

2021-22 STUDENT HANDBOOK

123 Cambridge Street
Burlington, Massachusetts 01803

Please call in absences by 9:05 a.m.
Freshmen/Juniors call 781-270-1839
Sophomores/Seniors call 781-270-1838

Translation Services

If you need assistance reading this document or other school publications, please contact the building Principal to obtain translation services.

Spanish

Si usted necesita asistencia en la lectura de este documento o de otras publicaciones de la escuela, por favor póngase en contacto con el director de la escuela para obtener servicios de traducción.

Chinese

如果您在阅读本文或其它学校出版物的时候需要翻译，请与校长联系。

Gujarati

"જો તમે આ દસ્તાવેજ અથવા અન્ય ' પ્રકાશનો વાંચવા સહાયતાની જરૂર હોય તો, અનુવાદ સેવાઓ મેળવવા માટે મકાન મુખ્ય સંપર્ક કરો"

Portuguese

Se você precisar de assistência a leitura deste documento, ou outras publicações escolares, entre em contato com o edifício Principal na obtenção de serviços de tradução.

Hindi

"यदि आपको यह दस्तावेज या स्कूल के अन्य प्रकाशन पढ़ने में सहायता चाहिए हो, तो कृपया अनुवाद सेवा प्राप्त करने के लिए स्कूल प्रिंसिपल से संपर्क करें।"

Korean

이 문서나 기타 학교 인쇄물을 읽는데 도움이 필요하신다면, 건물 책임자에게 부탁하여 번역 도움을 받으십시오.

Japanese

もしこの文書、あるいはその他の学校刊行物を読む際に分からない部分があれば校長に連絡して翻訳サービスを頼んでください。

Russian

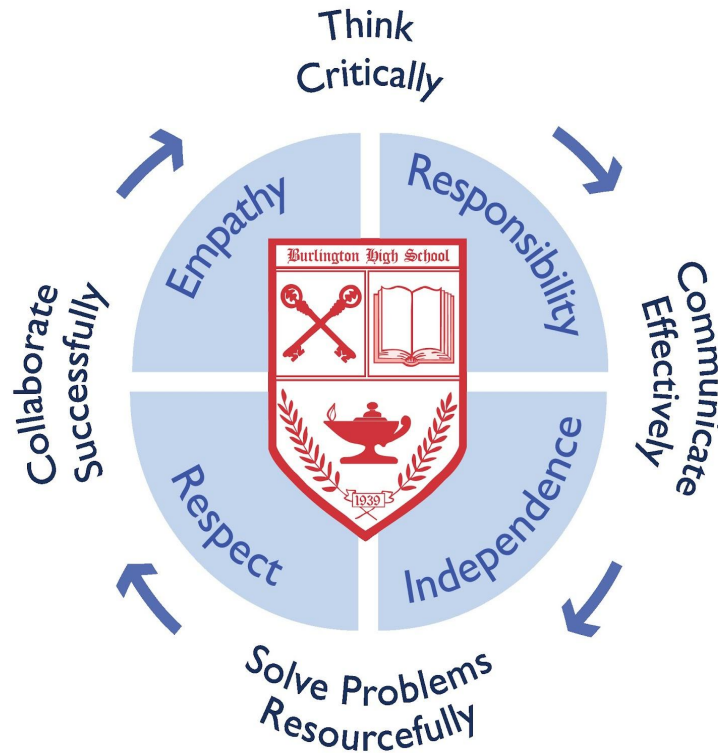
Если вам нужна помощь для ознакомления с настоящим документом или другими школьными документами, пожалуйста, обратитесь к директору школы для получения услуг письменного перевода.

STUDENT HANDBOOK TABLE OF CONTENTS

Translation Services	1
Table of Contents	2
School Mission and Student Learning Expectations	3
Principal Letter	4
Student Council President Letter	5
Burlington Public Schools Organization	7
District 504 and Civil Rights Coordinators	8
School Calendar	9
Academic and Graduation Policies	10
Athletics	14
Attendance Procedures	19
Bell Schedule	23
Class Officers and Student Government	24
Computer Ethics and Acceptable Use Policy	25
Discipline Policy	27
Disciplinary Actions and Definitions	28
Disciplinary Due Process	29
Discipline and Students with Disabilities	30
Exam Policies	42
General Procedures	43
Infractions	48
Joan F. Miles Library/Media Center	53
Plagiarism and Cheating	54
Policies and State Law Relating to Drugs, Weapons, Assault, Controlled Substances and Educational Rights	55
Policies on Bullying, Verbal and Sexual Harassment	58
Records	65
Release of Information and Notice of Non-Discrimination	66
Student Activities and Clubs	69
National Honor Society Bylaws	75

BURLINGTON HIGH SCHOOL MISSION

Burlington High School's mission is to develop lifelong learners and engaged community members who think creatively and critically, and who respect human differences in an increasingly diverse society.



BHS students will be challenged to become the best version of themselves by developing and exhibiting accountability, adaptability and tenacity in their academic, social, and civic interactions.

Academic

1. Students will generate their own questions and investigate independent topics.
2. Students will work both independently and collaboratively to solve problems.
3. Students will act with integrity in all academic endeavors.

Social

1. Students will demonstrate strength of character.
2. Students will exhibit respect for themselves and empathy for others.

Civic

1. Students will actively and responsibly participate as members of a local, global, and digital society.

Burlington High School

Mark J. Sullivan
Principal

123 Cambridge Street
Burlington, MA 01803

August 2021

Dear BHS Students,

The administration, faculty and staff welcome you to Burlington High School for the 2021-22 school year. While a student at Burlington High you will be encouraged to set challenging goals and meet high expectations.

As a comprehensive high school, BHS offers an extensive program of studies and a rigorous curriculum that prepares its students for lifelong learning and responsible citizenship. Upon successful completion of your high school program you will be ready to meet the entry requirements of prospective employers and the most demanding institutions of higher learning.

BHS students are expected to demonstrate acceptance, tolerance, self-control and respect for all individuals. During your high school career you will have many opportunities to extend your learning beyond the classroom setting. Through co-curricular activities, athletics, and events such as the summer reading program, travel abroad, student exchanges and theatrical productions, you will grow personally and academically.

This handbook will assist you in making well-informed choices and decisions. It includes a summary of important school policies, procedures, and standards that you should review and discuss with your parent/guardian. Your high school administrators and your guidance counselor are available to answer your questions and support you throughout the school year. Do not hesitate to approach them or me with any questions you may have.

Please accept my best wishes for a productive and rewarding school year.

Sincerely,



Mark J. Sullivan
Principal

BURLINGTON HIGH SCHOOL

Dear BHS Students,

I would like to open this letter with a sincere congratulations to each and every one of you. The previous year brought on an endless stream of unexpected challenges, forcing all of us to exhibit flexibility, teamwork, and compassion to preserve our powerful BHS community. It is in times like these where communities are truly put to the test, and if the last year has shown us anything, it is that Burlington High School's students are undoubtedly among the most adaptive, resilient, and hardworking students and community members.

Moving into the 2021-22 school year, we now know that we hold the ability to persevere through and overcome any challenge that may come our way. We have grown to be stronger learners, students, and friends throughout the past school year, which will allow us to overcome any obstacles the year may bring. Whenever you are dreading the upcoming chemistry lab— are nervous by the prospect of your upcoming essay in English— are frightened to take your first US History test— remember that *you* have the resilience and will-power inside of you to persevere through it.

When reflecting upon the spirit of BHS during the pandemic year, two words come to mind— “thank you.” Thank you, BHS students, for

continuing to foster community and camaraderie throughout the halls. Thank you for being understanding and thoughtful towards your peers and professors. And thank you for working tirelessly to end the year stronger than ever.

Although the prospect of starting something new may bring fear, I want you to recall how much strength it took to be a student during the pandemic. You are stronger than you know.

If there is anything I want you to take with you going into the school year, it is that *you can do it*.

Signed,

Sean Gallagher

he/him/his

BHS Executive Board President

BURLINGTON PUBLIC SCHOOLS ORGANIZATION

School Committee

Thomas F. Murphy, Jr., Chair
Katherine Bond, Vice Chair
Carl Foss
Christine M. Monaco
Martha Simon

Central Office Administration

Superintendent of Schools	Dr. Eric Conti
Assistant Superintendent for Learning	Patrick M. Larkin
Director of Facilities/Technology	Robert Cunha
Special Education	Christina Cicolini
Business Manager	Nichole Coscia

High School Administration

Principal	Mark J. Sullivan
Associate Principal-Grades 10, 12	Heather Northrop
Associate Principal-Grades 9, 11	Richard Sheehen
Associate Principal for Athletics	Shaun Hart
Information & Report Manager	Robyn Miliano
Support Services Coordinator	Joseph P. Attubato

Coordinator/Directors

Fine Arts	George Ratkevich
Health/Physical Education	Matthew Jackling
Performing Arts	John Middleton-Cox

Department Heads

Art	George Ratkevich
English	Shannon Janovitz
Foreign Language	Renee Dacey
Library/Media	Callie Graham
Mathematics	Kathleen Whitcomb
Science	Holly Potters
Social Studies	Todd Whitten
Special Education	Bonnie Nichols

Burlington Public Schools

District Section 504/ADA and Title IX Coordinators

Under Section 504, the District is required to designate at least one person to coordinate and carry out the District's efforts to comply with Section 504 and Title IX. Burlington Public Schools has designated 504/ADA and Title IX Coordinators for the District as listed below. If you have questions or concerns about Section 504, please contact the school for the contact information for the building level coordinator(s).

The District's Section 504/ADA Coordinator:

Patrick Larkin
Assistant Superintendent
Burlington Public Schools
123 Cambridge Street
Burlington, MA 01803
(781) 270-1989
larkin@bpsk12.org

The District's Title IX Coordinators:

Patrick Larkin
Assistant Superintendent
Burlington Public Schools
123 Cambridge Street
Burlington, MA 01803
(781) 270-1989
larkin@bpsk12.org

Joanne Faust
Director of Human Resources
Burlington Public Schools
123 Cambridge Street
Burlington, MA 01803
(781) 270-1774
faust@bpsk12.org

Students' Burlington School Calendar 2021-2022

August 2021 (2 days)						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021 (20 days)						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021 (20 days)						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November 2021 (18 days)						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December 2021 (17 days)						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January 2022 (18 days)						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022 (15 days)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March 2022 (21 days)						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

April 2022 (16 days)						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022 (21 days)						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June 2022 (12 days)						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

ACADEMIC POLICIES

Promotion Requirements

Promotion from grade to grade at Burlington High School and graduation from Burlington High School shall be determined by a cumulative credit system.

1. Points for various subjects shall be determined in the following manner: One (1) annual credit for each period per week that the subject meets. Subjects which meet for one semester only shall earn one-half (1/2) the credit given for an equivalent full year subject.
2. A minimum of 30 credits of academic coursework plus physical education is required for all students.
3. Students shall be enrolled in a minimum of six academic courses per day in addition to their physical education requirement.
4. Minimum grade in sequential courses: to proceed to the next course in each sequential course (Mathematics, World Languages, etc.) a mark of at least 'C' or approval of the instructor should be attained in the previous course.
5. Promotion from grade nine to grade ten shall be based on a minimum of 27.5 credits; from grade ten to grade eleven a minimum of 55 credits; from grade eleven to grade twelve a minimum of 82.5 credits; and for graduation a minimum of 110 credits.
6. Attendance at summer school for the purpose of make-up leading to promotion from one grade to another grade shall be permitted. However, students may earn no more than ten (10) credits during each summer make-up period. Students must have earned at least an 'E' during the school year in the course in order to qualify for make-up at summer school unless special permission is granted by the high school Principal.
7. Students who do not earn the annually required five (5) credits in English in grade nine, ten, or eleven may be promoted provided they have earned the required number of credits. It is recommended that the unearned English credits be made up at summer school.
8. For graduation exercises, Burlington High School recalculates GPAs for the graduating class after the completion of the first semester. This GPA is used in determination for various distinctions at commencement. The Valedictorian, Salutatorian and Class Essayist will be determined by the highest three GPAs in the graduating class as of the end of first semester of senior year. Students must have attended Burlington High School for 14 consecutive quarters in order to be considered for these three distinctions. In addition, the top 10% distinction will be awarded to the students that are in the top 10% of GPAs in the graduating class.

Graduation Requirements

Total credits required for graduation is 110 with required courses as shown below:

Course	Credits
English	20
Mathematics	20
Science:	15
5 credits in Life Science	
5 credits in Physical Science	
Social Studies	15
US History I & II	
World History II	
World Language: 2 year sequential program	10
* Exploratory Credits	10
** Physical Education/Health	10
Specific Requirements Total	<u>100</u>
Additional electives/classes of your choice	<u>10</u>
Total Required for Graduation	110

* Courses meeting the exploratory requirement can be found in the BHS Program of Studies.

** For the Class of 2019 and beyond, Physical Education courses are no longer pass/fail, but graded courses.

GPA Computation

A student's grade point average (GPA) will be based on student performance in all courses having a level designation and graded using the traditional A, B, C, etc. grading system. The GPA will be developed according to a weighted formula. Only courses completed at Burlington High will be utilized in the calculations for class G.P.A.

<u>Letter Grade</u>	<u>Equivalent Percent</u>	<u>Definition</u>
A+	97-100	Excellent
A	93-96	
A-	90-92	
B+	87-89	Above Average
B	83-86	
B-	80-82	
C+	77-79	Average
C	73-76	
C-	70-72	
D+	67-69	Below Average
D	63-66	
D-	60-62	Passing
F	59 Or Below	

Weight used to determine G.P.A.

<u>Mark</u>	<u>AP</u>	<u>Honors</u>	<u>CPI & CP II</u>
A or A +	5.0	4.5	4.0
A-	4.7	4.2	3.7
B+	4.3	3.8	3.3
B	4.0	3.5	3.0
B -	3.7	3.2	2.7
C+	3.3	2.8	2.3
C	3.0	2.5	2.0
C-	2.7	2.2	1.7
D+	2.3	1.8	1.3
D	2.0	1.5	1.0
D-	1.7	1.2	0.7
F	0.0	0.0	0.0

High Honors..... All A's

Honors.....All A's and B's

ACADEMIC REGULATIONS

Promotion Policy

Promotion from grade to grade at Burlington High School and graduation from Burlington High School shall be determined by a cumulative credit system.

Regulations:

- Points for various subjects shall be determined in the following manner:
 1. One (1) annual credit for each period per week that the subject meets.
 2. Subjects which meet for one semester only shall earn one-half (1/2) the credit given for an equivalent full year subject.
- A minimum of 30 credits of academic coursework plus physical education is required for all students.
- Students shall be enrolled in a minimum of six academic courses per day in addition to their physical education requirement.
- Students may select a maximum of thirty-five (35) credits per school year.

Total Required for Graduation

110

For the Class of 2019 and beyond, Physical Education Courses are no longer pass/fail, but graded courses.

ATHLETICS and EXTRACURRICULAR ACTIVITIES

Student Eligibility for Athletics and Extracurricular Activities

Participation in all extracurricular activities and school sponsored events is a privilege. All Burlington High School students representing the school through participation in an extracurricular activity serve as ambassadors of BHS and the Burlington Community. Students who wish to exercise the privilege of participating in an extracurricular activity must be in good standing academically (maintain a minimum of 20 credits), meet Burlington High School attendance requirements, and not be in violation of Burlington High School's code of conduct or other illegal, unhealthy or inappropriate behaviors.

Attendance Requirements for Participation in Athletic Contests/Practice and Extracurricular Activities

The Massachusetts Interscholastic Athletic Association (M.I.A.A.) recommends that each school establish an attendance requirement for participation of athletes for games and practices. The attendance requirements for Burlington High School are as follows:

A. Absence Due to Illness

1. Students absent from school due to illness may not participate in a game or practice scheduled for that day. If school is not scheduled for the following day, permission to practice or play must be obtained from an administrator or the Athletic Director as explained in Section C.
2. Students returning from an extended absence may be required to present a note to the nurse signed by a parent/guardian or physician authorizing participation in a practice or a game.

B. Absence Due to Special Circumstances

1. Students absent from school for reasons other than illness must obtain permission from an administrator as explained in Section C to practice or play on the day of the absence.
2. Students who are truant from school will not be allowed to play in a game or practice on that day.
3. Suspended students will not be allowed to attend practices or play in a game on the day(s) that the suspension occurs.

C. Special Consideration to Practice or Play Following an Absence

1. A parent/guardian must request consideration by contacting the Principal, Associate Principals, or the Athletic Director by 11:00 a.m, on the day that a game or practice is scheduled. Parent/guardian contact must be made by 2:00 p.m. if the absence falls on a Friday.

2. Permission to play in a game or practice following an absence must be given by both a building administrator and the Athletic Director.

D. Tardy

1. Students who are excused tardy to school or dismissed during the school day must obtain the permission of an administrator to participate in any activity that day. Permission to participate will be denied to students with excessive tardiness or dismissals. Students who have an unexcused tardy to school may not participate in extracurricular activities on the day of the tardy.

Attendance Requirements for Extracurricular Activities and Athletics

The attendance requirements for Burlington High School students participating in extracurricular activities are as follows:

A. Absence Due to Illness

1. Students absent from school due to illness may not participate in an activity scheduled for that day. If school is not scheduled for the following day, permission to participate must be obtained from an administrator.

B. Absence Due to Special Circumstances

1. Students absent from school for reasons other than illness must obtain permission from an administrator as explained in Section C to participate on the day of the absence.
2. Students who are truant from school will not be allowed to participate in an activity on that day.
3. Suspended students will not be allowed to participate in an extracurricular activity on the days that the suspension occurs.

