



1760 Roanoke Boulevard
Salem, VA 24153

2021-2022
BCAT Student Guide

Phone: (540) 857-5000

Fax: (540) 857-5061

<http://www.rcps.us/BCAT>

“One Burton = Infinite Possibilities!”

TABLE OF CONTENTS

<u>Section</u>	<u>Page Number(s)</u>
<u>Welcome</u>	1
<u>BCAT Slogan, Mission, Vision, Values, and Goals</u>	2
<u>Administration & Office Staff and Bell Schedules</u>	3
<u>Programs and Faculty</u>	4-5
<u>School Year Calendar</u>	6
<u>General Information and Requirements</u>	7
<u>Attendance</u>	7-10
<u>Excused Absences and Tardies</u>	
<u>Unexcused Absences and Tardies</u>	
<u>Leaving School Early</u>	
<u>School Related Absences</u>	
<u>Skipping Class</u>	
<u>Student Make Up Time</u>	
<u>Tardiness</u>	
<u>Truancy</u>	
<u>School Closures</u>	
<u>Delay Schedules</u>	
<u>Planned Early Dismissals</u>	
<u>Unplanned Early Dismissals</u>	
<u>Grading Policies</u>	11-14
<u>Academic Requirements</u>	
<u>Final Assessments</u>	
<u>2nd Semester Final Assessment Exemption Policy</u>	
<u>RCPS Grading System</u>	
<u>Successive-Year Prerequisite</u>	
<u>Competency Records for Technology Students</u>	
<u>Make-up Work</u>	
<u>Excused and School-Related Absence</u>	
<u>Academics and Unexcused Absences</u>	
<u>Incomplete Work</u>	
<u>Honors/Awards at Burton</u>	
<u>Resources and Organizations</u>	13-14
<u>School Counseling Services</u>	
<u>School Nurse</u>	
<u>School Resource Officer</u>	
<u>Student Organizations</u>	
<u>FBLA</u>	
<u>FCCLA</u>	
<u>SkillsUSA</u>	
<u>Student Expectations</u>	14-19
<u>Safety</u>	
<u>Bullying/Harassment</u>	
<u>Sexual Harassment</u>	
<u>Emergency Procedures</u>	
<u>Bus Regulations</u>	
<u>Fees and Insurance</u>	
<u>Homework</u>	
<u>Lockers</u>	
<u>Communication Devices</u>	
<u>Food Delivery</u>	
<u>Private Vehicles</u>	
<u>Public Display of Affection</u>	
<u>Sale of Goods</u>	
<u>School Crime Line</u>	
<u>Student Audio-Visual Equipment</u>	
<u>Dress Code</u>	
<u>Use/Possession of Tobacco/Vape Products</u>	
<u>Classroom Telephones</u>	
<u>Visitor Policies</u>	
<u>RCPS Student Code of Conduct (Paraphrased)</u>	20

WELCOME

On behalf of the entire faculty and staff of the Burton Center for Arts & Technology (BCAT), I would like to welcome all students to the 2021-22 school year. We are glad to have you at BCAT!

BCAT serves as an extension of the five Roanoke County high schools. We aim to provide opportunities to prepare you for a future that has infinite possibilities.

In order to provide our students with the best educational experience possible while at BCAT and to equip them to graduate high school with the knowledge and skills necessary to thrive in a changing world, we continue to adapt to ever-evolving industry and academic standards. We offer certifications or qualifications for students in all our Trade and Industrial programs. Students passing certification tests demonstrate to future employers and higher education facilities the knowledge and skills they have learned while at BCAT. Students enrolled in Performing Arts, Visual Arts, Mass Communications, and Engineering are sharpening their skills in our Specialty Center programs located here. Students involved with Engineering, Motorsports, Mass Communications, and Mechatronics are part of the Governor's STEM Academy at BCAT.

With the variety of program offerings and the diverse talents of the students and staff at BCAT, our slogan at Burton Center for Arts and Technology is "One Burton, Infinite Possibilities". Students here are taking a variety of different programs, and we work dutifully to ensure collaboration is occurring between our programs where possible. The possibilities are endless for our students upon graduation and we want our students to be equipped to succeed. Our future workforce is prepared to take talented people with a strong work ethic and good people skills. We want those jobs to be filled with Burton students!

Your educational experiences here will be what you make them. It is essential that you show up, give effort, build positive relationships, and meet your academic and behavioral expectations. Our programs have been recognized as outstanding throughout the state and nation. We have prepared this handbook so that all students and parents may become familiar with BCAT policies and procedures. By working together, we can provide an atmosphere in which everyone can enjoy their experiences. The faculty and administration wish for each of you to have a great year!

Sincerely,



Mr. Christian J. Kish
Principal
ckish@rcps.us

[Click here for Table of Contents](#)



School Slogan

“One Burton = Infinite Possibilities!”

Mission Statement

BCAT educates students to become responsible, skilled 21st-century citizens by using authentic learning experiences and innovative instruction in a multidisciplinary environment.

Vision Statement

BCAT strives to be a model for educational excellence that prepares diverse, life and opportunity ready individuals for success in their future endeavors.

Values and Beliefs

- Students are the focal point of our efforts.
- Providing all students the opportunity to realize their potential and grow their skills will help them create their own pathway to success.
- Equipping students to think critically and creatively will enable them to solve problems and overcome challenges.
- Collaboration and communication among parents, students, staff, and the community are essential components to developing good citizens.
- Embracing diversity of students and disciplines while maintaining a physically, mentally, and emotionally safe environment will allow students to take risks, function as part of a team, and improve as individuals.

