the building quietly and quickly.
 - b. When the buildings have been finally cleared and can be safely reoccupied, the students and staff will be instructed to re-enter.
 - c. During the drill, everyone is to remain at least 100 feet from the building.

Surveillance Cameras

Many of the BTC locations 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.

Secure Campus

Burlington Technical Center is a secure campus that does not permit visitors during the hours of the

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student and staff day. Teachers may arrange for guest teachers or industry professionals to be involved as a part of a class or lab. All other visitors should plan ahead with the main office. Of course we welcome parents and guardians into BTC when you would like to connect about your student/s. We ask that you plan ahead so that we're sure to give you the attention you deserve.

School Closing

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.

If it becomes necessary to close Burlington Schools for the day, announcements will be made via the School Messenger communication system after 6:00 a.m. Local TV and radio stations, our website and district 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.

Bomb Threats & Conduct during Bomb Threats

Bomb threats, defined as any communication, oral or written, that a reasonable person would interpret as a potential explosion, combustion, ignition, or significant disruption causing harm to individuals, property, or the educational activities of the Burlington schools, are strictly prohibited. Such threats instill fear within the Burlington school community and pose a threat to personal safety, school property, and the financial well-being of the District. The Burlington School District is committed to rescheduling any canceled school days resulting from bomb scares. Students found responsible for making bomb threats will face severe disciplinary actions, which is considered exceedingly serious misconduct.

These actions are separate and distinct violations of District Policy, carrying their own penalties, in addition to potential legal consequences under Vermont law, including imprisonment for up to two years and fines up to \$5,000 for the first offense, and imprisonment for up to five years and fines up to \$10,000 for subsequent offenses. The School Board reserves the right to pursue legal action and seek restitution and other damages as permitted by law.

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.

Asbestos Management Plan

The Asbestos Hazard Emergency Response Act (40 CFR 763.93 [g] [4]) requires that written notice

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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.

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 have the right:

1. To inspect and review the student's education records within a reasonable time.
2. To seek the correction of the student's education record if needed.
3. To consent to disclosure of personally identifiable information from the student's education records.
4. 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).

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, which include:

- A person performing a task that is specified in his/her/their 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.

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- A person performing a task related to ensuring the safety and security of the District, including its students.

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.

Opting out of 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.

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.bsdvt.org.

Miscellaneous Policies

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.

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.

Non-Discrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with the Burlington School District are hereby notified that it is the intent of the Burlington Board of School Commissioners that the District will not discriminate against employees and/or applicants for employment, students or other designated beneficiaries of the statutes listed below on the basis of race, sex, gender (including but not limited to pregnancy and parental status), color, age, creed, religion, disability, handicap, ancestry, place of birth, national origin, marital status, political affiliation, sexual orientation, gender identity or gender expression in any of its employment and education practices, policies, procedures or decisions or in the operation of, access to, participation in, benefit of or admission to its programs, activities, services and facilities and that it will provide equal access to the Boy Scouts of America and other designated youth groups in compliance with and to the extent provided by the laws listed below.

The District's Title VI Coordinator, the Age Discrimination Act Coordinator and Americans with Disabilities Act Coordinator for employees and others: Michelle Meola, Human Resources Director, Burlington School District (802) 864-2159; 1-800-253-0191 Henri Sparks, Director of Equity is the district's Title IX Coordinator for employees, students, parents and other such relatives, friends, guest speakers or visitors: The District's Americans with Disabilities Act Coordinator for students and 504 Coordinator: Kellie Klasen Director of Special Services of the Burlington School District (802) 864- 2159