C. Special Consideration to Participate Following an Absence

1. A parent/guardian must request consideration by contacting the Principal or Associate Principal by 11:00 am of the day that an activity is scheduled. Parent/guardian contact must be made by 2:00 pm if the absence falls on a Friday.
2. Permission to participate in an activity following an absence must be given by both a building administrator and the group advisor.

D. Tardy

1. Students who are excused tardy to school or dismissed during the school day must obtain the permission of an administrator to participate in an activity that day. Permission to participate will be denied to students with an excessive number of tardies or dismissals. Students who have an unexcused tardy to school may not participate in extracurricular activities on the day of the tardy.

Interscholastic Athletic Teams

Fall - Monday before Labor Day until the conclusion of the MIAA tournament

Cheerleading	Football- Varsity, JV
Cross Country	Boys and Girls- Varsity
Field Hockey	Varsity, JV, *Freshmen
Football	Varsity, JV, Freshmen
Golf	Varsity
Soccer	Boys and Girls - Varsity, JV, *Freshmen
Swimming	Girls- Varsity
Volleyball	Girls- Varsity, JV, Freshmen

Winter - Monday after Thanksgiving until the conclusion of the MIAA tournament. (This includes the December and February vacations.)

Basketball	Boys and Girls - Varsity, JV, Freshmen
Cheerleading	Basketball and Hockey
Gymnastics	Boys and Girls- Varsity
Boys Hockey	Varsity, JV
Girls Hockey	Varsity
Indoor Track	Boys and Girls- Varsity
Swimming	Boys- Varsity
Wrestling	Varsity

Spring - Third Monday in March until the conclusion of the MIAA tournament. (This includes the April vacation.)

Baseball	Varsity, JV, Freshmen
Lacrosse	Varsity, JV, Freshmen
Softball	Varsity, JV, Freshmen
Spring Track	Boys and Girls- Varsity
Tennis	Boys and Girls - Varsity

*Numbers warrant adding team

Interscholastic Athletics

Burlington High School athletically competes in the Middlesex League, comprising eleven surrounding towns. Burlington has a wide variety of opportunities, both in team and individual competition, for our students to participate. All students who wish to try out and represent the High School may do so by reporting to team tryouts/practices at the appropriate time.

Eligibility

Candidates must have a signed permission form each season by a parent or guardian; 2) must meet all academic requirements; i.e., carry and pass a minimum of twenty (20) credits; 3) abide by all handbook rules governing Burlington High School and the MIAA.

Equipment

All school issued athletic equipment, including locks, must be returned to the Athletic Department within twenty-four (24) hours of the last contest or when separation from the team may occur. Failure to do so will result in the parent/guardian being billed for the replacement cost and no additional athletic equipment will be issued. All personal equipment must be removed from the athletic area within the same time period as stated above.

Insurance

Students are protected for most medical costs for injuries while participating in the athletic program. Parents/guardians, however, must follow the procedures outlined on the carrier's coverage form.

National Collegiate Athletic Association

The NCAA Initial-Eligibility Clearinghouse is the organization that determines whether prospective college athletes are eligible to play sports at NCAA Division I or Division II institutions. It does this by reviewing the student athlete's academic record, SAT or ACT scores, and amateur status to ensure conformity with NCAA rules. Burlington High School recognizes that many of our students are interested in participating in collegiate sports. To play sports at an NCAA Division I or Division II institution, the student must:

- Complete a certain number of high school “core courses” (approved by NCAA)
- Earn a certain minimum grade point average in these core courses
- Earn a certain minimum score on the SAT or ACT (for Division I, this is scaled according to the student's core-course GPA)
- Graduate from high school

“Core courses” is the name that the NCAA gives to high school courses that meet certain academic criteria specified by the association. Students must complete a certain number of core courses for NCAA Division I and II eligibility. If approved, the courses are added to a database that the NCAA Initial-Eligibility Clearinghouse maintains. You can view a list of approved core courses on the NCAA clearinghouse website. Presently only AP, Honors, and CP I courses at Burlington High School are approved by NCAA as NCAA approved core courses.

Participation

The decision to participate in the interscholastic athletic program carries with it the responsibility to dedicate oneself to a team and sacrifice individual desires. This includes the maintenance of proper nutrition and a high level of physical fitness. Abstaining from the use of ALL tobacco, alcohol and other chemical substances including vaping and steroids, is mandatory. Student athletes, as team members, are expected to be in school and attend all classes, as well as attend all team practices and contests, including makeup contests, jamborees and tournaments. Failure to meet any of these requirements will result in actions that may include school and/or team suspension, forfeiture of athletic awards and/or possible removal from the team. Other team rules and policies will be explained by the individual team coach.

Family ID

Burlington High School offers online registration for our sports programs through our partner company, FamilyID (www.familyid.com). FamilyID is a secure registration platform that provides you with an easy, user-friendly way to register for our programs. When you register through FamilyID, you enter your information once for multiple uses, multiple kids and multiple programs.

Concussion/ Opioid Policy

The state law requires that students/athletes along with their parent(s)/guardian(s) complete the online Concussion/ Opioid information course. During registration you will be asked to sign off that you have completed these courses.

<http://www.nfhslearn.com/electiveDetail.aspx?courseID=38000>

Physicals

All students must pass a physical examination each school year before participating in any sport. The school must have a copy of the most recent physical exam.

Tryouts

All Burlington High School students who are eligible are encouraged to participate in the athletic program. Many of our teams do not make cuts. However, some teams, because of roster limitations, require tryouts. All tryouts will be conducted in a fair and impartial manner. Coaches will announce the successful candidates immediately after the tryout period. At the sub-varsity level, every student-athlete will compete in athletic contests provided they have fulfilled their practice commitments.

ATTENDANCE PROCEDURES

Chapter 76, Section 1 of the Massachusetts General Laws states that all children between the ages of six and sixteen must attend school. A school district may excuse up to seven day sessions or fourteen half-day sessions in any period of six months. In addition to this law, each school may have its own attendance policy with which parents and guardians should be familiar.

The administration and faculty believe that attendance by students at school is vitally important to a successful education. It is the responsibility of parents or guardians to ensure that students attend school daily. Vacations and dismissals from school other than an emergency are not in the best interest of the student. Schoolwork missed for these reasons will be made up upon return to class. Students are responsible for arranging for makeup with their teachers; teachers will not be required to provide homework or assignments in advance.

For absences greater than two consecutive days, the Guidance Department will notify appropriate faculty and coordinate the collection of assignments, materials, etc. for the extended absence period as requested. Parents and guardians are asked to notify the guidance department with the anticipated length of the absence.

The following schedule should be used as a guideline for making up outstanding work for authorized absences: 1-2 days absent – 1 week to make up; 3-5 days absent – 2 weeks to make up; > 5 days – by arrangement with the teachers. Any extensions to the time limit must be granted by an Associate Principal in conjunction with the Department Head and the teacher. Students will be responsible for arranging their make-up work with their teachers.

Attendance to School

1. If a student is going to be absent, parent/guardian calls into the assigned office the day of an absence, before 9:05 a.m.
2. Freshmen and Juniors call 270-1839
3. Sophomores and Seniors call 270-1838
4. Calls from parents/guardians will be recorded and students will be given an Admit Slip before school on the day they return.
5. If it is not possible to call the Front Office, we shall, upon the student's return to school, accept a note before school and will issue an Admit Slip back to classes.
6. Students are required to present an Admit Slip to their teachers prior to being readmitted to class.

Tardy to School

Students who are tardy to school will sign in at the front office and he/she will be given a pass to homeroom. Students who have excessive tardy arrivals to school or tardy arrivals that are unauthorized, will serve an after school detention from 2:50 pm to 3:50 p.m with their

administrator.

Tardy to School After 8:35

Students who are tardy to school after 8:35 must sign in at the main office and present a tardy note or have a parent telephone the main office explaining the tardy arrival. Students with an unauthorized tardy arrival may serve an after-school detention.

Students who attend classes without signing in will be subject to Extended Detention or serving up to two days In-School Suspension.

Examples of absences or tardiness that will be excused include:

- Documented illness, injury or medical appointment
- Bereavement/family funeral
- Major religious observances
- Legal appearance
- Extraordinary family circumstances (excused at the discretion of the Principal)

Examples of absences or tardiness that are unexcused include, but are not limited to:

- Repetitive or chronic absence or tardiness due to illness or injury not documented by a doctor
- Truancy
- Family vacations
- Undocumented absences
- Non-emergency family situations

Attendance Regulations

1. Truancy - Unexcused absences from school without a valid excuse

- a. Within 3 days of any unexcused absence, a letter will be generated from the Principal's office, or the Principal's designee, notifying the parent/guardian, in writing, of the student's absence.
- b. Following the 5th absence, a letter will be generated from the Principal's office, or the Principal's designee, notifying the parent/guardian, in writing, of the student's absence, and requesting a meeting with the parent/guardian to discuss the student's attendance. The letter will direct the parent/guardian to contact the Principal's office, or the Principal's designee, within 5 school days to schedule a meeting. If the parent/guardian does not contact the Principal's office or the Principal's designee, within 5 school days, the Principal's office, or the Principal's designee, will call the parent/guardian for purposes of scheduling a meeting.
- c. At the meeting, the Principal, Assistant Principal or other designee, the parent/guardian and the student must develop action steps to address the student's

attendance. Other relevant school personnel and officials from public safety, health and human services, housing and nonprofit agencies, may offer input into the development of action steps.

2. Absences from class: students must attend all classes and study halls to which they have been assigned. Following any absence from a class, study hall or other period of the school day, the teacher will notify the Principal's office, or the Principal's designee, of the student's absence.

Following the 4th absence from the same class, a letter will be generated from the Principal's office, or the Principal's designee, notifying the parent/guardian, in writing, of the student's absences. When six (6) classes are missed during any quarter, course credit may be withheld. Absences that are excused by a physician's note, field trip, result from a legal appearance, religious holiday, death in the family or suspension are excluded. A conference of the student, the student's parent/guardian, the teacher, counselor, and administrator may be held to consider withholding credit for the course.

Following the 2nd absence from any class, study hall or other period of the school day within a 5-day period, a letter will be generated from the Principal's office, or the Principal's designee, notifying the parent/guardian, in writing, of the student's absences. Absences that are excused by a physician's note, field trip, result from a legal appearance, religious holiday, death in the family or suspension are excluded.

3. Class Cutting: First offense: Extended Detention; subsequent offenses: two (2) days In School Suspension, parent/guardian notification and/or conference.

4. Excessive tardiness to school during one marking period may result in office or Extended Detention.

5. Unexcused tardiness to school: The first offense, one office detention and parent/guardian notification; the second and subsequent offenses, Extended Detention or two days In School Suspension, parent/guardian notification and/or conference. Students who have an unexcused tardy to school may not participate in extracurricular activities on the day of the tardy arrival.

6. Tardiness to class: The first offense, one teacher detention; the second offense, one day office detention and parent/guardian notification; the third and subsequent offenses, Extended Detention or two (2) days In School Suspension, parent/guardian notification and/or conference.

7. Dismissals: Students are expected to present a note from their parent/guardian before classes begin on morning of dismissal excusing them at a specific time. For dismissals during the school day, a phone call before 11:00 a.m. is recommended. Dismissal calls after 11:00 will be accepted only in the case of emergencies. Students who leave school without proper authorization will be subject to suspension.

8. Vacation policy during school time: The administration of Burlington High School disapproves of planned vacations during school time.

9. End of year dismissals: Only students with authorization from the building Principal will be allowed to take their final exams early. Otherwise, no student is allowed to take final exams early.

[Link to BHS Bell Schedule](#)

[BHS Rotation Day Schedule](#)

[Link to BHS Student Government](#)

COMPUTER ETHICS - ACCEPTABLE USE POLICY

Use of the Burlington Public School District electronic communication system is a privilege that will be withdrawn from irresponsible users. Users must accept the responsibility to use school-provided Internet service in a manner consistent with state and national regulations and the educational goals of the Burlington Public Schools. Irresponsible users are students who do not adhere to the following strict guidelines for Internet user conduct.

[District Acceptable Use Policy](#) as accepted by the Burlington School Committee.

Messaging and E-mail

Students will not use school computers or technology for sending personal email or instant messaging without prior authorization from a teacher or administrator.

Personal Safety

Users will not post personal contact information about themselves or other people. Personal contact information includes address, telephone, etc. Users will not agree to meet with someone they have met online without their parent/guardian's approval and participation. Users will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.

Illegal Activities

Users will not attempt to gain unauthorized access to the District system or to any other computer system through this local area network, or go beyond their authorized access. This includes attempting to log in through another person's account or access another person's hardware and files. These actions are illegal, even if only for the purposes of "browsing". Users will not make deliberate attempts to disrupt the computer system's performance or destroy data by spreading computer viruses or by any other means. These actions are illegal. Users will not use the District network to engage in any illegal acts.

System Security

Users are responsible for the use of their individual account and should take all reasonable precautions to prevent others from being able to use their account. Under no conditions should a user provide his/her password to another person. Users will immediately notify the Coordinator of Computer/Media Services or another staff member if they have identified a possible security problem. Users will not go looking for security problems, because this may be construed as an illegal attempt to gain access. Users will not upload, create, or spread computer viruses.

Language

Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages. Users will not use inappropriate language. Users will not post information that, if acted upon, could cause damage or a danger of disruption. Users will not engage in personal attacks, including prejudicial or discriminatory attacks. Users will not harass another person. If a user is told by a person to stop sending them messages, they must stop. Users will not knowingly or recklessly post false or defamatory information about a person or organization.

Plagiarism and Copyright Infringement

Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were original to the user. Users will respect copyright.

Access to Inappropriate Material

Users will not use the District network to access profane or obscene materials that advocates illegal acts, or that advocates violence or discrimination towards other people. Exceptions may be made if the purpose of such access is to conduct research approved by both the teacher and the parent/guardian. If a user inadvertently accesses such information, they will immediately disclose the inadvertent access in a manner specified by their school. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

DISCIPLINE POLICY

The main purpose of any disciplinary action is to correct and improve behavior so the education process can proceed. There are circumstances in which the behavior of any individual violates the rights of the other members of the school community. Therefore, there shall be consistent penalties imposed for all infractions of school rules. These penalties will become progressively more severe for repeated infractions, and may result in students being restricted from attending any and all school activities. Parents/guardians will be notified at all levels of suspension and restrictions. No disciplinary action will result in the loss of make-up rights, except as stated in the regulations governed by this policy. When exclusion is imposed, there shall be no make-up rights. This policy recognizes the rights of the individual to due process as guaranteed by law. The administration respects the rights of all students but will not allow those rights to interfere or impact upon the rights of other students seeking a quality education at Burlington High School. Disciplinary sanctions for violations of school rules and/or the General Laws of Massachusetts shall be imposed in a non-discriminatory manner and without regard to race, color, sex, national origin, sexual orientation or disability.

Respect for Individual Rights

The Burlington School System recognizes and supports respect for the dignity of all individuals. Any defamatory or derogatory statement aimed at any racial, religious, ethnic or minority groups by students and/or staff members is totally unacceptable. Individuals guilty of this behavior will be subject to verbal reprimand, suspension from school for up to ten days. Failure to comply will result in a recommendation for exclusion. Furthermore, all charges will be assessed to determine if Civil Rights violations have occurred and in such cases, court action may be taken.

DISCIPLINARY ACTIONS AND DEFINITIONS

Teacher/Office Detention

Detention will be imposed for infractions of school rules. Teacher detentions are served from 2:55 to 3:20 pm. Students are to report to the area designated by the teacher or administrator. Office detention will be served from 2:50 to 3:50 pm. Extended Detention will be served from 2:50 – 4:50 p.m.

In School Suspension (ISS)

ISS will be imposed for infractions of school rules. The students' classroom teachers will provide schoolwork. It is the responsibility of the student to report to ISS with all his/her textbooks and for returning the completed assignments to the classroom teacher in order to receive credit. Students must report to their respective Associate Principal on time at 8:35 or they may be sent home and assigned an additional day of ISS upon return. Students will remain in the ISS room for the entire school day with the ISS supervising staff member. Any student who causes a disruption in the ISS room may be suspended Out of School for two (2) days and will be required to complete ISS upon returning. Suspended students are not permitted to enter the school grounds or participate in any school-sponsored activities for the duration of their suspension.

Out of School Suspension (OSS)

Out of School Suspension will be imposed in the cases of, but not limited to, continued infractions of school rules, acts of violence, acts of vandalism, threatening actions or words, theft and the possession and/or sale of alcoholic beverages, weapons, and/or drugs, vaping devices or gambling. Such acts may be subject to a hearing for exclusion before the Superintendent of Schools. Students suspended out of school are not permitted to enter the school grounds or participate in any school-sponsored activities for the duration of their suspension.

Friday Community Service

Friday Community Service may be assigned in lieu of an In School Suspension or Extended Detention at the administrator's discretion. Friday Community Service will be 2:50 to 4:50 p.m. Students will not be admitted late. Absences are excused only if approved in advance by an administrator.

Saturday Community Service

Saturday Community Service can be assigned in lieu of an In School Suspension or Extended Detention at the administrator's discretion. The Saturday program is held from 8:30 to 11:30 a.m. Students will not be admitted late. Absences are excused only if approved in advance by an administrator.

DISCIPLINARY DUE PROCESS

1. Short Term Disciplinary Sanctions: Prior to the imposition of any disciplinary sanction that may result in a student's suspension from school for ten (10) consecutive school days or less, the student will be given oral notice of the offense with which he/she is charged and an opportunity to respond. In the event the Principal determines that the student will be suspended from school, the student's parent(s)/guardian(s) will be notified by telephone and in writing.