Goals

- All students will be offered a rigorous curriculum that fosters critical thinking and provides deeper learning and real-world experiences that yield high achievement outcomes to better prepare them for life after graduation.
- Staff will work together to recruit and retain students in programs that align with their personal interests, skills, and goals.
- Stakeholder input on the school and program environments will be solicited regularly, and the data will be analyzed and applied on an ongoing basis.
- All programs will collaborate internally or externally a minimum of two times per school year.

ADMINISTRATION & OFFICE STAFF

Christian Kish	Principal
Melanie Fisher	Assistant Principal
Teresa Gibbons	School Counselor
Deb Spradling	Front Office Administrative Assistant
April Francisco	Bookkeeper/Adult Education
Tammy Reeves	School Counseling Administrative Assistant
TBD	Resource Officer
Charlene Vail	School Nurse
Carolyn Davis	Instructional Assistant
Elizabeth Mabes	Instructional Assistant
Mercedes Hardy	Adult Education
Tammie Sinnes	Special Education Coordinator
Richard Dickerson	Building Manager

BCAT BELL SCHEDULES AND BUS DEPARTURES

	<u>Bell Schedules</u>		
	Regular Schedule	2 Hour Delay	3 Hour Early Dismissal
A1/B1 SuperBlock	7:30 to 10:50	9:30 to 12:00	7:30 to 9:35
B2 SuperBlock	12:25 to 2:55	1:25 to 2:55	10:55 to 11:55

	<u>Shuttle Bus Departures</u>		
	Regular Schedule	2 Hour Delay	3 Hour Early Dismissal
A1/B1 from Base School to BCAT	6:55 / 7:00	8:55 / 9:00	6:55 / 7:00
A1/B1 from BCAT to Base School	10:55	12:05	9:40
B2 from Base School to BCAT	11:55	12:55	10:30
B2 from BCAT to Base School	3:00	3:00	12:00

PROGRAMS AND FACULTY

Center for Engineering

<u>Name</u>	<u>Classes</u>	<u>Room</u>
Susheela Shanta: Director	Engineering Exploration I Engineering Professional Development & Internship Engineering Research Engineering Economy Algebra 2 Engineering Design	C-458
Katie Gray	Pre-AP Chemistry Integrated Physics	C-450
Suzanne Nicewonder	Engineering Analysis & Application II Engineering Methods	C-454
Janet Washington	Integrated Pre-Calculus AP Calculus AB AP Calculus BC	A-105

Center for Mass Communication

<u>Name</u>	<u>Classes</u>	<u>Room</u>
Eric Salo: Director	History of and Introduction to Mass Communications Media Production I & II Media Production Internship Computer Coordinator	B-313
Elizabeth Chapman	AP English 11 Pre AP English 9 & 10 English Writing Remediation	B-312
Sara Cubberley	Graphic Communication I & II (Online)	N/A

Center for Performing Arts

<u>Name</u>	<u>Classes</u>	<u>Room</u>
Carol Lyn Webster: Director	Acting Instructor	B-325
Patricia Clevenger	Vocal Instructor	B-329
Kelli Manor	Dance Instructor	B-330

Center for Visual Arts and Museum Studies

<u>Name</u>	<u>Classes</u>	<u>Room</u>
Gabrielle Gatzke	Visual Arts I - Cultures & Museum Studies	A-203
Pam Rose	Visual Arts II – Styles & Museum Studies	A-203
Natalie Strum	Visual Arts III – Personal Style & Museum Studies Visual Arts IV - Careers & Museum Studies AP Studio Art	A-208

Career and Technical Programs

<u>Name</u>	<u>Classes</u>	<u>Room</u>
David Baxter	Masonry	C-410
Teresa Baxter	Culinary Arts SkillsUSA Lead Advisor	Kitchen B-315
Gwen Bower	Cosmetology	A-202
Shawn Burns	Mechatronics/Robotics Center for Engineering	C-440
Michael French	Computer Information Technology Networking Concepts	C-400
Steven Hoback	Auto Service Technology	B-340
BJ Joyce	Emergency Medical Technician	B-350
Amanda Kinser	Early Childhood Education Teaching Internship FCCLA Lead Advisor	A-206
Chris Overfelt	Motorsports Welding	B-345
Mara Pufko	Individualized Student Alternative Education Plan Jobs for Virginia Graduates (JVG)	B-311
Thomas Shelton	Building Trades	C-430
Jason Walls	Criminal Justice	C-402
John Warf	Cybersecurity (online) Game Design & Programming FBLA Lead Advisor	A-101
Karen Zimmerman	Introduction to Nursing Careers	A-102

ROANOKE COUNTY PUBLIC SCHOOLS

ACCESSIBLE LIST BELOW

2021-2022 Academic Calendar

School Board Approved - April 8, 2021

Elementary Day: 7:45 a.m. - 2:25 p.m.
Secondary Day: 8:20 a.m. - 3:25 p.m.

July '21							August '21							September '21								
Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat		
				1	2	3	1	2	3	4	5	6	7				1	2	3	4		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
25	26	27	28	29	30	31	29	30	31					26	27	28	29	30				
4 Independence Day							4,5,6, 9,10,11 Teacher Workday (All) 12 First Day of School							6 Schools Closed: Labor Day 14 Interim Midpoint 21 Interim Reports Sent Home 22 3 hr Early Dismissal PD (11:25/12:25)								
October '21							November '21							December '21								
Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat		
					1	2		1	2	3	4	5	6				1	2	3	4		
3	4	5	6	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11		
10	11	12	13	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18		
17	18	19	20	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25		
24	25	26	27	28	29	30	28	29	30					26	27	28	29	30	31			
31																						
14 End of 1st Grading Period 15 Teacher Workday 20 3 hr Early Dismissal PD (11:25-12:25) 27 Report Cards Sent Home							2 Schools Closed: Election Day* 17 Interim Midpoint 24 Interim Reports Sent Home 24 3 hr Early Dismissal (11:25-12:25) 25-26 Schools Closed: Thanksgiving Holiday *Schools to use approved flexible scheduling for conferences							17 End of 2nd Grading Period 20-31 Schools Closed: Winter Break								
January '22							February '22							March '22								
Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat		
						1				1	2	3	4	5				1	2	3	4	5
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12		
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19		
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26		
23	24	25	26	27	28	29	27	28						27	28	29	30	31				
30	31																					
3 Teacher Workday (All) 12 Report Cards Sent Home 17 Schools Closed: MLK, Jr. Day 26 3 hr Early Dismissal PD (11:25-12:25)							4 Interim Midpoint 7 Schools Closes: Staff Development* 7 Kindergarten Registration 11 Interim Reports Sent Home *Includes 2 hours PD plus approved flexible scheduling for conferences							10 End of 3rd Grading Period 11 Teacher Workday* 16 3 hr Early Dismissal PD (11:25-12:25) 23 Report Cards Sent Home 28-31 Schools Closed: Spring Break								
April '22							May '22							June '22								
Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat		
					1	2	1	2	3	4	5	6	7				1	2	3	4		
3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11		
10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18		
17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25		
24	25	26	27	28	29	30	29	30	31					26	27	28	29	30				
1 Schools Closed: Spring Break 15 Schools Closed 22 Interim Midpoint 29 Interim Reports Sent Home							23,24 Early Dismissal (MS-HS only 12:25) 24,25 Graduation Ceremonies (3:00-5:30) 25 3 hr Early Dismissal (11:25-12:25) 25 End of Second Semester 26 Teacher Workday (All)															

[Click here for Table of Contents](#)

General Information

The administration reserves the right to amend this handbook as necessary.

Burton Center for Arts & Technology (BCAT) provides educational opportunities in a multitude of areas in Career and Technical Education and the Arts to any person who desires to develop knowledge, skills and attitudes needed to succeed in the workplace and/or to continue their education. By using a variety of instructional methods, offering the use of industry-standard technical equipment, maintaining adequate facilities for the learner and by having instructional experts knowledgeable in each field, BCAT achieves a high degree of success in preparing students for business, industry, and college.

Courses at Burton are offered at no cost to the parent in conjunction with Cave Spring, Glenvar, Northside, Hidden Valley and William Byrd High Schools – also known as “base schools”. Students attending BCAT have opportunities to earn high school credits that count toward graduation requirements as defined by the Commonwealth of Virginia.

BCAT classes are held in “SuperBlocks”, which are the equivalent of two blocks at a base school. A1 SuperBlock classes are held on “A” day mornings, B1 SuperBlock classes are held “B” day mornings and B2 SuperBlock classes are held on “B” day afternoons. BCAT does not have afternoon classes on “A” days, as that time is used for staff planning, meetings, and professional development.

General Requirements

1. BCAT classes are open to students enrolled in Roanoke County Public Schools (RCPS) who are in the 9th, 10th, 11th, and 12th grades. For most programs, students may apply in their 8th grade year in hopes of attending BCAT during their 9th grade year.
2. Students will be selected for enrollment at BCAT by their program interest, ability, school performance, and record of attendance. Students not selected will be placed on a wait list and given priority based on the areas mentioned above.
3. Students must be willing to abide by attendance and safety policies on the Burton campus.
4. Students will be permitted to use the facilities, tools, equipment, materials, and instructional time only for assignments provided by the instructor.
5. Students will be required to replace any equipment or materials willfully destroyed and/or correct any damage done to facilities/equipment if not operating equipment correctly.

Attendance

Regular attendance is an important part of being successful in any class. Because Burton is a specialty center with extended time spent in the learning environment, attendance in school is given high priority.

Good attendance is required to receive a competency/completer certificate. Students averaging more than five (5) unexcused absences in the final year of their technical program may not be awarded a competency/completer certificate.

In case of absence from school, all students must verify their absence as excused, or unexcused, with a **written note** from the parent/guardian. **Bring written notes to the Burton office.** E-mail excuses are also acceptable (dspradling@rcps.us). Excuses by the parent or guardian must contain the following:

[Click here for Table of Contents](#)

1. Student's full first and last name
2. Date or dates of absence/tardy
3. A specific reason for the absence/tardy
4. Parent/Guardian's signature

A parent or guardian should call the school (857-5000) *the day of the absence* to inform the school of their child's absence and also provide a note the next day the student attends school. Afternoon B day SuperBlock students must present an admit slip from their base school if they arrive late.