2. Long Term Disciplinary Sanctions:

a. Prior to the imposition of any disciplinary sanction that might result in the student's suspension for more than ten (10) consecutive school days or expulsion, the parent(s)/guardian(s) will be given written notice of a hearing at which they may be represented by an attorney at their expense and may examine and present witnesses and documentary evidence.

b. Following this hearing, the decision maker (Principal/School Committee) will issue a written decision. The written decision shall inform the parent(s)/guardian(s) and student of the student's right to receive education services, such as the opportunity to earn credits, make up assignments, tests, papers and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. This notice shall be provided in English and the primary language spoken in the student's home if other than English, and the notice shall include a list of education services that are available, as well as contact information for a school district staff member who can provide more detailed information.

c. The parent(s)/guardian(s) will have the right to appeal any decision imposing a long-term exclusion from school. Where the student is excluded in accordance with M.G.L. c. 71 §37H, the student shall have ten (10) days from the effective date of the exclusion to file a written appeal with the superintendent of schools. For exclusions imposed pursuant to M.G.L. c.71 §37H1/2 and M.G.L. c.71, §37H 3/4, the student shall have five (5) days from the effective date of the exclusion to file a written appeal with the superintendent. For exclusions imposed by the School Committee in accordance with M.G.L. c.76 §17, the student shall have the right to file a written request for reconsideration by the committee within ten (10) days of the effective date of the exclusion. Pending the outcome of any such appeal, the disciplinary sanction imposed shall remain in effect. M.G.L. c. 76 §17, M.G.L. c. 71 §37H, M.G.L. c. 71 §37H1/2. M.G.L. c.71, §37H 3/4.

d. Where a student subject to disciplinary exclusion requests an evaluation of eligibility for Special Education following the imposition of disciplinary sanctions, an expedited evaluation of the student's eligibility for Special Education services in accordance with the Individuals with Disabilities Education Act and/or M.G.L. c. 71B shall be conducted. Pending completion of that expedited evaluation, the student shall remain in the placement determined by school authorities, which can include suspension or expulsion out-of-school.

3. Students with Disabilities: Students who have been identified as students with disabilities in accordance with the Individuals with Disabilities Education Act or Section 504 of the

Rehabilitation Act or who the school has reason to believe might be eligible for Special Education services are entitled to additional procedural protections when a disciplinary exclusion is considered. Prior to the imposition of any disciplinary sanction that would result in a change in placement; the student's Team will meet to determine whether the student's conduct was a manifestation of the student's disability. If the Team determines that the conduct was a manifestation of the student's disability, they shall review any existing behavior plan or, if no such behavior plan exists, conduct a Functional Behavioral Assessment. In many cases, a student with a disability will be entitled to services identified by the student's Team as necessary to provide the student with a free appropriate public education during periods of disciplinary exclusion exceeding ten (10) school days in a given year. For additional information regarding the rights of students with disabilities in the context of school discipline please contact the Burlington Public Schools' Director of Special Education or the building Principal.

DISCIPLINE AND STUDENTS WITH DISABILITIES

All students are expected to meet the requirements for behavior as set forth in this handbook. In addition to those due process protections afforded to all students, the Individuals with Disabilities Education Act and related regulations require that additional provisions be made for students who have been found eligible for Special Education services or who the school district knows or has reason to know might be eligible for such services. Students who have been found to have a disability that impacts upon a major life activity, as defined under §504 of the Rehabilitation Act, are, generally, also entitled to increased procedural protections prior to imposing discipline that will result in the student's removal for more than ten (10) consecutive school days or where there is a pattern of short term removals exceeding ten (10) school days in a given year. The following additional requirements apply to the discipline of students with disabilities:

1. The IEP for every student eligible for special education or related services shall indicate whether the student can be expected to meet the regular discipline code of the school or whether the code should be modified to address the student's individual needs.

2. Students with disabilities may be excluded from their programs for up to ten (10) school days to the extent that such sanctions would be applied to all students. Before a student with a disability can be excluded from his/her program for more than ten (10) consecutive school days in a given school year or subjected to a pattern of removal constituting a "change of placement", building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team will meet to determine the relationship between the student's disability and behavior (Manifestation Determination). During disciplinary exclusions exceeding ten (10) school days in a single school year, the student shall have the right to receive services identified as necessary by the Team to provide him/her with a free appropriate public education during the period of exclusion.

3. If building administrators, the parent(s)/guardian(s) and relevant members of the student's IEP or 504 Team determine that the student's conduct was not a manifestation of the

student's disability, the school may discipline the student in accordance with the procedures and penalties applicable to all students but will continue to provide a free appropriate public education to those students with IEPs. The student's IEP or 504 Team will identify the services necessary to provide a free appropriate public education during the period of exclusion, review any existing behavior intervention plan or, where appropriate, conduct a Functional Behavioral Assessment.

4. If building administrators, the parent(s)/guardian(s), and relevant members of the student's IEP or 504 Team determine that the conduct giving rise to disciplinary action was a manifestation of the student's disability, the student will not be subjected to further removal or exclusion from the student's current educational program based on that conduct (except for conduct involving weapons, drugs, or resulting in serious bodily injury to others) until the IEP or 504 Team develops, and the parent(s)/guardian(s) consent to, a new placement or unless the District obtains an order from a court or from the Bureau of Special Education Appeals (BSEA) authorizing a change in the student's placement. The Student's Team shall also review, and modify as appropriate, any existing behavior intervention plan or arrange for a functional behavioral assessment.

5. When a student on an IEP is in possession of or uses illegal drugs, sells or solicits a controlled substance, is in possession of a weapon, or causes serious bodily injury to another on school grounds or at a school function, the District may place the student in an Interim Alternative Educational Setting (IAES) for up to forty-five (45) school days provided the student is on an IEP. A court or BSEA Hearing Officer may also order the placement of a student who presents a substantial likelihood of injury to self or others in an appropriate interim setting for up to forty-five (45) school days.

POLICIES AND STATE LAW RELATING TO ILLEGAL DRUGS, WEAPONS, ASSAULT, CONTROLLED SUBSTANCES AND EDUCATIONAL RIGHTS

M.G.L. c.71 §37H

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

(b) Any student who assaults a Principal, Assistant Principal, teacher, teacher's aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, a Principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either

paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the Superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the Superintendent of his appeal. The student has the right to counsel at a hearing before the Superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student in an education service plan, under section 21 of chapter 76.

(f) Districts shall report to the Department of Elementary and Secondary Education the specific reasons for all suspensions and expulsions, regardless of duration or type, in a manner and form established by the commissioner. The Department of Elementary and Secondary Education shall use its existing data collection tools to obtain this information from districts and shall modify those tools, as necessary, to obtain the information. On an annual basis, the Department of Elementary and Secondary Education shall make district level de-identified data and analysis, including the total number of days each student is excluded during the school year, available to the public online in a machine readable format. This report shall include district level data disaggregated by student status and categories established by the Commissioner.

(g) Under the regulations promulgated by the DESE Department, for each school that suspends or expels a significant number of students for more than 10 cumulative days in a school year, the Commissioner shall investigate and, as appropriate, shall recommend models that incorporate intermediary steps prior to the use of suspension or expulsion. The results of the analysis shall be publicly reported at the school district level.

M.G.L. c.71 §37H1/2

Chapter 71, Section 37½: Suspension/Expulsion for a Felony Charge or Conviction

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal or Headmaster of a school in which the student is enrolled may suspend such student for a period of time determined appropriate by said Principal or Headmaster if said Principal or Headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall have the right to appeal the suspension to the Superintendent. The student shall notify the Superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal or Headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal or Headmaster of a school in which the student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal or Headmaster of a school in which the student is enrolled may expel said student if such Principal or Headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the Superintendent.

The student shall have the right to appeal the expulsion to the Superintendent. The student shall notify the Superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The Superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The Superintendent shall have the authority to overturn or alter the decision of the Principal or Headmaster, including recommending an alternate educational program for the student. The Superintendent shall render a decision on the appeal within five calendar days of the hearing. Such decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Any school district that suspends or expels a student under this section shall continue to provide educational services to the student during the period of suspension or expulsion, under section 21 of chapter 76. If the student moves to another district during the period of suspension or expulsion, the new district of residence shall either admit the student to its schools or provide educational services to the student under an education service plan, under section 21 of chapter 76.

M.G.L. c.71, §37H3/4

(a) This section shall govern the suspension and expulsion of students enrolled in a

public school in the commonwealth who are not charged with a violation of subsections (a) or (b) of section 37H or with a felony under section 37H1/2.

(b) Alternatives to Suspension under Section 37H3/4. Any Principal, Superintendent or other person acting as a decision-maker at a student meeting or hearing, when deciding the consequences for the student, shall exercise discretion; consider ways to re-engage the student in the learning process; and avoid using expulsion as a consequence until other remedies and consequences have been employed. Alternatives may include the use of evidence-based strategies and programs such as mediation, conflict resolution, restorative justice, and positive behavioral interventions and supports.

(c) Notice of Suspension and Hearing under Section 37H3/4.

(1) Except in the case of emergency removal as set forth below, or in school suspensions, the Principal may not impose a suspension as a consequence for a disciplinary offense without first providing the student and the parent or guardian oral and written notice, and providing the student an opportunity for a hearing on the charge and the parent or guardian the opportunity to participate in such hearing.

(2) The Principal shall provide oral and written notice to the student and the parent or guardian in English and in the primary language of the home if other than English, or other means of communication where appropriate. The notice shall set forth in plain language:

(a) the disciplinary offense;

(b) the basis for the charge;

(c) the potential consequences, including the potential length of the student's suspension;

(d) the opportunity for the student to have a hearing with the Principal concerning the proposed suspension, including the opportunity to dispute the charges and to present the student's explanation of the alleged incident, and for the parent/guardian to attend the hearing;

(e) the date, time, and location of the hearing;

(f) the right of the student and the student's parent/guardian to interpreter services at the hearing if needed to participate;

(g) if the student may be placed on long-term suspension following the hearing with the Principal:

1. the rights set forth below concerning a long-term suspension

hearing; and

2. the right to appeal the Principal's decision to the Superintendent.

(3) The Principal shall make reasonable efforts to notify the parent/guardian orally of the opportunity to attend the hearing. To conduct a hearing without the parent/guardian present, the Principal must be able to document reasonable efforts to include the parent/guardian. The Principal is presumed to have made reasonable efforts if the Principal has sent written notice and has documented at least two (2) attempts to contact the parent/guardian in the manner specified by the parent/guardian for emergency notification.

(4) Written notice to the parent/guardian may be made by hand delivery, first-class mail, certified mail, email to an address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and parent/guardian.

(d) Emergency Removal under Section 37H3/4

(1) The Principal can remove a student from school temporarily when a student is charged with a disciplinary offense and the continued presence of the student poses a danger to persons or property, or materially and substantially disrupts the order of the school, and, in the Principal's judgment, there is no alternative available to alleviate the danger or disruption. The Principal shall immediately notify the Superintendent in writing of the removal and the reason for it, and describe the danger presented by the student. The temporary removal shall not exceed two (2) school days following the day of the emergency removal, during which time the Principal shall:

(a) Make immediate and reasonable efforts to orally notify the student and the student's parent/guardian of the emergency removal, the reason for the need for emergency removal, and the other matters set forth in Section (c)(2), above;

(b) Provide written notice to the student and parent/guardian as provided in Section (c)(2), above;

(c) Provide the student an opportunity for a hearing with the Principal that complies with Sections (e)(2) and (e)(3) below, as applicable, and the parent/guardian an opportunity to attend the hearing, before the expiration of the two (2) school days, unless an extension of time for hearing is otherwise agreed to by the Principal, student, and parent/guardian.

(d) Render a decision orally on the same day as the hearing, and in writing no later than the following school day, which meets the requirements of Sections (e)(2)(c) and (e)(3)(d) below, as applicable.

(2) A Principal may not remove a student from school on an emergency basis for a disciplinary offense until adequate provisions have been made for the student's safety and transportation.

(3) Removal from privileges such as extracurricular activities and attendance at school-sponsored events, based on the student's misconduct, is not subject to these procedures.

(e) Principal's Hearing under Section 37H3/4

1) The Principal shall determine the extent of the rights to be afforded to the student at a disciplinary hearing based on the anticipated consequences for the disciplinary offense. If the consequence may be long-term suspension from school, the Principal shall afford the student, at a minimum, all the rights set forth below in addition to those rights afforded to students who may face a short-term suspension from school.

2) Principal Hearing - Short-term Suspension

(a) The purpose of the hearing with the Principal is to hear and consider information regarding the alleged incident for which the student may be suspended, provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident, determine if the student committed the disciplinary offense, and if so, the consequences for the infraction. At a minimum, the Principal shall discuss the disciplinary offense, the basis for the charge, and any other pertinent information. The student also shall have an opportunity to present information, including mitigating facts, that the Principal should consider in determining whether other remedies and consequences may be appropriate as set forth in Section (b) above. The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

(b) Based on the available information, including mitigating circumstances, the Principal shall determine whether the student committed the disciplinary offense, and, if so, what remedy or consequence will be imposed.

(c) The Principal shall notify the student and parent/guardian of the determination and the reasons for it, and, if the student is suspended, the type and duration of suspension and the opportunity to make up assignments and such other school work as needed to make academic progress during the period of removal. The determination shall be in writing and may be in the form of an update to the original written notice.

(d) If the student is in the Burlington Early Childhood Center or grades K through

3, the Principal shall send a copy of the written determination to the Superintendent, explaining the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

3) Principal Hearing - Long-term Suspension

(a) The purpose of the hearing is the same as the purpose of a short-term suspension hearing.

(b) At a minimum, in addition to the rights afforded a student in a short-term suspension hearing, the student shall have the following rights:

1. In advance of the hearing, the opportunity to review the student's record and the documents upon which the Principal may rely in making a determination to suspend the student or not;

2. the right to be represented by counsel or a lay person of the student's choice, at the student's/parent/guardian's expense;

3. the right to produce witnesses on his or her behalf and to present the student's explanation of the alleged incident, but the student may not be compelled to do so.

4. the right to cross-examine witnesses presented by the school district;

5. the right to request that the hearing be recorded by the Principal, and to receive a copy of the audio recording upon request. If the student or parent/guardian requests an audio recording, the Principal shall inform all participants before the hearing that an audio record will be made and a copy will be provided to the student and parent/guardian upon request.

(c) The Principal shall provide the parent/guardian, if present, an opportunity to discuss the student's conduct and offer information, including mitigating circumstances, that the Principal should consider in determining consequences for the student.

(d) Based on the evidence, the Principal shall determine whether the student committed the disciplinary offense, and, if so, after considering mitigating circumstances and alternatives to suspension as set forth in Section (b) above, what remedy or consequence will be imposed, in place of or in addition to a long-term suspension. The Principal shall send the written determination to the student and parent/guardian by hand-delivery, certified mail, first-class mail, email to any address provided by the parent/guardian for school communications, or any other method of delivery agreed to by the Principal and the parent/guardian. If the Principal decides to suspend the student, the written

determination shall:

1. Identify the disciplinary offense, the date on which the hearing took place, and the participants at the hearing;
2. Set out the key facts and conclusions reached by the Principal;
3. Identify the length and effective date of the suspension, as well as a date of return to school;
4. Include notice of the student's opportunity to receive education services to make academic progress during the period of removal from school;
5. Inform the student of the right to appeal the Principal's decision to the Superintendent or designee, but only if the Principal has imposed a long-term suspension. Notice of the right of appeal shall be in English and the primary language of the home if other than English, or other means of communication where appropriate, and shall include the following information stated in plain language:

a) the process for appealing the decision, including that the student or parent/guardian must file a written notice of appeal with the Superintendent within five (5) calendar days of the effective date of the long-term suspension; provided that within the five (5) calendar days, the student or parent/guardian may request and receive from the Superintendent an extension of time for filing the written notice for up to seven (7) additional calendar days; and that

b) the long-term suspension will remain in effect unless and until the Superintendent decides to reverse the Principal's determination on appeal.

(e) If the student is in the Burlington Early Childhood Center or grades K through 3, the Principal shall send a copy of the written determination to the Superintendent, explaining the reasons for imposing an out-of-school suspension, before the short-term suspension takes effect.

(f) Superintendent's Hearing under Section 37H3/4

1. A student who is placed on long-term suspension following a hearing with the Principal shall have the right to appeal the Principal's decision to the Superintendent.

2. The student or parent/guardian shall file a notice of appeal with the Superintendent within the time period set forth Section (e) (3) (c) 5.a). If the appeal is not timely filed, the Superintendent may deny the appeal, or may allow

the appeal in his or her discretion, for good cause.

3. The Superintendent shall hold a hearing within three (3) school days of the student's request, unless the student or parent/guardian requests an extension of up to seven (7) additional calendar days, in which case the Superintendent shall grant the extension.

4. The Superintendent shall make a good faith effort to include the parent/guardian in the hearing. The Superintendent shall be presumed to have made a good faith effort if he or she has made efforts to find a day and time for the hearing that would allow the parent/guardian and Superintendent to participate. The Superintendent shall send written notice to the parent/guardian of the date, time, and location of the hearing.

5. The Superintendent shall conduct a hearing to determine whether the student committed the disciplinary offense of which the student is accused, and if so, what the consequence shall be. The Superintendent shall arrange for an audio recording of the hearing, a copy of which shall be provided to the student or parent/guardian upon request. The Superintendent shall inform all participants before the hearing that an audio record will be made of the hearing and a copy will be provided to the student and parent/guardian upon request.

6. The student shall have all the rights afforded the student at the Principal's hearing for long-term suspension under Section (e)(3)(b).

7. The Superintendent shall issue a written decision within five (5) calendar days of the hearing which meets the requirements of Section (e)(3)(c)1 through 5, above. If the Superintendent determines that the student committed the disciplinary offense, the Superintendent may impose the same or a lesser consequence than the Principal, but shall not impose a suspension greater than that imposed by the Principal's decision

8. The decision of the Superintendent shall be the final decision of the school district, charter school, or virtual school, with regard to the suspension.

(g) In-School Suspension under Section 37H3/4

1. The Principal may use in-school suspension as an alternative to short-term suspension for disciplinary offenses.

2. The Principal may impose an in-school suspension for a disciplinary offense under this provision, provided that the Principal follows the process set forth below and the student has the opportunity to make academic progress.

3. The Principal shall inform the student of the disciplinary offense charged and

the basis for the charge, and provide the student an opportunity to dispute the charges and explain the circumstances surrounding the alleged incident. If the Principal determines that the student committed the disciplinary offense, the Principal shall inform the student of the length of the student's in-school suspension, which shall not exceed 10 days, cumulatively or consecutively, in a school year.

4. On the same day as the in-school suspension decision, the Principal shall make reasonable efforts to notify the parent/guardian orally of the disciplinary offense, the reasons for concluding that the student committed the infraction, and the length of the in-school suspension. The Principal shall also invite the parent/guardian to a meeting to discuss the student's academic performance and behavior, strategies for student engagement, and possible responses to the behavior. Such meeting shall be scheduled on the day of the suspension if possible, and if not, as soon thereafter as possible. If the Principal is unable to reach the parent/guardian after making and documenting at least (2) attempts to do so, such attempts shall constitute reasonable efforts for purposes of orally informing the parent/guardian of the in-school suspension.

5. The Principal shall send written notice to the student and parent/guardian about the in-school suspension, including the reason and the length of the in-school suspension, and inviting the parent/guardian to a meeting with the Principal for the purpose set forth above, if such meeting has not already occurred. The Principal shall deliver such notice on the day of the suspension by hand-delivery, certified mail, first-class mail, email to any address provided by the parent/guardian for school communications, or by other method of delivery agreed to by the Principal and the parent/guardian.

Education Services and Academic Progress under Sections 37H, 37H1/2, and 37H3/4

(1) Any student who is serving an in-school suspension, short-term suspension, long-term suspension, or expulsion shall have the opportunity to earn credits, as applicable, make up assignments, tests, papers, and other school work as needed to make academic progress during the period of his or her removal from the classroom or school. The Principal shall inform the student and parent/guardian of this opportunity in writing when such suspension or expulsion is imposed.

(2) Any student who is expelled or suspended from school for more than ten (10) consecutive days, whether in school or out of school, shall have an opportunity to receive education services and make academic progress toward meeting state and local requirements, through the school-wide education service plan.

(3) The Principal shall develop a school-wide education service plan describing the education services that the school district will make available to students who are expelled or suspended from school for more than ten (10) consecutive days. The plan

shall include the process for notifying such students and their parent/guardian of the services and arranging such services. Education services shall be based on, and be provided in a manner consistent with the academic standards and curriculum frameworks established for all students under G.L. c 69, §§ 1D and 1F.

(4) Notice of Education Services for Students in Long-Term Suspension and Expulsion; Enrollment Reporting.

(a) The Principal shall notify the parent and student of the opportunity to receive education services at the time the student is expelled or placed on long-term suspension. Notice shall be provided in English and in the primary language spoken in the student's home if other than English, or other means of communication where appropriate. The notice shall include a list of the specific education services that are available to the student and contact information for a school district staff member who can provide more detailed information.

(b) For each student expelled or suspended from school for more than ten (10) consecutive days, whether in-school or out-of-school, the school district shall document the student's enrollment in education services. For data reporting purposes, the school shall track and report attendance, academic progress, and such other data as directed by the Department.

EXAM POLICIES

Final Exam Policy

1. All students will be required to take final examinations or projects for each course in which they are enrolled. If students do not take a final exam in a course, they are liable to receive a grade of incomplete, not only for the exam but also for the final grade in the course.
2. The final exam mark in a full-year course will count no more than 10% of the final year's average; the midyear exam also will count no more than 10%. Together they will count no more than 20% of the final grade. In the case of a half-year course, the final exam counts no more than 20% of the final course average.
3. Report cards, transcripts and/or schedules will not be released until students return or pay for all missing textbooks, calculators and library books.
4. Permission to take early finals must be granted by the Principal.
5. Students who are unable to take an exam at the regularly scheduled time because of an authorized absence will receive an incomplete for the course and must take the exam upon their return from the absence. The exam(s) must be made up by July 31 following the missed exam(s).

Senior Final Examination Policy

In order to be exempted from a final examination a senior must:

- Achieve a class average of 87 (B+) or better for the second semester course grade.
- Maintain solid class attendance. Solid attendance is measured by a maximum of 4 absences during the 4th quarter, excluding those excused by a medical note, bereavement/family funeral, major religious observances, legal appearances, or extraordinary family circumstances (excused at the discretion of the Principal).

Students who are exempt from a senior final may choose to take the examination. For report card purposes, final examination grades will be reported for exempted seniors as the average of a student's 3rd and 4th term grades.

Advanced Placement Examination Policy

It is required that all students enrolled in AP courses at BHS take the associated AP examinations. Since a fee must be paid for each exam, students/families must plan for the cost of participating in the AP program. Advanced Placement fee subsidies are available for students who receive a free or reduced school lunch.

GENERAL PROCEDURES

1. All press releases are to be cleared by the Principal prior to distribution prior to distribution to any media outlet or platforms.
2. Students are responsible for maintaining all textbooks and materials supplied to them. All textbooks or their replacement cost must be turned in prior to taking any final exams.
3. All notices for the daily bulletin should be in the Main Office before 11:30 am on the day prior to the announcement. Announcements should be brief and clearly worded. All announcements must be cleared by the administration. Only school-sponsored activities will be announced over the P.A.
4. Students are not allowed to be in the building after the close of school without first receiving approval from their administrator. Students engaged in after-school activities should bring all books with them and should not return to their lockers at the end of the activity.
5. Students must have updated medical records on file with the school nurse. Failure to comply with this will result in the student being removed from the student population until all records are received (Mass. General Laws).
6. Non-authorized student visitors will not be allowed in Burlington High School during the school day. The Principal may grant authorization through approval.
7. Any student who has been elected to an official position either through Student Government, the National Honor Society, or an extracurricular club who violates the alcohol/substance policy and/or who is deemed by his/her administrator as a student "not in good standing" due to either, academic failure and/or continued violations of our Student Handbook will be removed from their official position upon either the request of said club or the activity advisor or by Administrative action alone. An appeal may be made by the student, at which time the student must present his/her case directly to a panel comprised of the faculty advisor and a minimum of two administrators. In all cases, students will be granted full due process.
8. During the school day, outside food deliveries must be approved in advance by an administrator.

CORI Report Policy

The Burlington Public Schools have been certified by the Criminal History Systems Board for access to all criminal case data including convictions, non-convictions and pending criminal case information. All prospective employees including volunteers, chaperones, as well as contractors, working on school property are subject to a CORI check by the school department. The Burlington School Department maintains a zero tolerance policy and any information on the CORI report, other than no record found, will result in the individual being denied employment, volunteering, chaperoning school activities, or working on school property.

Dress Code

Students are expected to dress in an appropriate manner. Any clothing (hats, coats, shirts, etc.) deemed by the Administration to be cause for any disruption or disorder, including anything that symbolizes gang behavior, is not allowed and violators will be sent home for a change of clothing. If, in the judgment of the Administration, inappropriate clothing contributes to a disruptive or disorderly school climate, students may be sent home.

Driving/ Parking Privileges

Parking on school property is a student privilege that may be revoked as a result of a violation of the parking rules and/or attendance policy. Students are required to register their vehicles with the administration, purchase a parking permit for \$15.00 and park only in the designated student parking lot or the right side of the driveway exiting the school each day according to the parking rules. Parking permits must be displayed, with the number facing outward, on the rearview mirror of the car. Student violators to the parking rules at BHS will lose their driving privileges for 2 weeks for the first offense. Subsequent offenses of the parking rules may result in revocation of the privilege to park on school grounds. Parking permits will be distributed to seniors on a first come, first served basis. Underclassmen who wish to park on school property will be allowed to purchase a parking permit as space permits.

No student car is allowed beyond the student parking lot entrance for any reason during the school hours unless permission has been granted by the administration. Any student who is illegally parked in any area other than the student parking lot will face the following actions:

1. Students of illegally parked cars will be given Extended Detention and will be prohibited from driving their cars onto school grounds for two weeks and parent/guardian and police notification will take place. Subsequent parking infractions will lead to more extended periods of suspension and the revoking of driving privileges at BHS.
2. The police may be notified of improperly parked vehicles and have authorization to ticket these vehicles and where necessary and/or tow the vehicles at the student's expense.

Speeding or reckless driving on school grounds may lead to a suspension, police notification and the recommendation that the Registry of Motor Vehicles be notified. Student driving privileges may be revoked.

Incomplete Grade Policy

1. A grade of Incomplete "I" may be given only when a student has work outstanding at the end of a marking period due to authorized absences within the last 10 days of that marking period; the teacher must agree to exceptions to this rule.
2. At the end of each marking period, any work not handed in is graded as a zero and is averaged with the student's other grades. This includes all work missed due to unauthorized absences and work not made up in the allotted time parameters (see #5).
3. Any work missed due to unauthorized absences will become a ZERO.
4. An "N.C." no credit grade is given for the last marking term of a course when the course requirements are not met due to unauthorized absences or negligent performance. This grade negates all course credit.
5. The following schedule should be used as a guideline for making up outstanding work for authorized absences: 1-2 days absent – 1 week to make up; 3-5 days absent – 2 weeks to make up; > 5 days – by arrangement. Any extensions to the time limit must be granted by an Associate Principal in conjunction with the Department Head and the teacher. Students will be responsible for arranging make up.

Residency Requirements

In accordance with Chapter 76-12B of the Massachusetts School Choice Law, the Burlington School Committee has voted to participate in the school choice program; therefore, non-resident students are eligible for attendance in the Burlington Public School System. To apply for school choice, please send a letter stating your intention to the Principal of Burlington High School.

School Health Clinic Requirements

1. Any student who is ill or injured should go to the Nurse's Office. The Nurse will contact a parent/guardian to arrange for transportation to the student's home.
2. An emergency information card will be distributed to students in homeroom during the first week of school. These are to be taken home, completed accurately by a parent, signed by parent/guardian and returned to the homeroom teacher, as soon as possible. Every student MUST have an emergency card on file in the Nurse's Office.
3. Any student in need of an elevator key (due to illness or injury) may obtain one from the Nurse for use during the period of disability. A deposit of \$5.00 is required and will be returned to the student upon receipt of the key.
4. Due to legal restraints, a medication permit, signed by a Doctor must be on file before the Nurse can administer any medication (including non-prescription medicines). No medications are available to students, unless the ordered medication has been brought to the Nurse (MEDICINE CONTAINER MUST HAVE THE ORIGINAL LABEL THAT INCLUDES THE NAME OF THE STUDENT, NAME OF MEDICATION, DOSAGE AND TIME OF ADMINISTRATION.) The container is to be kept in the Nurse's Office unless otherwise stated by the Doctor. An exception to the rule is made for Tylenol and Advil. On the back of the Emergency Card, there is a place to sign if the parent/guardian

wishes the Nurse to administer Tylenol or Advil. Such medicines will not be administered without a parent/guardian signature.

5. Massachusetts State Law mandates that students show proof of being up to date on all immunizations and that a health record be kept on file in the nurse's office. Students at the high school level must have 4 doses DtaP/DTP plus a Td booster-no more than 5 years since their last dose, Hepatitis B-a series of 3 doses, Polio- ≥ 3 doses, MMR-2 doses, and a history of having chicken pox or Varicella immunization. Any student whose immunizations are overdue faces the risk of exclusion from school. Students will be updated regarding any changes in state immunization requirements as they occur.
6. Students are required by the Massachusetts State Law to have a periodic physical examination by his/her physician. Forms are mailed in the spring of freshman year to be completed by entrance to Grade 10. These forms are due at the Nurse's Office by September 15th entering Grade 11. (Athletic physicals are available by the school doctor through the nurse's office and by appointment only.)

School Lockers

- Only one student is allowed to occupy each assigned locker.
- No personal locks are allowed on lockers.
- Since all lockers are the property of the Burlington School Department, students must ensure that their lockers are kept clean and properly maintained.
- Lockers must be cleaned out at the end of the school year. Any items left behind will be discarded and will not be the responsibility of the school department.
- All lockers are subject to search at any time by school officials

Search and Seizure Law

A student's person, personal possessions, and locker may be searched whenever school administrators have reasonable suspicion that the student is in possession of illegal, prohibited, or contraband items or materials. Any and all illegal, prohibited, or contraband materials discovered as a result of such a search will be confiscated. Students found in possession of such items or materials will be subject to discipline and/or criminal prosecution.

Parking on school property is a privilege and may be revoked at any time. Any student car parked on school property is subject to random and unannounced searches by school officials. By parking a vehicle on school grounds you acknowledge and consent to random and unannounced vehicle searches by school officials.

Students are advised that it is a violation of the school's rules and regulations to store any illegal substance, tobacco, weapon and/or explosive material in any vehicle parked on school premises. Discovery of such material may result in discipline, up to and including expulsion.

Seat Belt Use

The driver of a motor vehicle and all passengers must wear seat belts. *Failure to do so will result in the following disciplinary action: First offense: Conference with student, parent/guardian and*

police. Second and/or subsequent offenses: Suspension of driving privileges on school grounds.

Study Halls

All students must report to all assigned classes. Attendance will be taken and processed according to established procedures. The same rules for absence and tardiness will apply. Study hall teachers may issue passes in emergencies. If a student has an unauthorized absence from his/her study hall the discipline policy will apply.

Withdrawal Policy

No student may withdraw from a class without permission from his or her parent/guardian or legal guardian. The department chairperson and the student's administrator must approve a withdrawal from a class. When a student withdraws from a class after the first marking term, a "W" will appear on the student's report card, permanent record and transcript.

INFRACTIONS

The Discipline Code is subject to modification at any time in accordance with the concerns of the Burlington High School Administration and the approval of the Burlington School Committee. Administration will immediately contact the home of any student violating school rules. Students who do not behave appropriately during the school day and/or at a school function or activity may be denied the privilege of attending other school activities such as sporting events, proms, banquets, graduation etc. and driving/parking privileges.

Alcohol

Possession of alcoholic beverages while on school grounds or in attendance at a school function and/or being under the influence of such beverages—five (5) days Out of School Suspension, parent/guardian conference, police notification and, if necessary, enrollment and verification of completion in a drug/alcohol program. Second offense, ten (10) days Out of School Suspension, parent/guardian conference, police notification, possible hearing before the Superintendent and enrollment and verification of completion in a drug/alcohol program.

Students in violation of these rules may be denied the privilege of attending other school activities such as sporting events, dances, proms, banquets, etc., including graduation.

Altering a School Document

Altering a school document, forging a name on such a document, or providing false information, will result in two (2) days In School Suspension.

E-Cigarettes, Tobacco, Smoking Devices, lighters, or other paraphernalia

Use of a vape pen, dab pen, lighter or other smoking device will result in two (2) days in-school suspension and parent notification. Second and/or subsequent offenses will result in progressive Out of School Suspensions.

Class Cutting

First offense: Extended Detention; subsequent offenses: Two (2) days In School Suspension, parent/guardian notification or conference.

Disrespectful Behavior

1. Disobeying a reasonable request of a staff member – the first and subsequent offenses: Extended Detention or two (2) days In School Suspension with parental notification and/or conference.
2. Rude or disrespectful behavior – Extended Detention or two (2) days In-School Suspension.
3. Obscene language or lewd actions on school property or at a school function - first offense, two (2) days In School Suspension with parent/guardian notification; second offense and subsequent offenses, five (5) days Out of School Suspension with parent/guardian conference.

4. Disruption of In School Suspension due to rude, insolent or disrespectful behavior may result in an immediate two (2) days Out of School Suspension with the remaining In School Suspension time to be made up upon re-admittance to school.

Drugs/Medication

Possession of any form of drug, legal or illegal substance as defined by Massachusetts or Federal Law, including but not limited to marijuana and/or drug paraphernalia on school grounds or at a school function and/or being under the influence – ten (10) days Out of School Suspension, a parent/guardian conference, police notification and recommendation for exclusion by the Principal.

Prescription and Over-the-counter Medication

Under no circumstances is a student permitted to distribute any medication to another student. All prescription and over-the-counter medication must be brought to school in the manufacturer's container and accurately labeled and given to the school nurse during the school day. Prescription and over-the-counter medication must be taken as directed by the physician. Students who violate this policy may be subject to suspension. Students may obtain Tylenol and Advil from the school nurse with parent/guardian permission.

Electronic Devices

Appropriate Use of Electronic Devices

Students may have silenced mobile devices on their person. The use of communication features on cellular devices during instructional time, or in a disruptive manner in the school atmosphere, is prohibited. Each teacher has the right to allow the use of mobile devices (e.g. cell phones, laptops, iPads, chromebooks) during instructional time. Students may only use cell phones or other electronic devices in class if it is approved by the classroom teacher for educational purposes. In addition, cell phones and personal audio devices may be used by students during lunch in the cafeteria and the cafeteria lobby. Personal use of cell phones beyond these areas is not permitted.