EXCUSED ABSENCES AND TARDIES

1. Parents/guardians of students who are absent or tardy must inform the school in writing of the reason for the absence or tardy no later than upon the student's return to school. Depending on the information in the note, the school staff will record the student's absence or tardy for each day as "excused" or "unexcused".
2. Absences and tardies are excused for the following reasons with written explanation from the parent:
 - Illness of the student
 - Approval from administration prior to the absence
 - Death in family/funeral
 - School-sponsored activities
 - Observance of a nationally recognized religious holiday if such holiday is verified
3. If absences and tardies that are excused solely by parent explanation become excessive, the school will require additional documentation in order to ensure compliance with the compulsory school attendance law.
4. Absences and tardies are excused for the following reasons with appropriate written documentation:
 - Hospitalization or extended illness (with documentation from physician)
 - Doctor or dental appointment (with documentation from physician's or dentist's office)
 - Mandatory court appearance (with court documentation)
5. A student whose absence is excused due to the observance of a nationally recognized religious holiday is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination that the student missed by reason of this absence.
6. Nothing in this policy shall be construed to limit in any way the authority of any attendance officer of the division superintendent to seek immediate compliance with the compulsory school attendance law.

UNEXCUSED ABSENCES AND TARDIES

Absences and tardies that do not meet the criteria for being excused are considered unexcused absences or tardies. Absences and tardies for reasons such as working, shopping, babysitting, missing the bus, oversleeping, or vehicle trouble are examples of unexcused absences. If an absence or tardy does not fall under one of the categories for an excused absence, it must be considered unexcused.

[Click here for Table of Contents](#)

Students in grades 9-12 may be denied full credit for assignments missed due to an unexcused absence or tardy.

LEAVING SCHOOL EARLY

All early dismissal notes will be written by the attendance secretary. The early dismissal note should be given to all of the student's instructors, who must sign it before the student checks out in the main office. The note requesting early dismissal must include the following:

1. Date
2. Name of student
3. Date and time of dismissal
4. Time expected to return to school
5. Reason for leaving
6. Means of transportation or with whom
7. Signature of parent or guardian

When leaving the grounds early, the student will sign out in the main office and leave the early dismissal note.

SCHOOL RELATED ABSENCES

Those students who are directly participating in an inter-scholastic activity will be permitted to be away from class for those functions. No written excuse will be needed. Arrangement by the school sponsoring the activity will verify the event and participants. Missed time and work will be made up in the same manner as an excused absence. ***A school-related absence will NOT count against 2nd semester final exam exemption nor Burton CTE Certificate status.***

SKIPPING CLASS

First Offense: Notify parent, assign makeup time and/or detention

Second Offense: Parent conference, assign makeup time and/or detention

Third Offense and beyond: Assign further consequence as frequency increases, notify parent

STUDENT MAKE-UP TIME

Students may be asked to make up time at Burton or serve detention at the base school. Students are responsible for furnishing their own transportation to and from make-up time and detention.

TARDINESS

All students must assume responsibility for arriving at school and reporting to class on time. When a student is tardy, he/she disrupts class and takes away time from other students involved in the learning process. When it is necessary for a student to report to school late, he/she must report to the office to sign in. The student must present a valid excuse at that time. Teachers are responsible for tracking class tardies and writing referrals if tardies become excessive. Consequences for tardiness during a ***semester grading period*** are as follows:

- After 3rd Tardy – The student may receive a 60-minute detention to be served after school.
- After 6th Tardy – One day of "Saturday School" or "in-school detention" may be assigned.

[Click here for Table of Contents](#)

- After 9th Tardy – Up to two days of Saturday School may be assigned.

This time may be reduced if the student's parent/guardian attends a conference with a Burton administrator.

NOTE: If a student is tardy, unexcused, to Burton, by more than **30** minutes, *it will be considered skipping class. (Please see "Skipping Class" section for list of consequences.)* Students who do not report to class or who leave the school grounds without properly checking in or out will be considered skipping from those classes missed.

TRUANCY

As a general guideline, truancy issues will be turned over to school social workers and/or court for action **after 10 or more unexcused absences.**

SCHOOL CLOSURES

If RCPS schools are closed, BCAT is also closed.

DELAY SCHEDULES

If RCPS schools operate on a delayed schedule due to inclement weather, BCAT will also be delayed by the amount of time designated by RCPS. For example, if RCPS is on a two-hour delay, simply add two hours to the normal time a student would take the bus to BCAT or get dropped off at BCAT.

PLANNED EARLY DISMISSALS

On certain days, RCPS has early dismissals for staff development. Please see the schedule on page 4 of this document for bus departures, start times, and dismissal times.

UNPLANNED EARLY DISMISSALS

If weather is causing schools to close early, considerable efforts are made to get BCAT students off campus and back to base schools. Student drivers will be permitted to leave when announced by administration. Parents wishing to pick up their child must do so before buses leave.

Grading Policies

The instructor will evaluate class work, tests, professional development related materials, and work habits to determine a student's grade average for the nine weeks. Absences, tardiness, or lack of participation in class may have a strong effect on grade averages. Instructors will inform the students of work which they will be expected to accomplish in each period and the grades which can be earned for the work completed. **It is the responsibility of the student to get make-up assignments for work missed for any and all absences.** Appropriate conferences will be arranged with the counselor, the parents, and administration whenever necessary.

ACADEMIC REQUIREMENTS

Graduation requirements can be found in the RCPS registration guide. Students are urged to take the most rigorous academic program in which they can be successful.

[Click here for Table of Contents](#)

FINAL ASSESSMENTS

Final assessments will be given in all classes on the dates specified on the school calendar published by the Roanoke County School Board. Dual-enrollment classes are not eligible for exam exemptions.