Students who use cell phones or other electronic devices in the halls, in classes without permission, or in a manner that is disruptive will have their device taken and held at the Associate Principal's office to be claimed by a parent.

Using a cell phone to videotape or record is not permitted at any time without prior approval of an administrator. Failure to comply may result in suspension.

Failure to Report for Teacher Detention

First offense, one day office detention.

Failure to Report for Office Detention

Extended Detention or one (1) day In School Suspension.

Fighting, Disruptive and Threatening Behavior

1. Disruptive behavior, throwing snowballs or any other material which could physically cause harm – first and subsequent offenses, two (2) days In School Suspension.
2. Disruptive behavior such as throwing food or beverages in the cafeteria during lunch will result in three (3) days Out of School Suspension and one week of cafeteria cleanup detail. Subsequent offenses will result in five (5) days Out of School Suspension and one week cafeteria clean up detail. Students are expected to behave in a socially acceptable and appropriate manner while eating lunch in the cafeteria. Students are expected to clean up after themselves and use the appropriate receptacles.
3. Fighting: first offense, three (3) days Out of School Suspension with parent/guardian conference; second and subsequent offenses, five (5) days Out of School Suspension with parent/guardian conference. School Administration shall have the latitude to determine who is at fault and to prescribe penalties accordingly. Student participation in peer mediation shall be considered by the Administration in determining an appropriate suspension.
4. Instigation of a fight shall be considered a separate offense, punishable by two (2) days In-School Suspension.
5. **Assault:** Threatening or causing physical harm to others will result in the following: Notification of police and parent/guardian and up to ten (10) days Out of School Suspension. Before reentry, the school may require a certificate from a doctor, parent/guardian conference and/or recommendation for further counseling.

Fire Safety

The use and/or possession of incendiary devices, such as fireworks or other related materials in school or on school grounds could result in up to ten (10) days Out of School Suspension, notification of parents, police, fire department and Superintendent of Schools. Administration will pursue prosecution and/or a hearing for exclusion from school.

Tampering with Fire Alarm System

Tampering with or causing damage to any part of the fire alarm system, or calling in a false alarm are criminal acts. Anyone apprehended for performing such acts, will be prosecuted to the fullest extent of the law in addition to receiving five (5) days Out of School Suspension.

Gambling

Card playing and gambling paraphernalia such as cards or dice are prohibited on school grounds, except for educational purposes approved by an Administrator. First offence shall be extended detention and confiscation of such items. For second and consequent offenses, two (2) days of In School Suspension. Students who are found to be engaged in gambling activities on school grounds or at school events may be suspended for up to ten (10) days.

Harassment

1. Harassment of a student or member of the staff may result in disciplinary action or a suspension not to exceed ten (10) days.
2. A complaint may be presented orally or in writing to the building Principal. If the complaint is submitted in writing, it should include the specific date (s) and the nature of the harassment, as well as the name, address, and phone number of the complainant. The Principal shall arrange a meeting with the complainant to discuss allegations within ten (10) school days following receipt of the complaint.
3. The Principal shall investigate the complaint, notify the individual(s) accused of harassment, and permit a response to the allegation. The Principal shall provide a written response to the complainant within fifteen (15) school days following receipt of the complaint.
4. If the complainant is not satisfied with the Principal's response, the complainant may submit the complaint to the Superintendent. The Superintendent shall arrange separate meetings with the complainant and with the accused in order to discuss the allegations within ten (10) school days following the Superintendent's receipt of the complaint.
5. A substantiated allegation of sexual harassment against a staff member shall subject the staff member to disciplinary action, which may include discharge. A substantiated charge against a student shall subject the student to disciplinary action, which may include suspension or expulsion, consistent with the District's discipline code.
6. In all cases of sexual harassment, the following referral services will be made available upon request:
 - Notification of the student's teachers and guidance counselor to monitor classroom and campus environment.
 - Referral to the counselor.
 - Referral to school psychologist.
 - Referral to school nurse.
 - Referral to community agencies.

Hoax

Perpetrating a hoax with the intent to cause fear or intimidate students and/or staff members may result in the following: Up to ten (10) days Out of School Suspension, notification of parents, and notification of police. Before re-entry, the school may require a certificate from a physician or licensed counselor.

Safety

Activity and/or behavior that jeopardizes the safety of others on school grounds or at a school event may result in Out of School Suspension not to exceed ten (10) school days.

Student Demonstrations

A safe and secure school climate is essential for learning and every effort must be made to prevent disruption of this climate. As a result, student demonstrations are not allowed unless the Principal has granted prior approval and in such instance, the activity may only take place before or after school hours. Any student(s) violating this policy may be suspended from school for a minimum of three (3) days.

Theft

Theft of school, staff or student property – first offense, five (5) days Out of School Suspension, parental notification, police notification and restitution – second offense, ten (10) days Out of School Suspension, parental notification, restitution and a hearing at Superintendent level. Knowingly receiving or possessing stolen property may result in up to ten (10) day suspension. Theft of food or beverage from the cafeteria or school vending machines – two (2) days In School Suspension and restitution.

Tobacco

Smoking is prohibited by law in all public buildings in the town of Burlington. This includes Burlington High School and all Burlington Public School property. Smoking or using a smoking device on School Grounds will result in students being given an Extended Detention. Subsequent offenses may result in two (2) days In School Suspension with the possibilities of substance counseling required.

Possession of Tobacco Products

No student shall bring to school nor have in his/her possession: tobacco products, e-cigarettes, vaporizer pens or any other device used to inhale or smoke tobacco products. For the first offense, confiscation of all product and Extended Detention. Confiscated items will be turned over to the police department. Subsequent offenses will require confiscation and progressive suspension.

Unauthorized Area

Students in an unauthorized area (without permission) may receive extended detention or 2 days In School Suspension.

Unauthorized Use of Staff or Student Property

Two (2) days in-school suspension

Vandalism

Vandalism to school, school bus, staff or student property – up to ten (10) days Out of School Suspension plus restitution.

JOAN F. MILES LIBRARY/MEDIA CENTER

The library/media center is centrally situated in the main level of the high school. It comprises an open reading area, a reference room, a computer lab, the Help Desk and a Maker Space.

Media services are available to students and staff before, during and after school. A wide range of resources, services and equipment are available to support and enrich the curriculum. There is an extensive selection of books, periodical collection, newspapers, and audio-visual materials, including books on tape, videos and DVD's. Students may access information electronically using computer stations and wireless computers with high-speed connections to the Internet, online databases, and word processing. There is a computerized circulation system and an electronic card catalog that students can use from their home Internet connection. The media staff has a library orientation program with a focus on learning how to access, evaluate and use information responsibly. In addition to the Electronic Bookshelf Reading Program, and the Summer Reading Program, the media center offers services in laminating, educational TV taping, and audiovisual production.

Joan F. Miles Library/Media Center Procedures

1. The library is used for class projects, individual research, and quiet reading.
2. Students sign into the library electronically with an electronic pass from their subject teachers or study hall teachers.
3. No food or drink may be consumed in the library.
4. Students are expected to behave as young adults and respect the library spaces.
5. Internet Procedures:
 - The Internet is available for class projects and individual school related research.
6. Borrowing Procedures:
 - Students may borrow books from the general collection for a 3-week period. Items not requested by another student may be renewed.
 - Reference books may be borrowed overnight.
 - Periodicals and non-print media are signed out at the circulation desk and may be borrowed for two days.
 - Reserve Books, placed on a limited or non-circulating status by classroom teachers, must be signed out at the circulation desk for the time prescribed by the teacher.

Students who fail to return books on time will receive a notice from the library staff. (REMOVE as we do not do this: Schedules will be withheld from students who have not returned borrowed library materials or who have not paid appropriate replacement fees.

PLAGIARISM AND CHEATING

It is expected that all students will perform their responsibilities in an honorable fashion. Cheating, unauthorized assistance on an exam, quiz, paper, project, etc. will not be tolerated.

Submitting a piece of work as your own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate reference to the contributing source is plagiarism.

Plagiarism includes, but is not limited to the following:

- The submission of an assignment, which in whole or in part has been copied from a published source, which has not been appropriately cited
- The use of material which has been downloaded from the Internet, or obtained from computer software, which is not properly referenced
- Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgement
- Having someone else complete an assignment, which is then submitted as one's own work

Cheating on MCAS or Standardized Exams

The names of students who are found to have cheated on or violated the rules governing standardized and MCAS exams will be submitted to the proper authorities with a recommendation that the test scores be invalidated.

Consequences

First Offense: The student receives no credit for the assignment.

The teacher will:

- Call the parent
- File a report with the student's department chair and administrator
- Meet with the student to review the policy and the consequences of another offense

Second and Subsequent Offenses: The student receives no credit for the assignment. In addition, the student will jeopardize eligibility for any leadership positions held or membership status in groups such as the National Honor Society.

The teacher will:

- Call the parent.
- File a report with the student's guidance counselor, Department Chair and Associate Principal. The incident will become part of the student's disciplinary record kept in the office.
- Meet with the student to review the policy and the consequences of another offense.

POLICIES AND STATE LAW RELATING TO ILLEGAL DRUGS, WEAPONS, ASSAULT, CONTROLLED SUBSTANCES AND EDUCATIONAL RIGHTS

M.G.L. c.71 §37H

(a) Any student who is found on school premises or at school-sponsored or school-related events, including athletic games, in possession of a dangerous weapon, including, but not limited to, a gun or a knife; or a controlled substance as defined in chapter ninety-four C, including, but not limited to, marijuana, cocaine, and heroin, may be subject to expulsion from the school or school district by the Principal.

(b) Any student who assaults a Principal, Assistant Principal, Teacher, Teacher's Aide or other educational staff on school premises or at school-sponsored or school-related events, including athletic games, may be subject to expulsion from the school or school district by the Principal.

(c) Any student who is charged with a violation of either paragraph (a) or (b) shall be notified in writing of an opportunity for a hearing; provided, however, that the student may have representation, along with the opportunity to present evidence and witnesses at said hearing before the Principal. After said hearing, a Principal may, in his discretion, decide to suspend rather than expel a student who has been determined by the Principal to have violated either paragraph (a) or (b).

(d) Any student who has been expelled from a school district pursuant to these provisions shall have the right to appeal to the superintendent. The expelled student shall have ten days from the date of the expulsion in which to notify the superintendent of his appeal. The student has the right to counsel at a hearing before the superintendent. The subject matter of the appeal shall not be limited solely to a factual determination of whether the student has violated any provisions of this section.

(e) When a student is expelled under the provisions of this section, no school or school district within the commonwealth shall be required to admit such student or to provide educational services to said student. If said student does apply for admission to another school or school district, the superintendent of the school district to which the application is made may request and shall receive from the superintendent of the school expelling said student a written statement of the reasons for said expulsion.

M.G.L. c.71 §37H1/2

Chapter 71, Section 37½: Suspension/Expulsion for a Felony Charge or Conviction

(1) Upon the issuance of a criminal complaint charging a student with a felony or upon the issuance of a felony delinquency complaint against a student, the Principal or headmaster of a school in which the student

is enrolled may suspend such student for a period of time determined appropriate by said Principal or headmaster if said Principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and the reasons for such suspension prior to such suspension taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such suspension; provided, however, that such suspension shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the suspension to the superintendent. The student shall notify the superintendent in writing of his request for an appeal no later than five calendar days following the effective date of the suspension. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the student's request for an appeal. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the Principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the suspension.

(2) Upon a student being convicted of a felony or upon an adjudication or admission in court of guilt with respect to such a felony or felony delinquency, the Principal or headmaster of a school in which the student is enrolled may expel said student if such Principal or headmaster determines that the student's continued presence in school would have a substantial detrimental effect on the general welfare of the school. The student shall receive written notification of the charges and reasons for such expulsion prior to such expulsion taking effect. The student shall also receive written notification of his right to appeal and the process for appealing such expulsion; provided, however, that the expulsion shall remain in effect prior to any appeal hearing conducted by the superintendent.

The student shall have the right to appeal the expulsion to the superintendent. The student shall notify the superintendent, in writing, of his request for an appeal no later than five calendar days following the effective date of the expulsion. The superintendent shall hold a hearing with the student and the student's parent or guardian within three calendar days of the expulsion. At the hearing, the student shall have the right to present oral and written testimony on his behalf, and shall have the right to counsel. The superintendent shall have the authority to overturn or alter the decision of the Principal or headmaster, including recommending an alternate educational program for the student. The superintendent shall render a decision on the appeal within five calendar days of the hearing. Such a decision shall be the final decision of the city, town or regional school district with regard to the expulsion.

Upon expulsion of said student could mean that no school or school district shall be required to provide educational services to said student.

Hazing

Hazing is illegal and never tolerated at Burlington High School. Students who organize or participate in hazing will be suspended out of school for up to ten (10) days and notification to the police.

M.G.L. Chapter 269: Section 17 Hazing defined

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a House of Correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

M.G.L Chapter 269: Section 18 Failure to report hazing

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

POLICIES ON BULLYING, VERBAL AND SEXUAL HARASSMENT

Bullying Prevention and Intervention Policy

The Burlington Public Schools will endeavor to maintain a learning and working environment free of bullying, including without limitation, cyberbullying. The Burlington School Committee and all of the Burlington Public Schools shall not tolerate bullying.

The Burlington Public Schools adopted the Department of Elementary and Secondary Education's (Department) Model Bullying Prevention and Intervention Plan required under M.G.L. c. 71, § 37O.

This plan applies to students and members of the school staff, including, but not limited to educators, administrators, school nurses, cafeteria workers, custodians, bus drivers, athletic coaches, advisors to an extracurricular activity and paraprofessionals.

Reporting bullying or retaliation

Reports of bullying or retaliation may be made by staff, students, parents or guardians, or others, and may be oral or written. Oral reports made by or to a staff member shall be recorded in writing. A school or district staff member is required to report immediately to the Principal or designee any instance of bullying or retaliation the staff member becomes aware of or witnesses. Reports made by students, parents or guardians, or other individuals who are not school or district staff members, may be made anonymously. The Burlington Public Schools has made available to all members of the school community an Incident Reporting Form, Appendix A of the District Policy on Bullying Prevention and Intervention.

For more information on the district's bullying prevention and intervention efforts, contact your school's Principal. The complete district policy can also be accessed utilizing the link below:

[Complete District Policy on Bullying Prevention and Intervention](#)

Bullying and harassment are major distractions from learning. The grades of the victims can suffer. Fear can lead to chronic absenteeism, truancy, or even dropping out of school. Bystanders feel both guilty and helpless for not standing up to the bully. Bullying behavior by students starts in elementary school and may begin as teasing and put-downs, and become progressively worse and assume physical dimensions. Also, sexual harassment is, in fact, often a form of bullying. Bullying of any type has no place in a school setting. The Burlington Public Schools will endeavor to maintain a learning and working environment free of bullying.

Bullying is defined as the act of one or more individuals intimidating one or more persons through verbal, physical, mental, or written interactions. Bullying can take many forms and occur in virtually any setting. It can create unnecessary and unwarranted anxiety that will affect attending school, walking in corridors, eating in cafeterias, playing in the school or recreation areas, participating in or attending special and extra-curricular activities, or riding on the bus to and from school each day. Examples of bullying include but are exclusive to:

- Intimidation, either physical or psychological
- Threats of any kind stated or implied
- Assaults on students, including those that are verbal, physical, psychological and emotional
- Attacks on student property

The School Committee expects administrators and supervisors to make clear to students and staff that bullying in the school building, on school grounds, on the bus or school sanctioned transportation, or at school-sponsored functions will not be tolerated and will be grounds for disciplinary action up to and including suspension and expulsion for students, and termination for employees.

[Bullying Incident Report Form](#)

Guidelines and Procedures for Recognizing and Dealing with Harassment

The Burlington Public Schools are committed to maintaining a school environment free of harassment based on gender. Sexual harassment by administrators, certified support personnel, students, vendors and other individuals in the school environment is prohibited.

Sexual, racial or religious harassment occurs between students and adults whenever any hurtful verbal or physical communication occurs that the victim is powerless to stop. Some specific behaviors that will not be tolerated are:

- Unwanted racial, sexual, or religious comments
- Spreading racial, sexual, or religious gossip
- Unwanted physical contact of a racial, sexual, or religious nature
- “Bullying” which are verbal or physical threats intended to another person
- Name calling.

If you are the victim of one of these behaviors, talk to an adult in the school as soon as possible (refer to the Grievance Procedures). Begin with the person closest to the problem. For example, if the harassment occurs in the classroom, talk to the teacher. If it occurs during an after school activity, speak to the faculty advisor or the coach. You cannot solve this problem alone. The adult will communicate your concerns to an administrator. He or she will have a meeting with you, the other students, and, if you wish, the adult you reported to and/or your counselor as soon as possible. The purpose of this meeting will be to determine if harassment has occurred. Often such discussions can resolve the misunderstanding that caused the incident. If the incident is serious or becomes a pattern of behavior, action may be taken such as an apology, counseling, detention, or suspension. Each incident will be handled individually with as much confidentiality as possible.