2nd SEMESTER FINAL ASSESSMENT EXEMPTION POLICY

Students must meet the following guidelines to be exempt:

- Student must have an A or B average in the class for the 3rd and 4th nine weeks.
- Student may not miss more than **five** days of school for the semester (not including school sponsored events).
- Students enrolled in an EOC/SOL or industry certification class must have passed the SOL or Industry certification test.
- There are additional guidelines in the RCPS exemption policy 6.16.

RCPS GRADING SYSTEM

The grading system is both numerical and alphabetical with the alphabetical system being used on the report cards. Key to the grading system:

A = 90-100

B = 80-89

C = 70-79

D = 60-69

F = 59 and below

In the case of repeated submission of unsatisfactory work, parents will be notified by the instructor either by phone or by mail. Interim reports will also be used to keep the parents abreast of their student's progress. Teachers will make grades available on a regular basis via Synergy or other electronic means. If questions arise, parents are encouraged to contact their child's teacher for more information.

SUCCESSIVE-YEAR PREREQUISITE

Students who receive a grade of "D" in their technical course may not be eligible to return to the same program the next year but may return to Burton in another program, space permitting. Students who earn a grade of "F" in their technical course are not eligible to return to Burton the next school year.

COMPETENCY RECORDS FOR TECHNOLOGY STUDENTS

Technical Competency Records communicate to the home and the employer the scope of the technical curriculum and the progress the student has made in the course. The Technical Competency Records will be evaluated at the end of the year. The record will be marked with the understanding that it is the vehicle used to tell the employer what the student can do. Minimum level competencies to pass the course are identified on the sheets. Also identified is the proficiency level needed to receive a Burton CTE certificate. Requirements to receive a Burton CTE certificate will be issued to the students by the technical instructors. Students absent from the technical class more than an average of 5 days in each year of the program will not be awarded a Burton CTE certificate.

MAKE-UP WORK

Students in grades K-12 are expected to make up all missed work from an excused absence within 10 school days upon the student's return to school. If the student does not complete the make-up work within that time frame, he/she may earn a zero for work not completed.

Assignments made prior to an absence are due the day of return to school. Exceptions may be granted by individual teachers.

EXCUSED AND SCHOOL-RELATED ABSENCE

Students are required to request make-up work on the first day of return to class. Students will be given 10 school days to make up the work. Exceptions for a longer time period for make-up work may be granted by individual teachers.

ACADEMICS AND UNEXCUSED ABSENCES

Students are required to begin to make up all work missed on the first day of return to class. Students will be given 10 school days to make up the work. The maximum grade given for such make-up work shall be a "69". Time extensions may not be granted.

INCOMPLETE WORK

A grade of incomplete (I) will be entered on a student's report card when make-up work has not been completed, and the allowed make-up time extends from one grading period to another. After make-up work is completed, a corrected grade will be submitted by the teacher. If make-up work is not completed by the established deadline, the incomplete (I) will be changed to the computed average with the incomplete work averaged as a zero.

HONORS and AWARDS AT BURTON

CTE Courses

Burton CTE Certificate (CTE students only) - a Career and Technical Education (CTE) student who successfully completes at least 80% the program competencies & has no more than an average of 5 unexcused absences per year in the program will receive this award.

Burton Training Certificate – a student who takes one year of a program their senior year and completes 80% of the class competencies and has no more than 5 unexcused absences in that year will receive this award.

Burton Honor Graduate - a student who obtains a Burton CTE certificate, who earned the industry certification within the program (where possible), has no more than an average of 5 unexcused absences per year, and has maintained a 90% average their Burton courses will receive a certificate and a royal blue graduation honor cord.

Burton Certified Graduate - a student who obtains a Burton CTE certificate, who earned the industry certification within the program (where possible), has no more than an average of 5 unexcused absences per year, and has maintained a 70% average their Burton courses will receive a certificate and a black graduation honor cord.

Note: It is possible for a student to receive all three honors above and have two graduation cords to wear at graduation. Guidance will verify the eligibility of all students submitted for Burton honors before awards are presented.

Non-CTE Courses

[Click here for Table of Contents](#)

Burton Honor Graduate - a student who has maintained a 90% average in all of their Burton CPA/CVA courses (based on final grade of courses) and has no more than an average of 5 unexcused absences per year will receive a certificate & a royal blue graduation honor cord.

Resources and Organizations

SCHOOL COUNSELING SERVICES

The School Counseling Department at Burton assists students with academic, personal/social, and career planning issues. Materials are available in the Career Center for students to use in educational and career planning.

The School Counseling staff at Burton Center for Arts & Technology collaborates closely with counseling departments at base schools to provide cohesive and consistent services. The School Counseling Department is open to all students before, during, and after school.

SCHOOL NURSE

Students in need of the services of a nurse while at Burton may visit the nurse's office located in the Main Office area.

SCHOOL RESOURCE OFFICER

The school resource officer is located in the hall, next to Rm 203 (Bldg. A).

STUDENT ORGANIZATIONS

All technical programs have related student organizations, which are an integral part of the curriculum. Service to the community and group and individual volunteerism are integral parts of yearly student organization activities. The following is a description of the various student organizations and some of the functions which they carry out.

FUTURE BUSINESS LEADERS OF AMERICA (FBLA)



Membership in this organization consists of students who are preparing for business careers. Its purpose is to actively engage these students in better preparing themselves for useful occupations "that will bring the greatest good to the greatest number" of people. FBLA offers an opportunity for a broader social life within the school through local activities and through participation in competitive events at regional, state, and national levels. All business students are members of the FBLA.

FAMILY, CAREER, & COMMUNITY LEADERS OF AMERICA (FCCLA)



FCCLA is designed for secondary students enrolled in the Child Care and Culinary programs. This student organization promotes leadership and citizenship and helps build character among its members. Child Care and Culinary students are encouraged to become state and national members.

SKILLSUSA



SkillsUSA is an organization for students preparing for futures in trade, industrial, technical, and health occupations in public high schools and post-secondary schools. It provides leadership, citizenship, and communication skills training as part of the curriculum. Skills USA offers prestige and recognition

[Click here for Table of Contents](#)

through a national program of awards and contests. The Virginia SkillsUSA Championships bring together over 1,000 district champions to the state conference to vie for gold, silver, and bronze medallions and other prizes and scholarships in over 80 skill and leadership events.

Student Expectations

Students are expected to contribute to the overall learning environment by being respectful to staff and students. Should that simple expectation not be met, staff members are given latitude to handle in-class disciplinary matters. In the event of continued or serious disciplinary matters, students will be referred to administration.

SAFETY

Safety is of prime importance at Burton Center for Arts & Technology. Burton is governed by OSHA regulations (Occupational Safety and Health Act) and must adhere to proper safety practices. Deviating from safety practices can result in action by OSHA against the school.

Safety glasses will be worn when applicable in performing shop work. Students' hair should be groomed to conform to necessary safety practices or a cap or hair net will be required in the shop area only.

Students should enjoy themselves while they learn but must be aware of the dangers connected with shop work and demonstrate respect for the equipment with which they work. Students will be expected to assist with care and maintenance of equipment/facilities.

BULLYING/HARASSMENT

Bullying/Harassment means any aggressive and unwanted behavior that is Intended to harm, intimidate, or humiliate the target; it involves a real or perceived imbalance of power between the aggressor or aggressors and the target; and it is repeated over time or causes severe emotional trauma. It also includes exclusion. Bullying/Harassment does NOT include ordinary teasing, horseplay, argument, or peer conflict.

Bullying/Harassment as defined above may include, but is not limited to the following:

1. Relational: use of peer pressure and manipulation to isolate and/or harmfully target an individual.
2. Verbal: mocking, taunting, threatening, spreading gossip, rumor/lies.
3. Physical: hitting, shoving, or other physical aggression intended to harm.
4. Cyber: harassing, humiliating and/or threatening others on the internet or through any technological devices (i.e.: phones). It can be sexual in nature and can also include cruel jokes, malicious gossip, cruel and harmful messages, embarrassing information, photographs, and/or websites designed to target specific individuals (students, teachers) which could involve racial, religious, or cultural slurs.
5. Bystander: a person who encourages the aggressor or aggressors.

SEXUAL HARASSMENT

Sexual harassment constitutes a violation of Title VII of the Civil Rights Act of 1964, as amended, and therefore, Roanoke County Schools is committed to insuring that all students comply with the law. If it is believed that sexual harassment has taken place, the incident(s) should be reported immediately to

[Click here for Table of Contents](#)

teachers, counselors, administrators, or other appropriate persons. "Sexual harassment" may consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, or physical conduct of a sexual nature by a student when the conduct:

- Seriously interferes w/the academic work of a student.
- Makes the instructional setting hostile or is intimidating or demeaning.
- Sexual harassment as defined above may include, but is not limited to the following:
 - Verbal harassment or abuse.
 - Pressure for sexual activity.
 - Unwelcome touching, brushing against, or patting.
 - Repeated statements to a person with sexual or demeaning implications.
 - Other unwelcome acts with a sexual connotation.

Sexual Harassment and/or Bullying/Harassment allegations will require administrative investigation and potentially the involvement of law enforcement. Violations will result in appropriate disciplinary actions being taken.

EMERGENCY PROCEDURES

FIRE – in the event of a fire in the classroom or on campus, all students and staff are to follow the primary or secondary evacuation routes posted at the door of each classroom.

INJURY – injuries are to be reported to staff immediately. If a staff member is injured, any student may call the office by using a classroom telephone and dialing 29000.

ILLNESS – any student that has gotten physically ill or may become physically ill needs to inform the teacher, who will contact the office. Depending on the situation, the school nurse will either come to the classroom or request the student is sent up to the nurse's office.

VIOLENT BEHAVIOR – violent behavior of any kind is not tolerated in the school setting. Students are to report violent behavior to staff members immediately. If significant injury or death may occur because of violent behavior that is occurring at the moment, a student may use a classroom phone to call 911.

THREATENING BEHAVIOR – all students have the right to learn in an environment that is safe mentally and physically. Any behavior that is considered threatening to yourself or others should be reported to staff immediately.

BUS REGULATIONS

- Complete obedience will be given to the busdriver.
- Obey state bus law by keeping head and all parts of the body inside the window.
- No student is permitted to eat, drink, or smoke while on board the bus, or possess/use nicotine products/drugs/alcohol while on the bus, or while awaiting pickup.
- Riders on the bus must remain seated until the bus comes to a full stop.
- Students waiting to get on the bus must enter the bus in an orderly manner.
- Students must take seats assigned by the driver & remain in that seat until changed.
- Students must ride the bus assigned unless changed by the bus driver or principal.
- The use of vulgar language is forbidden.
- Improper behavior will not be allowed on the bus.
- Firearms, firearm replicas, other weapons or potential weapons are banned from any school bus.
- All pyrotechnic devices & incendiaries are banned from any school bus.