Definition

Sexual Harassment includes unwelcome sexual advances, requests for sexual favors and other physical or verbal conduct of a sexual nature when:

- Submission is made either explicitly or implicitly a term or condition of an individual's employment or educational benefits; or
- Submission to, or rejection of, such conduct by an individual is used as the basis for an employment or educational decision affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile, or offensive working/educational environment
- The range of behaviors include, but are not limited to, unsolicited remarks, gestures, display or circulation of written materials or pictures, or writing placed on school property, which are derogatory to a gender; leering; spreading sexual gossip; unwelcome physical contact (e.g., pinching or patting; and pressure for sexual activity)

Harassment by a Student Complaints Made by Students or Staff Involving Harassment by a Student:

Upon receiving a complaint, the complaint manager shall confer with the complainant to gain an understanding and statement of the alleged facts. If it is determined that such facts would constitute sexual harassment as defined above, the complaint officer shall take appropriate steps to investigate and/or resolve the complaint. Such steps may include, but are not limited to those listed below:

1. Meet with the person charged (such person is hereinafter referred to as "Respondent") to obtain a response to the complaint;
2. Conduct interviews of possible witnesses to the alleged events;
3. Report the matter to local police if criminal activity is involved. See Mass. General Laws, c.265,43, which prohibits stalking;
4. Subject to the requirements of due process, take disciplinary action against Respondent, including without limitation, a letter or reprimand or warning or a suspension of one to ten days;
5. Refer Respondent to the Principal or Superintendent for further disciplinary action.

Harassment by a Staff Member Complaints Made by Students or Staff Involving Harassment by a Staff Member:

Upon receiving a complaint, the Principal or Associate Principal shall confer with the complainant to gain an understanding and statement of the alleged facts. As appropriate, the Principal or Assistant Principal may take steps 1-5 above. In addition, the Principal/Associate Principal or his/her designee shall report suspected child abuse to the Department of Social

Services as required by Mass. Gen. Laws, c. 119, 51A and shall take, as appropriate, the steps necessary for disciplinary action against the staff member pursuant to the applicable collective bargaining agreement and state and federal law. Persons who engage in sexual harassment may be subject to discipline, including, but not limited to reprimand, suspension, termination/expulsion or other sanctions as determined by the school administration and/or School Committee.

Nondiscrimination Policy:

Burlington Public Schools does not discriminate in admission to, access to, treatment in, or employment in its services, programs and activities, on the basis of race, color or national origin, in accordance with Title VI of the Civil Rights Act of 1964 (Title VI); on the basis of sex, in accordance with Title IX of the Education Amendments of 1972; on the basis of disability, in accordance with Section 504 of the Rehabilitation Act of 1973 (Section 504) and Title II of the Americans with Disabilities Act of 1990 (ADA); or on the basis of age, in accordance with the Age Discrimination in Employment Act of 1974 (ADEA). Finally, no person shall be discriminated against in obtaining the advantages, privileges or access to the courses of study offered by the Burlington Public Schools on the basis of race, sex, color, religion, national origin, or sexual orientation as required by M.G.L. c. 76, § 5.

Inquiries Regarding Title IX:

Inquiries regarding compliance with Title IX may be directed to the Principal at Burlington High School, 781-273-7662; the Regional Center of the Department of Education; or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, J.W. McCormack P.O.C.H., Room 222, Boston, Massachusetts.

Chapter 76, Section 5: Place of Attendance; Discrimination:

Every person shall have a right to attend the public schools of the town where he actually resides, subject to the following section. No person shall be excluded from or discriminated against in admission to a public school of any town, or in obtaining the advantages, privileges and course of study of such public school on account of race, color, sex, religion, national origin, or sexual orientation.

Burlington Public Schools Grievance Procedures for Harassment and/or Discrimination Complaints

I. WHERE TO FILE A COMPLAINT:

Any student or employee who believes that Burlington Public Schools has discriminated against or harassed her/him because of her/his race, color, national origin, sex, disability, or age in admission to, access to, treatment in, or employment in its services, programs, and activities may file a complaint with the Principal. If the Principal is the person who is alleged to have caused the discrimination or harassment, the complaint may be filed with the Assistant Superintendent of the Burlington Public Schools. These individuals are listed below and are hereinafter referred to as "Compliance Officer(s)":

Mrs. Christina Ciccolini
Interim Director of Special Education
Burlington Public Schools
781-270-1822

Mr. Patrick Larkin
Assistant Superintendent, Curriculum
Burlington Public Schools
781-270-1989

COMPLAINTS OF HARASSMENT BY PEERS:

In the event the complaint consists of a student's allegation that another student is harassing him/her based upon the above-referenced classifications, the student may, in the alternative, file a complaint with the building Principal who will investigate and, if necessary, refer the complaint to the compliance officer(s).

COMPLAINTS OF DISCRIMINATION BASED UPON DISABILITY:

A person who alleges discrimination on the basis of disability relative to the identification, evaluation, or educational placement of a person, who because of handicap needs or is believed to need special instruction or related services, pursuant to Section 504 of the Rehabilitation Act of 1973, Chapter 766, and/or the Individuals with Disabilities Education Act, must use the procedure outlined in the Massachusetts Department of Education's *Parents' Rights Brochure* rather than this Grievance Procedure. A copy of the brochure is available from the following individual:

Director of Special Education
Burlington Public Schools
781-270-1822

A person with a complaint involving discrimination on the basis of a disability other than that described above may either use this Grievance Procedure or file the complaint with the U.S. Department of Education.

II. CONTENTS OF COMPLAINTS AND TIMELINES FOR FILING:

Complaints under this Grievance Procedure must be filed within 30 school days of the alleged discrimination. The complaint must be in writing. The compliance officer, or any person of the grievant's choosing, may assist the grievant with filing the complaint. The written complaint must include the following information:

1. The name and school (or address and telephone number if not a student or employee) of the grievant.
2. The name (and address and telephone number if not a student or employee) of the grievant's representative, if any.
3. The name of the person(s) alleged to have caused the discrimination or harassment (respondent).
4. A description, in as much detail as possible, of the alleged discrimination or harassment.
5. The date(s) of the alleged discrimination or harassment.

6. The name of all persons who have knowledge about the alleged discrimination or harassment (witnesses), as can be reasonably determined.
7. A description, in as much detail as possible, of how the grievant wants the complaint to be resolved.

III. INVESTIGATION AND RESOLUTION OF THE COMPLAINT:

Respondents will be informed of the charges as soon as the Compliance Officer deems appropriate based upon the nature of the allegations, the investigation required, and the action contemplated.

The compliance officer will interview witnesses whom she/he deems necessary and appropriate to determine the facts relevant to the complaint, and will gather other relevant information. Such interviews and gathering of information will be completed within fifteen (15) school days of receiving the complaint.

Within twenty (20) school days of receiving the complaint, the compliance officer will meet with the grievant and/or her/his representative to review the information gathered and, if applicable, to propose a resolution designed to stop the discrimination or harassment and to correct its effect. Within ten (10) school days of the meeting with the grievant and/or representative, the compliance officer will provide written disposition of the complaint to the grievant and/or representative and to the respondent(s).

In the event a resolution contemplated by the Burlington Public Schools involves disciplinary action against an employee or a student, the complainant will not be informed of such disciplinary action unless it directly involves the complainant. Any disciplinary action imposed upon an employee or student is subject to applicable procedural requirements.

Confidentiality of grievants/respondents and witnesses will be maintained, to the extent consistent with the Burlington Public Schools' obligation relating to investigation of complaints and due process rights of individuals affected. Retaliation against someone because he/she has filed a complaint under this Grievance Procedure is strictly prohibited. Acts of retaliation may result in disciplinary action, up to and including suspension or expulsion/dismissal.

IV. APPEALS:

If the grievant is not satisfied with a disposition by a Grievance Administrator, the grievant may appeal the disposition to the Superintendent, as follows:

Dr. Eric Conti
Superintendent
Burlington Public Schools
781-270-1821

The Superintendent will issue a written response on the appeal to the grievant within ten (10)

school days of receiving the appeal.

A grievant may file a complaint with the U.S. Department of Education, Office of Civil Rights, JW McCormack POCH, Boston, Massachusetts 02109-4557, telephone (617) 223-9662, TTY (617) 223-9695.

RECORDS

Summary of Regulations Pertaining to Student Records

In January 1975, the State Board of Education adopted Regulations Pertaining to Student Records. State laws enacted in 1972 and 1974 mandated the development of these regulations, which have the force of law. The regulations apply to all public elementary and secondary schools. They are designed to insure parents' and students' rights of confidentiality, inspection, amendment, and destruction of student records, and to assist school authorities in their responsibilities for the maintenance of student records.

The regulations apply to all information kept by a school committee on a student in a manner such that he or she may be individually identified. The regulations divide the record into two sections, the transcript and the temporary record. The transcript includes only the minimum information necessary to reflect the student's educational progress. This information includes name, address, course titles, grades, and grade level completed. The transcript is kept by the school system for at least sixty years after the student leaves the system. The temporary record contains the majority of information maintained by the school about the student. This may include such things as standardized test results; student GPA; school sponsored extracurricular activities; and evaluations and comments by teachers, counselors, and other persons; as well as other similar information. The temporary record of each student enrolled on or after June 2002 will be destroyed no later than seven years after the student transfers, graduates or withdraws from the school system.

Inspection of Record

A parent or a student who has entered the ninth grade or is at least fourteen years old has the right to inspect all portions of the student record upon request. The record must be made available to the parent or student no later than two school days after the request, unless the parent or student consents to a delay.

The parent and student have the right to receive copies of any part of the record, although a reasonable fee will be charged for the cost of duplicating the materials.

Finally, the parent and student may request to have parts of the record interpreted by a qualified professional of the school or may invite anyone else of their choosing to inspect or interpret the record with them.

Confidentiality of Record

With a few exceptions, no individual or organizations but the parent, student, and school personnel working directly with the student are allowed to have access to information in the student record without specific informed written consent of the parent or student.

Amendment of Record

The parent and student have the right to add relevant comments, information, or other written materials to the student record. In addition, the parent and student have the right to request that information in the record be amended or deleted. The parent and student have a right to a

conference with the school Principal to make their objections known. Within a week after the conference, the Principal must render a decision in writing. If the parent/guardian and student are not satisfied with the decision, the regulations contain provisions through which the decision may be appealed to higher authorities in the school system.

Destruction of Records

The regulations require that certain parts of the student record, such as the temporary record, be destroyed a certain period of time after the student leaves the school system. School authorities are also allowed to destroy misleading, outdated, or irrelevant information in the record from time to time while the student is enrolled in the school system. Before any such information may be destroyed, the parent/guardian and student must be notified and have an opportunity to receive a copy of any of the information before its destruction.

The above is only a summary of some of the more important provisions of the Regulations Pertaining to Student Records that relate to student and parent/guardian rights. If more detailed information is desired, a copy of the regulations may be reviewed at your school office.

Release of Information

In accordance with student record regulations, the Burlington Public Schools will forward the student names, address, date of birth, school and grade of each child enrolled to the Town Clerk's Office. The purpose of this initiative is to assist the Town Clerk in verifying the accuracy of the town census. Parents/guardians and eligible students have the right to request that this information not be released without prior consent. If you need any further information, call the Office of Pupil Services at 781-270-1822.

Section 9258 of the federal law *No Child Left Behind Act of 2001* requires the release of students' names, addresses, and telephone numbers in response to a request by military recruiters and institutions of higher education. The law also allows parents/guardians to deny the release of this information.

If you do not wish to have this student information provided to an armed forces recruiter or institution of higher learning, you must submit a request form in writing to the BHS main office. You may receive a form by contacting the high school office at 781-270-1839 or your child's guidance counselor.

Notice of Non-Discrimination / Burlington Public Schools Non-Discrimination Policy

Public schools have the responsibility to overcome, insofar as possible, any barriers that prevent children from achieving their potential. The public school system will do its part. This commitment to the community is affirmed by the following statements that the School Committee intends to:

1. Promote the rights and responsibilities of all individuals as set forth in the State and Federal Constitutions, pertinent legislation, and applicable judicial interpretations.
2. Encourage positive experiences in human values for children, youth and adults, all of whom have differing personal and family characteristics and who come from various socioeconomic, racial and ethnic groups.
3. Work toward a more integrated society and to enlist the support of individuals as well as groups and agencies, both private and governmental, in such an effort.
4. Use all appropriate communication and action techniques to air and reduce the grievances of individuals and groups.
5. Carefully consider, in all the decisions made within the school system, the potential benefits or adverse consequences that those decisions might have on the human relations aspects of all segments of society.
6. Initiate a process of reviewing policies and practices of the school system in order to achieve to the greatest extent possible the objectives of this statement.

The Committee's policy of nondiscrimination will extend to students, staff, the general public, and individuals with whom it does business; No person shall be excluded from or discriminated against in admission to a public school of any town or in obtaining the advantages, privileges, and courses of study of such public school on account of race, color, sex, gender identity, religion, national origin, sexual orientation or disability. If someone has a complaint or feels that they have been discriminated against because of their race, color, sex, gender identity, religion, national origin, sexual orientation or disability, their complaint should be registered with the Title IX compliance officers Patrick Larkin and Joanne Faust at (781) 270-1800.

Revised: 10/25/16

M.G.L. c.76 §18

No student sixteen years of age or older shall be considered to have permanently left public school unless an administrator of the school which such student last attended has sent notice within a period of ten days from the student's fifteenth consecutive absence to the parent/guardian or guardian of such student in both the primary language of such parent/guardian or guardian and English, stating that such student and his parent/guardian or guardian may meet with the School Committee or its designated representatives prior to the student permanently leaving school, within ten days after the sending of the notice. The time for meeting may be extended at the request of the parent/guardian or guardian and with consent of the School Committee or its designated representatives, provided no extension shall be for longer than fourteen days. Such meeting shall be for the purpose of discussing the reasons for the student permanently leaving school and alternative educational or other placements.

The Superintendent of every city, town or regional school district shall annually report to the Department of Education the number of students sixteen years of age or older who have permanently left school, the reasons for leaving and any alternative educational or other placement which each such student has taken.

The provisions of this section shall not apply to a student who has completed the regular course of education, or apply to a student whose absences have been excused, nor shall this section be construed to permanently exclude a student who wishes to resume his education.

STUDENT ACTIVITIES AND CLUBS

Activities and clubs are open to all students unless otherwise indicated.
Periodic out-of-state and international travel is available through BHS.
Announcements will be made concerning any such trips.

ADOPT-A-CLASS

The Adopt-a-Class program partners local businesses with a particular class for 13 years (K-12) to raise money for scholarships. Students can earn scholarship points based on the number of hours they volunteer for **approved** Adopt-a-Class fundraisers and events.

ADVENTURE CLUB

The Adventure Club participates in adventurous outdoor activities.

AFRICAN-AMERICAN STUDENT ASSOCIATION

The Association is open to all students who wish to learn about African American history, culture and traditions. Students develop a sense of community with each other through a variety of family get-togethers, field trips and presentations to the larger school community.

AMNESTY INTERNATIONAL CLUB

The Amnesty International Club provides information to BHS students and to the greater Burlington community in order to raise awareness regarding international and national human rights concerns. It is open to all students in all grades.

ANIME CLUB

The Animé Club is for any student who is interested in drawing or studying modern Japanese animé. It is also for anyone who is interested in how animé is used in film and video games.

ARBOR CLUB

Arbor Club members spend time fostering student awareness of the importance of community conservation through various activities, including clean-ups, plantings, and school events.

ART CLUB

Art Club is open to all students and offers time, space and materials to students to come together and create, discuss and view art.

ASIAN STUDENTS ASSOCIATION

Student members of this group plan and organize activities that celebrate different Asian traditions and cultures.

ATHLETIC BOOSTER CLUB

The Burlington Athletic Booster Club's function is to recognize and encourage athletic achievement of boys and girls who participate in Burlington High School sports programs. Membership is encouraged for each athlete's family at the High School.

BAND

The band is open to all students with musical interest. The purpose of the program is to create a "family" environment to which all band students can belong. Students learn lifelong values and standards, where they can learn to depend on one another in their pursuit of excellence. Members of the band develop a sense of pride and respect within both the school and community. Students interested in participating should inquire with Mr. Buchsbaum in the Music Department and check out the band's website at burlingtonband.weebly.com.

CHESS CLUB

Chess Club provides members the opportunity to learn the game of chess, sharpen their skills, play competitively and develop an interest in a lifelong leisure activity.

CHORUS

Chorus is Burlington High's premier vocal ensemble.

COLLAB

Collab is a national award-winning literary and art magazine published by the students of Burlington High School. Students may submit for publication art and literary work that are reviewed by a staff of student editors.

COLOR GUARD

Color Guard is open to students in all grades. This is a physical activity that combines many different performance elements, including: dance (e.g., styles ballet, jazz, modern, and contemporary), manipulating equipment (e.g., flags, rifles, sabres, and other props) and emotional and expressive theatrics to set the mood or character of a performance as the visual aspect of the BHS Marching Band. Members of the Color Guard perform with the Marching Band during competitions, parades and football games. Tryouts are held in the spring.

DEBATE CLUB

The Debate Club prepares for and participates in formal competitive debates. The club also sponsors forums and discussions open to the student body.

DECA

DECA is an interactive and competitive business club, available to current or former business students who want to develop their business skills in marketing, management, entrepreneurship,

finance, hospitality, and marketing. DECA members compete, travel and participate in community service to develop lifelong skills and networking abilities.

DEVIL'S ADVOCATE / NEWSPAPER CLUB

The Devil's Advocate is written and edited by the students in Journalism, a full-year English elective open to all students, and any student who attends the weekly club. Published four times annually, the newspaper covers school and community events as well as topical issues. Students also write and edit broadcast scripts in collaboration with the BCATTV student club.

DEVIL'S PLAYLIST

This music appreciation club is open to all students. Members of the club meet weekly to share and discuss the music in their lives. Students also write music reviews, create playlists, and plan events to build community around music.