[Click here for Table of Contents](#)

- All students riding buses for field trips are under the same school regulations as during the school day.
- Any student not obeying these bus regulations to the full extent may be disciplined by the loss of the privilege of riding the school bus.

FEES AND INSURANCE

Each student will be charged the following: BCAT Dues: \$ 5.00 per block

Rider/Driver Fee: \$15.00 - if student chooses to drive and/or ride with a student driver

Textbooks are furnished free to the student; however, **all lost or damaged books must be paid for by the student.** The books may be purchased from the Roanoke County Bookstore. In some cases, purchase of uniforms and special equipment needed for the program may be required.

Accident insurance is available to the students for basic school-time coverage and for 24-hour basic coverage. School insurance is optional; however, students are encouraged to have some type of hospitalization insurance. Information is available on the Roanoke County Public Schools' web-site – www.rcps.us. (The school system carries NO school shop insurance for hospitalization or doctor's fees for students.)

There is a \$50.00 fee for returned checks.

HOMEWORK

Homework is defined as any schoolwork assigned to be completed outside of class time. Homework may be assigned at the discretion of the teacher to meet individual student learning needs. Homework assignments must conform to the guidelines found in School Board Policy 6.14.

LOCKERS

Lockers may be assigned at the beginning of the school year. Students should understand that lockers are the property of the school and not the individual.

Administration reserves the right to inspect lockers at any time. Students are discouraged from giving other students the combination to their locker and valuables should not be kept in the locker. Students should report all losses to the Assistant Principal. The school, however, is not responsible for losses which may occur. **Food should not be left in lockers overnight.** Students will be held responsible for damage done to lockers beyond normal wear and tear.

COMMUNICATION DEVICES

Students may possess a cellular phone or other communication device on school property, including school buses, provided the device is "off" and out of sight during the classroom instruction time unless used as an approved part of the instructional process. The use or display of a cell phone in a restroom or locker room is strictly prohibited. If any or all of these devices pose a disruption to normal activities, the item(s) will be turned into the office for retrieval determination and/or the student issued an appropriate disciplinary measure.

FOOD DELIVERY

Students may not have restaurant food delivered to campus. Any food brought by parents/guardians to BCAT will be left in the main office to be picked up when the SuperBlock is over.

[Click here for Table of Contents](#)

PRIVATE VEHICLES

Students who wish to drive or ride with another student to Burton must complete an application to drive or ride, secure proper signatures, and pay the rider/driver fee of \$15. After this information is verified, a permit will be issued to the student to drive or ride under the conditions stipulated by the school and the parent. Students who do not have a permit and/or are not cleared through this process must ride the bus. Because transportation to and from Burton is considered within the school day, responsibility for riding, driving, or taking riders cannot be given to a student unless the student being transported has written parental permission.

- Students who choose to drive to Burton must register their vehicle with the office.
- Students who drive or ride must purchase a permit at a cost of \$15 and park in the assigned area.
- Students who drive must place the current school year's permit on the back end of the rear-view mirror.
- Students who ride must have their "rider pass" readily accessible when entering/leaving BCAT.
- When students arrive at school, they are to exit their cars and not loiter in the parking lot.
- Students are not to go into the parking area during the school day without permission.
- Students will not park in the faculty parking area or the bus loading circle west of the main building. Student cars may be towed away without notice if found in these areas.
- Cars are to be parked in such a way that they do not block or partially block fire lanes into parking areas.
- Students must park between parking lines only and not occupy more than one space.
- Parking on grass will not be allowed at anytime.
- Vehicles are not to be used during class time and/or between blocks unless permission is granted from administration.
- Speed limit on school grounds is 10 mph. Excessive speeding, fast take offs, and sudden stops may be considered reckless driving.
- For reckless driving or violation of these regulations or any state traffic law, a student's driving privilege *may be rescinded with no refund* at Burton.
- Students who bring unauthorized riders may lose their driving privilege.
- Students must not litter the parking grounds.
- Possession/Use of tobacco/e-cigarette products, alcohol, and/or drug use is strictly forbidden on school grounds/parking areas and/or in vehicles.
- Items in a vehicle are considered to be in the driver's possession while at school. Appropriate consequences will be issued to anyone found with an item that is found to be in violation of RCPS rules and regulations. Consequences may include loss of driving privilege to Burton and all normal school disciplinary measures.

Driving to school is a privilege, and abuses or violation of rules may result in suspension of that privilege.

PUBLIC DISPLAYS OF AFFECTION

Public display of affection (hugging, kissing, etc.) is discouraged. Students observed in PDA will be asked to cease the behavior. In instances where PDA continues, consequences may be administered.

SALE OF GOODS

Selling of food, drinks or other items which are not school related to other students is prohibited. Any student found guilty of such acts will be subject to disciplinary action.

SCHOOL CRIME LINE

In accordance with the Code of Virginia 22.1-280.2, Roanoke County high schools will participate in School Crime Line. Students who have information regarding hazards, threats, or crimes may

[Click here for Table of Contents](#)

anonymously call Crime Line at 344- 8500. Calls could bring cash rewards of up to \$1,000 which would be paid off school property to ensure confidentiality.

STUDENT AUDIO-VISUAL EQUIPMENT

Students are discouraged from bringing iPods, cameras, etc. to school. Phones, iPods, etc. should be put away during class time unless deemed appropriate for instructional use by the teacher.