DRAMA CLUB

Students involved in the Drama Club will explore acting and stagecraft techniques and work as an ensemble to produce a play. Auditions are open to everyone at any skill level.

ESPORTS AND GAMING CLUB

The eSports and Gaming Club is open to all students who are interested in video games and eSports. Students can choose to compete in the High School eSports League or just gather to play casually.

FACTATHLON

Teams of 3 students will compete in a quiz show style tournament on BCAT to prove their skills. Question categories include sports, music, TV, pop culture, current events, academic subjects taught at BHS, etc.

FRENCH CLUB

The French Club is open to all students who have a desire to explore the Francophone world and experience the different cultures of the French speaking world such as France, Canada, Haiti, and parts of Africa. Students will engage in the fine arts, culinary arts, music, dance and film. The French Club will join with the other BHS clubs in participating in community service projects.

GIRL UP

Girl Up explores the topic of feminism, and focuses on women's rights and gender equity both globally and in our community. All students are welcome to join. The club meets biweekly.

HIP HOP DANCE CLUB

The Hip Hop Club meets weekly to practice dance routines. Students perform routines at school events including the Freshmen Activity Fair, the Pep Rally, and Culture Fest.

BOLLYWOOD DANCE CLUB

The Bollywood Dance Club is a fusion of traditional and classical Indian dances incorporating jazz, hip-hop and other modern influences. Timing, rhythm, energy and sharp, controlled and expressive movements are the essential elements of Bollywood dancing. All are welcome.

IDLE HANDS

Idle Hands is BHS' improvisational performance club. Weekly meetings involve theater games and exercises. All students of all skill levels are welcome to attend as participants or as audience members.

ITALIAN CLUB

The Italian Club offers students an opportunity to extend their study of the culture, history and language of Italy.

JAZZ BAND

The Jazz Band is one of the top performing groups at BHS. Rehearsals expose students to various styles of music within the jazz idiom, such as swing, bebop, latin, funk, rock, and contemporary compositions. The group follows a course of study that includes jazz history, theory, and improvisation skills. Jazz Band also works with active jazz clinicians who are able to bring a new perspective of performance, interpretation, and jazz history to the group. Jazz Band rehearses after school throughout the course of the year, and performs at several concerts, including formal Winter/Festival/Spring Concerts and various school-wide performances.

LATIN CLUB

The Latin Club meets regularly to promote interest and enjoyment of the Latin language and culture.

MATH LEAGUE

Math League members compete both individually and as a team at monthly meets against several local high schools. Members answer questions in various rounds based on selected mathematical problems. Practice sessions are held before competitions, so students of any grade/math level are encouraged to join.

MEDICAL CAREERS CLUB

Medical Careers Club members explore the field of medicine and all the opportunities medicine has to offer. Members are exposed to medical professionals from varied disciplines in the HealthCare industry and participate in events that focus on the study of medicine.

MOCK TRIAL CLUB

Mock Trial members learn the procedures lawyers use in a courtroom by simulating a case as lawyers and witnesses. Students participating in Mock Trial will compete against other schools in a statewide mock trial competition.

MODEL UNITED NATIONS CLUB

Model UN studies international problems in an active, problem-centered way and participates in regional meetings throughout the school year.

THE MULTICULTURAL CLUB

Humans of BHS welcomes all students. Club members celebrate differences, plan community building events such as Culture Fest and game nights, post interviews that highlight the diversity within our community, and advocate for justice and equity in BHS and beyond. The club meets bi-weekly.

NATIONAL HONOR SOCIETY

The NHS is a national organization of students who have demonstrated an enthusiasm for scholarship, high standards of character, willingness to render service, and assume leadership roles. Candidates eligible for selection as a member of this chapter must have a minimum cumulative weighted GPA score of 3.7. Early in the school year the list of eligible candidates is developed. Those eligible students who are interested in applying for membership are required to complete a "Student Profile." The Profile provides the selection committee of five voting faculty members with essential information regarding the candidate's leadership ability, character and record of service to the school and community. In addition to the Profile, the committee reviews the recommendations of the school faculty and administration. NHS Chapter Bylaws, updated October 2017, can be found after the club listings in this handbook.

Once inducted, each member is expected to continue to demonstrate the high standards that were the basis of selection. Those who are found in violation of the code may be removed from the NHS following a due process review and hearing.

PALS

BHS students partner with our friends with special abilities in the LABBB Collaborative. BHS PALS provide students with special abilities the opportunity to participate in a variety of activities in and around the Burlington High School community. Activities include: plays, dances, sporting events, arts and crafts, cookouts and dances. PALS students from BHS partner with their PALS in LABBB to participate in the annual Special Olympics held at Lexington High School.

PARENT-TEACHER-STUDENT ORGANIZATION

The Parent-Teacher-Student Organization's main purpose is to further the understanding and harmony between Burlington High School and the Burlington community, through a variety of service programs, discussions, and a mutual exchange of ideas, concerns and problems.

PEER LEADERSHIP PROGRAM

This prevention program is open to a select group of Juniors and Seniors. Students learn about peer group leadership, decision-making skills, available alcohol and substance abuse programs, and other skills relevant to leading groups. Students who successfully complete the training program work with small groups of seventh grade students at the Marshall Simonds Middle

School. The membership of the organization is open to any Burlington resident, high school student and high school teacher.

PEER TUTORING PROGRAM

The Peer Tutoring Program is open to any student in good academic standing from second semester grade 9 onward. Interested students should complete an application. The application can be found on the [peer tutoring website](#). The program offers tutoring services to BHS students in all subjects. Tutoring generally occurs before or after school and is scheduled directly between the tutor and the student.

PHOTOGRAPHY CLUB

The Photography club will be dedicated to serving its members in expanding their knowledge base.

POETIC RAMBLINGS

Poetic Ramblings is Burlington High's poetry club and poetry slam team. It is open to all students.

PROGRAMMING CLUB

The Programming Club is open to anyone who wants to explore a variety of topics in computer science and technology. We have access to various computers and technology at the BHS Help Desk

ROBOTICS

Members of the Robotics Club participate in the FIRST Robotics Competition. Every year, FIRST creates a new game that we build a robot to play. Students will work together to develop a strategy, design the robot, and build it. Students will have the opportunity to work with mentors on a wide variety of skills including technical skills (including CAD, electronics, fabrication, and programming) and non-technical skills (including grant writing, community outreach, game strategy, and scouting). Students of all backgrounds are welcome! Come join us to learn something new and have fun!

SCIENCE OLYMPIAD

Students with a strong interest in Science compete against other schools on an ongoing basis to determine a champion at the end of the year.

SPANISH CLUB

The Spanish Club provides members with an opportunity to expand their knowledge and appreciation of Spanish culture.

SPECTRUM (GAY-STRAIGHT ALLIANCE)

Spectrum is a club for gay, lesbian, bisexual, transgender and heterosexual and questioning students. The focus is to provide a safe and informal place where students can talk about their feelings and experiences. Students will also educate each other and the school community about issues relating to homophobia and sexual orientation.

STAGE CREW CLUB

The Stage Crew Club is for students who want to work behind the scenes. The crew supports and runs the BHS events such as the play and musical. It also works with outside rental companies who use the auditorium. Within the club, many opportunities exist to learn and become a leader. The roles include: Stage Manager, Booth Chief, Sound Engineer, Lighting Designer, Set Building, Props Manager, Animations, Hair and Makeup, Fly Rigging, and many more.

STUDENTS AGAINST DESTRUCTIVE DECISIONS (S.A.D.D.)

The Burlington Chapter of S.A.D.D. works to educate the student body to the effects of alcohol and to illustrate alternatives available.

STUDENT COUNCIL

Student Council is an activity modeled after local, state, and national governance. In order to run for elected office, candidates must obtain nomination papers with signatures; attend a candidates meeting; deliver a speech in front of their constituents; and eventually win an election. Each class elects five officers and eight representatives. Individual class officers and representatives meet regularly with their advisors after school. The Executive Board, includes elected officers with at least one year of Student Council experience, oversees the Council as a whole, and administers the Student Council by laws and amendments. Plenary sessions, organized and conducted by the Executive Board, are held once a month, either during school or in the evening. In addition, the student body annually elects representatives to the State Advisory Council (SAC) and the School Committee Advisory Board (SCAB), two groups that report regularly to the local and statewide boards with responsibility for educational policy.

STUDENTS FOR ENVIRONMENTAL ACTION (SEA)

Students for Environmental Action is a dynamic, environmentally conscious group which seeks to bring awareness and action to BHS about such issues as climate change, plastic pollution, recycling (including electronics and textiles), waste reduction and any issues our members seek to resolve. We work actively with local conservation groups and district administration to make positive lasting changes within our school and community.

WINTER GUARD

Winter Guard is open to students in all grades. Winter Guard is a physical activity that combines many different performance elements, including: dance and movement (e.g., styles ballet, jazz, modern, and contemporary), manipulating equipment (e.g., flags, rifles, sabres, and other props) and emotional and expressive theatrics to set the mood or character of a performance. Auditions happen in November. The Winter Guard competes in NESBA competitions throughout the winter season that starts in December and ends at the NESBA Championship on the last Saturday in March.

YEARBOOK

Students of all grades are welcome to join in the publication of the BHS yearbook.

Burlington High School National Honor Society Chapter Bylaws

I. Selection Process

A. Annual Timeframe

1. Seniors – Within the first month of school, the NHS advisor(s) will coordinate with the Director of Student Information and/or the Head of Guidance to compile a list of senior students who meet the academic prerequisite of a cumulative GPA of 3.7. Students will be notified of their academic eligibility at the beginning of October. The advisor(s) will conduct a meeting to go over the NHS prerequisites, obligations, and selection process within the second week of October. The students will be given a minimum of two weeks to submit their Student Information Form and Character Evaluation Form. The advisor(s) will send out the faculty survey regarding the candidate's character within the first week of October. The Faculty Council will meet during the third week of October to review the candidates and complete the selection process. Students will be notified of membership or non-selection before November 1st.
2. Sophomores and Juniors – The NHS advisor(s) will coordinate with the Director of Student Information and/or the Head of Guidance to compile a list of sophomore and junior students who meet the academic prerequisite of a cumulative GPA of 3.7 or higher before the end of November. The advisor(s) will conduct a meeting to go over the NHS prerequisites, obligations, and selection process within the first week of December. The students will be given a minimum of two weeks to submit their Student Information Form and Character Evaluation Form. The advisor(s) will send out the faculty survey regarding the candidate's character within the first week of December. The Faculty Council will meet during the mid-year exam period to review the candidates and complete the selection process. Students will be notified of membership or non-selection before February 1st.

- B. Faculty Council – At the beginning of each school year, the NHS advisor(s) will inform the faculty of the need for an NHS Faculty Council, and request volunteers. The NHS advisor(s) and the Principal will then appoint five faculty members to be members of the committee that will serve as the NHS Faculty Council. This committee is charged with the selection and discipline of NHS members, as well as the administration of official chapter guidelines. The Faculty Council is facilitated by the chapter advisor(s) who serve(s) as the sixth but non-voting member(s) of the faculty council. The Principal cannot serve as a member of the Faculty Council.

C. Membership Prerequisites

1. Leadership: Students must prove they are positive leaders in the school and/or community in order to be members of NHS. They must show strong, effective leadership in both informal and formal situations. They must have held a minimum of three

leadership positions in various organizations, and in their roles as leaders, they must have worked to progress the objectives of those organizations. The leadership positions they hold must require the students to assist the shaping, learning, and development of others in order to be considered as leadership roles. Some leadership positions that fulfill this requirement include: coach, tutor, mentor, team captain, club officer, etc. ONE of the three required leadership roles may be participation in an official leadership training program, such as a school-sponsored leadership conference. Students must take on three DIFFERENT leadership roles. Annually elected positions are considered separate leadership roles. Classroom leadership is expected of all BHS students and is not considered an official leadership role.

2. Community Service: Candidates must complete a minimum of twenty hours of outstanding service directed toward the betterment of the community either inside or outside BHS. Community service hours are unpaid activities – time given freely of one’s own will and not because the student is required to do so. Students cannot receive any compensation for service hours. At least ten of the service hours must be sustained, consistent service for one organization. Sustained, consistent service requires students to invest their time and effort into one cause or organization on a regular basis – working to affect a positive change in the community. This service cannot be accomplished in one or two days. It entails frequent, reliable participation.

3. Strength of Character: Candidates must strongly exemplify each of the six identified desirable qualities of good character in order to become members of NHS. Each candidate accepted as an NHS member must be respectful, mature, responsible, fair, trustworthy, and honest. Accepted candidates’ discipline records must reflect their strength of character. Numerous faculty members must enthusiastically verify this strength of character through completion of a faculty survey that attests to the candidate’s integrity. Additionally, each candidate must have one adult complete a CHARACTER EVALUATION FORM. This evaluation form must be complete, accurate, and submitted on time. Candidates can be kept out of the NHS for any one action that does not exemplify strong character, such as insubordination, cheating, plagiarizing, bullying, drinking at school-sponsored events, etc. Disciplinary infractions will only keep students out of the NHS for one year. Students are encouraged to re-submit information for consideration the following year if eligible.

4. Academic Eligibility: Sophomore, Junior, and Senior students are academically eligible for NHS consideration if their exceptional academic achievement is reflected in their cumulative GPA of a 3.7 or higher.

D. Candidates’ Meeting – The NHS advisor(s) will hold a meeting to explain the NHS selection process for all academically eligible students within two weeks of their notification of eligibility. At this meeting, the advisor(s) will review the NHS prerequisites, and explain how to access and complete the online Student Information Form, as well as how to prove strength of character through the completion of the Character Evaluation Form. Additionally, the advisor(s) will go over all membership obligations. If an eligible student cannot attend

this meeting he/she can schedule an appointment with the NHS advisor(s) to review the material.

- E. Student Information Form – Students must complete the online Student Information Form by the date specified by the NHS advisor(s) in order to be considered for NHS selection. Students will be introduced to this form at the Candidates' Meeting. They can access it on the BHS NHS website. NHS advisor(s) will provide students with a hard copy of the online form for students to use as a rough draft. Students do not submit this hard copy to the advisors. It is strictly for the purpose of the students' preparation. Students are responsible for keeping copies of this information. They will not be able to access it from the NHS advisor(s) once they submit the online form. All requests for copies of this information by students will be denied.
- F. Character Evaluation Form – Each eligible student seeking membership in NHS must have one adult supervisor or advisor who was included as an advisor/supervisor on his/her Student Information Form OR a teacher at BHS complete this form. This person must be able to attest to the student's trustworthiness and honesty, respect, responsibility, fairness, and maturity. The student must provide the evaluator with an envelope for the evaluator to seal and sign after placing the completed Character Evaluation Form inside. The student is responsible for submitting that sealed/signed envelope to the NHS advisor(s) by the specified date and time. This process will be reviewed by the advisor(s) at the Candidates' Meeting. Students will be provided with a copy of the Character Evaluation Form at this time, but they will also be able to access it on the BHS NHS website.
- G. Faculty Survey – The NHS advisors will send an online survey including each academically eligible student's name to all BHS faculty. The faculty will be encouraged to complete the survey, which allows them to evaluate the students' trustworthiness and honesty, respect, responsibility, fairness, and maturity, as well as to recommend or not recommend these students for NHS selection. Faculty members will be encouraged to leave comments explaining their choices. The results of the faculty survey will be presented to the Faculty Council by the NHS advisor(s) at the selection meetings. Although the faculty members who complete the survey will provide their names, the NHS advisor(s) will keep the faculty members' responses anonymous to the Faculty Council and to the students (unless otherwise approved by faculty members completing the survey). In order to better understand a candidate's character, the Faculty Council may ask clarifying questions to the faculty members who completed the survey. The NHS advisor(s) are responsible for taking the Faculty Council's questions to appropriate faculty members and for presenting the faculty members' responses to the Faculty Council. The Faculty Council may use information from the faculty survey to assist its evaluation of a candidate's leadership or character.
- H. Selection Meeting – The Faculty Council and the NHS advisor(s) will meet to review all NHS candidates seeking membership. At this meeting, the NHS advisor(s) will present to the Faculty Council each candidate's Student Information Form, Character Evaluation Form, and the results of the Faculty Survey. After hearing the information, and discussing a candidate's qualifications, the Faculty Council will vote to determine if each presented candidate meets

the NHS prerequisites. Once discussion and deliberation is complete, the NHS advisor(s) will call for a vote. Selection will be determined by a majority vote.