ROANOKE COUNTY STUDENT DRESS CODE

Roanoke County Public Schools respects students' rights to express themselves in the way they dress. All students who attend Roanoke County Public Schools are also expected to respect the school community by dressing appropriately for a K-12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students and the adults that supervise them. This policy is intended to provide guidance for students, staff, and parents.

Minimum Requirements:

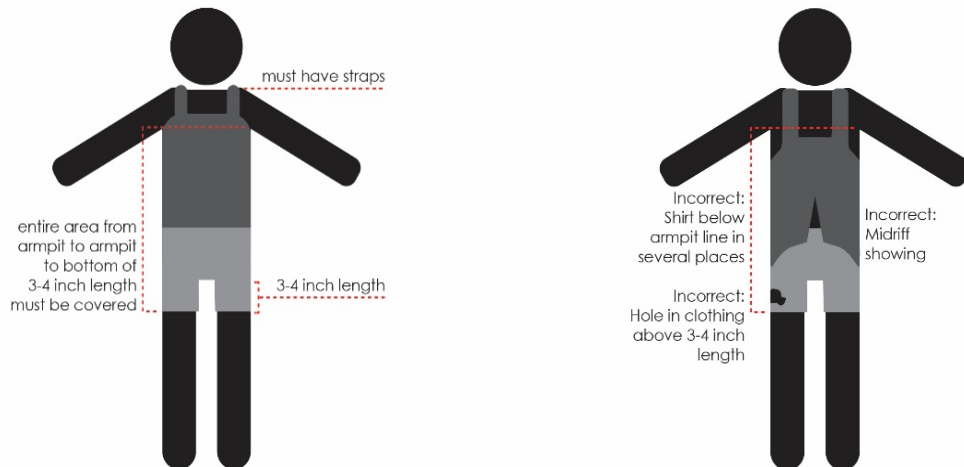
- Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps. Rips or tears in clothing should be lower than the 3 to 4 inches in length.
- Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
- See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
- Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reason by school administration.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Sunglasses may not be worn inside the building.
- Clothing and accessories that endanger student or staff safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration at each school reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

[Click here for Table of Contents](#)



POSSESSION OF TOBACCO/CANNABIS/NICOTINE/VAPE PRODUCTS and/or PARAPHERNALIA

Under the Roanoke Co. Schools Student Conduct Code, no student shall knowingly possess, use, or transmit tobacco/e-cigarette products while under the supervision of school personnel. **This rule applies to all forms of tobacco/cannabis/nicotine/vape products and/or paraphernalia.** Violation of this conduct code will result in appropriate disciplinary action being taken.

If the student found to be in violation of the tobacco section of the Student Conduct Code is under eighteen (18) years of age, he/she may be charged under state law (Code 18.2-371.2 Sec C). **This means that the Student Resource Officer will be contacted and that the violator may be charged.**

CLASSROOM TELEPHONES

All office and department telephones are for business purposes only and are not to be used by students. In case of illness, the student is to be sent to the office.

No student will be called out of class to receive a phone message. Callers will be asked to identify themselves and leave a message and a number so that the call may be returned. If a caller identifies himself/herself and the call is an emergency, the student will be summoned to the office phone by school personnel.

VISITOR POLICIES

Students will not be permitted to bring/have visitors during the school day. Parents should report directly to the office for anything pertaining to the student. Burton encourages visits by alumni, but alumni need to plan to visit teachers during lunch or after school hours. All visitors will be issued a visitor's pass when it is deemed appropriate that they are in the building, and their presence in the building will not interfere with the educational process. Visitors must check in using the Lobby Guard technology in the front lobby of the school.

ROANOKE COUNTY SCHOOLS STUDENT

CONDUCT CODE (Paraphrased)

In accord with Virginia standards of quality education and for the betterment of Roanoke County Public Schools, the school board has adopted certain standards of conduct that are to be followed in their schools. They are as follows:

1. Students shall not disrupt school in any manner or form or encourage others to engage in such activity.
2. Students shall not damage, destroy, or steal school property.
3. Students shall not threaten or cause physical injury or behave in any way that would cause physical injury to a school employee on or off the school grounds or at any school-sponsored activity.
4. A student shall not do bodily injury to any other person on or off the school grounds, before or after school, during school hours, or at any school-sponsored activity.
5. A student shall not knowingly possess, handle, or transmit any object that can be reasonably considered a weapon or a dangerous instrument on school property or at any school activity.
6. A student shall not knowingly possess or transmit or be under the influence of any narcotics, alcoholic beverages, anabolic steroids, tobacco, or stimulant drugs on or off the school grounds, on the way to or from school, during school hours, or at any school-sponsored activity.
7. A student shall comply with all directions of teachers, student teachers, substitute teachers, principals, or other authorized personnel during any period of time which is properly under the authority of school personnel.
8. Students shall not use cell-phones or similar portable communications devices, except for a lawful reason and with approval of a teacher for instructional purposes.
9. Sexual harassment constitutes a violation of Title VII of the Civic Rights Act of 1964, as amended, and therefore, Roanoke County Schools is committed to insuring that all students comply with the law. "Sexual harassment" may consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, or physical conduct of a sexual nature by a student.
10. The violation of any of the aforesaid rules of conduct 1 through 9 shall be subject to such disciplinary action as may be appropriate. Appropriate disciplinary action can range from a conference, warning, reprimand, assignment to an in-school or after-school disciplinary program, and out of school suspension, to expulsion.