- I. Majority Vote – A majority vote is the next integer above half or a simple majority; it is applied when the Faculty Council votes for candidates' membership or to take disciplinary actions. In a Faculty Council of five members, majority vote calls for three votes to carry a decision. It is distinguished from consensus, plurality, unanimous or other majority votes defined as being other than 'simple.'
- J. Tabled Candidates – If the Faculty Council requires further information than what is presented to them at the time of the selection meeting or needs more time to consider the information presented in order to make an informed decision regarding any candidate's selection, they may table candidates to review at a later date. If a candidate is tabled, the Faculty Council will review the candidate's qualifications again and make a decision regarding his/her selection by the end of the selection process.
- K. Abstention – If a member of the Faculty Council has a conflict of interest, he/she may abstain from voting on any candidate presented for selection. Once a valid conflict of interest has been presented, another member of the faculty will be appointed to serve as an alternate. The alternate will not be the advisor, the Principal or an Assistant Principal.
- L. Principal's Report – Once the Faculty Council has made decisions regarding all candidates' selection, the NHS advisor(s) will present the Faculty Council's decisions to the Principal. At this point, the principal will review the Faculty Council's decisions. He/She will ensure the students' selected as NHS members have no discipline reports that reflect the NHS prerequisites. He/She has the right to question any decision made by the Faculty Council and to present his/her reasons to the Faculty Council. At this point, the Faculty Council will take into consideration the Principal's points and re-vote.
- M. Formal Notification – Once the Faculty Council and the Principal agree on selection, all candidates will be notified of selection or non-selection through a mailed letter.
- N. Process of Appeal – Because the NHS encourages leadership and strong character, students are expected to take the initiative and speak on their own behalf when seeking an appeal. If a student is not accepted into the BHS National Honor Society and would like to appeal that decision, s/he must submit a formal appeal within ten days of notification regarding membership. The date of notification is reflected on the postmark of the non-selection letter. The formal appeal consists of a written request to meet with the NHS advisor(s). The student must bring this written request to the advisor(s) within the ten day time span indicated above. The advisor(s) will respond to the student within three school days of the request to schedule a meeting. At this meeting, the advisors will review with the student the committee's reasoning for the decision – focusing on what requirement(s) the student did not fulfill. The student will be given an opportunity to ask clarifying questions and to prove his/her qualifications. NOTE: No evidence omitted from the Student Information Form the student originally submitted will be accepted at this time. Once all appealing students have met with

the advisor(s), the advisor(s) will submit appeals to the Faculty Council and the Principal for a final decision. The appealing students will be informed of the decisions within three school days of the final review.

- O. Honorary Membership - Honorary Membership is a classification of Honor Society membership, distinguished from active or graduate membership. It is awarded to those who, in the opinion of the Faculty Council, are supporting the purposes of the Honor Society at the school or in the community. Per Article VIII, Section 3 of the NHS Constitution, from the student body, only students with disabilities or foreign exchange students are eligible for Honorary Membership. The Faculty Council shall reserve the right to award honorary membership to school officials, Principal, teachers, NHS advisors, adults, students with disabilities or foreign exchange students in recognition of achievement and/or outstanding service rendered to the school in keeping with the purpose of the National Honor Society. Honorary members shall have no voice or vote in chapter affairs.
- P. Transfer Members – An NHS member who transfers from another school and brings a letter from the Principal or chapter advisor to the BHS NHS advisor(s) shall be accepted automatically as a member in the BHS chapter of NHS. Transfer members must meet the BHS prerequisites within one semester in order to retain membership. The NHS advisor(s) will review the transfer member's qualifications at the end of their first semester as a BHS NHS member. If the advisor(s) determine a transfer member does not meet the BHS NHS prerequisites at this time, the advisor(s) will meet with the Faculty Council to vote on his/her membership status. A majority vote of the Faculty Council will determine his/her membership status.

II. Induction Ceremony – Candidates become members when inducted at this ceremony.

- A. Invitation/Notification – Students will be informed of the induction ceremony date and time in their formal notification letter of selection.
- B. Rehearsal – The NHS advisor(s) will hold a brief meeting before the induction ceremony to review the process of the ceremony with all new inductees.
- C. Verification of Membership – At the Induction Ceremony, new inductees will be presented with verification of NHS membership in the form of a certificate, a membership card, and a pin.
- D. NHS Pledge - All new inductees will recite the NHS pledge, at which point they will be considered official members of NHS.

III. Membership Obligations

- A. Dues – All members will pay an annual dues fee of \$10.00. The NHS advisor(s) have the right to bring a change in the dues fee to a vote at the annual NHS election. A majority vote of NHS members will determine whether or not there can be a change to the dues fee.

B. Maintaining Chapter Standards – All members are expected to maintain chapter standards of exceptional scholarship, service, leadership, and character.

1. Scholarship: Each member is expected to maintain a cumulative G.P.A. of a 3.7 or higher in order to remain an NHS member in good standing. If it comes to the attention of the advisor(s) that a member's cumulative G.P.A. has fallen below a 3.7, the advisor(s) will meet with the student to place him/her on probationary status, and present the student with written notification of this change in status. The member must then develop a plan to raise his/her cumulative G.P.A. by the end of the following semester.

2.

- a. If the student fails to raise his/her cumulative G.P.A. to one acceptable by the NHS advisor(s) and prove dedication to scholarship by the end of the following semester, he/she will be subject to dismissal from NHS by the Faculty Council. If dismissed, he/she will not be eligible for NHS selection again.

- b. If the student on probationary status is a senior, and does not raise his/her cumulative G.P.A. to one acceptable by the NHS advisors and prove dedication to scholarship by the end of the school year, he/she will be subject to dismissal from NHS by the Faculty Council. If dismissed, he/she will not graduate as an NHS member.

3. Service: Each member of NHS must participate in the whole body NHS service project(s), complete an additional ten hours of community service for a project of his/her choice, and serve as a guide or usher for at least two school events.

- a. NHS Whole Body Service Projects: Each year, the BHS chapter of NHS works to organize, develop, and facilitate at least two service projects in which the whole body is expected to participate. Service project ideas are presented to the whole body at NHS meetings. The NHS membership will vote on which projects to complete. A majority vote is necessary to determine final projects. All members are encouraged to present service project ideas. If a member does not participate in the whole body service projects, he/she will lose status as a member in good standing and will be placed on probation. The NHS advisor(s) will meet with the student to inform him/her of his/her probationary status and present the student with written notification of this change in membership status. While on probation, the student will have to exemplify his/her commitment to community service by completing a project that serves the same community affected by the efforts of the whole body. This service project must be approved by the NHS advisor(s). If a student does not fulfill this requirement within the school year, he/she will be subject to dismissal from the BHS chapter of NHS by the Faculty Council. If dismissed, he/she will not be eligible for membership again.

- b. Additional Community Service Hours: In addition to the work students do for the whole body NHS service projects, members are expected to maintain their commitment to community service by completing at least ten hours of volunteer work outside of NHS sponsored events. This type of service can be fulfilled through school projects, such as Adopt-a-Class hours or volunteer projects for other clubs. It can also be accomplished

outside of school. This service should be directed toward the betterment of the community – school, local, state, national, or global. Community service is time given freely of one's own will to participate in unpaid activities that benefit the community. These service hours must be completed within the school year, each school year a student is a member of BHS NHS. The Executive Board and advisor(s) will do their best to keep members informed of service opportunities. Members must record their additional community service hours on the COMMUNITY SERVICE SUBMISSION FORM. If a member who is a sophomore or junior fails to complete these service hours, he/she will no longer be a member in good standing and will be placed on probation. The NHS advisor(s) will meet with the student to inform him/her of his/her probationary status and present the student with written notification of this change in membership status. While on probation, he/she is expected to complete a minimum of seven hours of community service by the end of the summer in order to return to school the following year as an NHS member in good standing. If he/she does not complete this additional service, he/she will be subject to dismissal from NHS by the Faculty Council. If dismissed, he/she will not be eligible for membership again. If a member who is a senior fails to complete these service hours by the end of April, the NHS advisor(s) will meet with the student to inform him/her of his/her probationary status and present the student with written notification of this change in membership status. If he/she does not complete the hours by the end of the school year, he/she will be subject to dismissal from NHS by the Faculty Council. If dismissed, he/she will not graduate high school as an NHS member.

c. School Service – Guides and Ushers: Over the course of every school year, BHS hosts events that require student volunteers. Some examples of these events are as follows: parent/guardian / Teacher Conferences, Scholarship Night, FAFSA Day, The Fall Play, The Spring Musical. Each NHS member must serve as a guide or usher for at least two of these events. As the dates for each event are provided, the NHS advisor(s) and Executive Board members will inform the NHS membership and request volunteers. If a member fails to complete this school service by the end of the school year, he/she will be placed on probation and will no longer be a member in good standing. The NHS advisor(s) will meet with this student to inform him/her of his/her probationary status and provide him/her with written notification of this change in membership status. He/She will have to determine an alternate way to serve the school by the end of the school year OR (if the member is a sophomore or junior) serve as a volunteer for at least two school events during the following year. His/Her probationary status will not be removed until he/she volunteers for both events. If he/she fails to do so, he/she will be subject to dismissal from the NHS by the Faculty Council. If dismissed, he/she will not be eligible for membership again.

4. Character and Scholarship

- a. Maintaining Academic Integrity: If it comes to the attention of the chapter NHS advisor(s) that an NHS member committed an act of academic dishonesty, such as plagiarism or another form of cheating, the advisor(s) will meet with this student and

inform him/her of his/her probationary status, and present him/her with written notification of this change in membership status. While on probation, he/she is expected to maintain academic integrity and exemplify positive classroom behavior and dedication to scholarship. The advisor(s) will consult the student's teachers by the end of the next semester to ensure this student has met the NHS expectations. If the student has met these expectations, the student's membership status will be returned to a member in good standing. If the student has not met these expectations, the student will be subject to dismissal from NHS by the Faculty Council. If dismissed, the student will not be eligible for membership again.

- b. Functioning as a Positive Role Model and Representative of BHS: All members are expected to exemplify each of the six desirable qualities of good character outlined in the membership prerequisites; he/she must be respectful, mature, responsible, fair, trustworthy, and honest. NHS members must conduct themselves with strength of character both inside and outside of school. Additionally, NHS members are expected to maintain positive digital citizenship. If it comes to the attention of the advisor(s) that a member is displaying negative character traits and not meeting the character expectations of NHS, the advisor(s) will meet with this student to inform him/her that he/she is on probationary status, and present the student with written notification of this change in membership status. While on probation, the student must seek to rectify his/her character infractions and maintain strength of character. The advisor(s) will meet with this student again by the end of the year and provide a determination about his/her membership status. If the student fails to improve his/her character in a way acceptable to the advisor(s), he/she will be subject to dismissal from NHS by the Faculty Council. If dismissed, he/she will not be eligible for membership again.

C. Meetings: Each member is expected to attend all NHS meetings that are announced at least two weeks in advance. If a student cannot attend due to a schedule conflict, he/she must submit a written request for an excusal from the meeting. This written request must be sent to the advisor(s) at least 48 hours before the meeting. It must outline the reasons why the student cannot attend, and how the student plans to obtain the information presented at the meeting and make up any activities completed during the meeting. The NHS advisor(s) will determine whether or not the absence is excused. Each member is allowed two excused absences within the course of the school year, as long as he/she is granted approval and makes up for the missed time as instructed by the NHS advisor(s). Additional excused absences will be handled on a case-by-case basis. If a member does not obtain approval for an absence or does not make up the missed time for an excused absence, he/she will be placed on probation. The NHS advisor(s) will meet with the student to inform him/her of his/her probationary status and present the student with written notification of this change in membership status. While on probation, he/she must make up the time and activity covered during the meeting. Additionally, he/she must add an hour of community service to his/her individual service requirement (additional community service hours). If a student fails to do so, he/she will be subject to dismissal from NHS by the Faculty Council and, if dismissed, will not be eligible for membership again.

IV. Dismissal Procedures

A. Shift in Membership Status

1. **Prerequisites of Membership:** Members who fall below the standards that were the basis for their selection (membership prerequisites) shall be promptly informed by the chapter advisor(s), in writing, of a shift in membership status from membership in good standing to probationary membership. The probation period determined by the chapter NHS advisor(s) will be a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or the law, a member does not have to be warned or placed on probation; he/she will be considered directly for dismissal by the Faculty Council.
 2. **Membership Obligations:** Members who do not fulfill the obligations of membership for BHS NHS will be promptly informed by the chapter advisor(s), in writing, of a shift in membership status from membership in good standing to probationary membership. The probation period determined by the chapter NHS advisor(s) will be a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or the law, a member does not have to be warned or placed on probation; he/she will be considered for dismissal. For more specific information regarding dismissal for a failure to meet NHS membership obligations, please refer to the Membership Obligations page of this site.
- B. **Notification of Pending Dismissal:** If the NHS chapter advisor(s) determine a student on probationary status has not corrected the deficiency that prompted the shift in membership status from membership in good standing to probationary membership, the advisor(s) will inform the student, in writing, of his/her pending dismissal. In all cases of pending dismissal, a member shall have a right to a hearing before the Faculty Council. This hearing is required and is considered due process for all members.
- C. **Dismissal Hearing:** At Dismissal Hearings, the NHS chapter advisor(s), the student whose membership is pending dismissal, and the Faculty Council must be present. The NHS chapter advisor(s) will convey the reasons why the student is pending dismissal from NHS. The student will be allowed to speak on his/her behalf.
- D. **Faculty Council Decision:** The Faculty Council will deliberate after hearing all information presented at the Dismissal Hearing, and make a decision regarding the student's membership status. The Faculty Council shall determine when an individual member on probationary status has exceeded a reasonable number of warnings and/or has not met the standards or obligations of NHS membership within the time frame established by the NHS chapter advisor(s). For purposes of dismissal, a majority vote of the Faculty Council is required.

- E. Principal Approval – The Principal will be informed of the Faculty Council’s decision, and must approve of it before the student is notified.
- F. Notification of Dismissal – Students will be informed, in writing, of the Faculty Council’s decision regarding dismissal within ten days of the dismissal hearing.
- G. Appeal - A member who has been dismissed may appeal the decision of the Faculty Council to the Principal and thereafter under the same rules for disciplinary appeals in the school district.

V. Elections for Executive Board

- A. Chapter Officers: All the officers of NHS work consistently to promote the efforts of National Honor Society and to ensure the BHS chapter of NHS is successful. The Executive Board uses a democratic/participative style of leadership, which is one that relies on collaboration and shared duties. The officers work together to establish goals for the chapter and to plan how these goals will be met. A brief description of each position is listed below.

1. President: The President of National Honor Society is responsible for running all meetings, communicating with the Principal regarding NHS projects and events, assisting in the organization and facilitation of all NHS events, overseeing all NHS events, and working to ensure all NHS members maintain good standing membership in the club and fulfill all NHS requirements. He/She will work closely with the NHS advisors to ensure the chapter meets all objectives for the year. Additionally, the President of National Honor Society may be called upon to speak at school functions, and to serve as the student representative of the Burlington High School chapter of the National Honor Society.

2. Vice President: The Vice President of National Honor Society assists the President in all of his/her tasks. Additionally, the Vice President is responsible for organizing the guides for Back-to-School Night and all Parent/Teacher Conferences.

3. Secretary: The Secretary of National Honor Society is responsible for setting and creating agendas for all meetings, assisting in the facilitation of meetings, keeping accurate records of all NHS meetings and events, updating NHS materials as needed, and communicating essential information to all members.

4. Treasurer: The Treasurer of National Honor Society is responsible for collecting and maintaining accurate records of all NHS funds, researching and presenting various fundraising ideas, planning for and keeping track of necessary NHS expenditures, and working with the advisors to ensure NHS funds are spent effectively.

5. Community Service Coordinator: The Community Service Coordinator of National Honor Society is responsible for researching and presenting service ideas for both whole-body service projects and potential projects for individual members, acting as the primary organizer of major NHS service events, and coordinating with community partners to ensure all NHS service projects are successful.
 6. Public Relations Liaison: The Public Relations Liaison of National Honor Society is responsible for publicizing NHS events, working to inform the community of NHS successes, and finding opportunities for NHS members to maintain a strong and positive presence in the community.
- B. Candidates for Officer Positions – Students interested in running for an Executive Board position must indicate their interest via completion and submission of a Candidate Registration Form provided by the NHS advisor(s). They must complete ten hours of community service instead of the five hour minimum requirement. Additionally, they must be members of the junior class and BHS NHS members in good standing. They must also create a campaign speech to be submitted and presented as designated by the NHS chapter advisor(s).
 - C. Elections – Elections will be open to all active BHS NHS members. They will be conducted by the BHS NHS advisor(s) in the spring of each year. The NHS advisor(s) will determine the format of voting. Decisions will be made based on majority vote. If there is no majority vote, there will be a run-off election. If there is not a majority vote in a second instance, there will be one more run-off election. If after the second run-off election, there is not a majority vote, the NHS advisor(s) will make a final decision.
 - D. Tapping Ceremony – Once new officers are elected to the Executive Board, there will be a Tapping Ceremony luncheon to allow the current Executive Board officers to meet with the newly elected Executive Board officers to offer congratulatory remarks and advice, and present their thoughts on the direction of the NHS for the following year.

VI. Meetings

- A. Schedule: The NHS advisor(s) and Executive Board members will work together to schedule all meetings and inform members of the meeting dates and times. Members should expect to attend at least one meeting per month of the school year.
- B. Attendance: All members are expected to attend mandatory meetings that are announced at least two weeks in advance. If a student cannot attend a meeting, he/she must submit a written request for an excusal from the meeting. This written request must be sent to the advisor(s) at least 48 hours before the meeting. It must outline the reasons why the student cannot attend, and how the student plans to obtain the information presented at the meeting and make up any activities completed during the meeting. The advisor(s) will determine whether or not the absence is excused. Each member is allowed two excused

absences within the course of the school year, as long as he/she is granted approval and makes up for the missed time as instructed by the advisor(s). Additional excused absences will be handled on a case-by-case basis. If a member does not obtain approval for an absence or does not make up the missed time for an excused absence, he/she will be placed on probation. The NHS advisor(s) will meet with the student to inform him/her of his/her probationary status and present the student with written notification of this change in membership status. While on probation, he/she must make up the time and activity covered during the meeting. Additionally, he/she must add an hour of community service to his/her service requirement. If a student fails to do so, he/she will be subject to dismissal from NHS by the Faculty Council and, if dismissed, he/she will not be eligible for membership again.

This Handbook was conditionally approved by the Burlington School Committee in August of 2019.