

August 2010

Dear Burr and Burton Students,


This handbook is an important document as it sets forth the policies and procedures by which we all must abide. However, like the laws in our society, all this accomplishes is to set boundaries; what you do at Burr and Burton Academy, and whether you thrive and take advantage of the many opportunities before you, really has very little to do with the rules—though that is a good start.

Our focus or theme for this year is **Earn It**. On the surface it might not seem like a very profound statement but when you think about it carefully, I believe you'll agree that it really focuses on what your goal should be. How can one get a good grade? **Earn It**. How do you find success on the athletic field, on the stage or in personal relationships? **You earn it**. It's safe to say that the harder you work at something, the more successful you will be.

Your success here at Burr and Burton is your responsibility. There are many adults in this community who are here to help you along the way so seek them out. Whether it be your adviser, a favorite teacher, a coach, counselor or administrator, find that person and ask for their guidance whenever it is needed. And you will always find my door is open if you need my support.

I hope you have the best year ever filled with much success — **Earn It**.

Sincerely,

A handwritten signature in black ink that reads "Mark H. Tashjian". The signature is written in a cursive, flowing style.

Mark H. Tashjian  
Headmaster

# Introduction

The Burr and Burton *Student and Parent Handbook* has been prepared to help students understand the rich traditions of Burr and Burton Academy, learn what they can expect from Burr and Burton and what is expected from them, and help them feel comfortable in, and benefit from, its programs. It also outlines some rules and regulations that are necessary for any group of people to work together harmoniously and efficiently. The Administration reserves the right to amend this handbook and the policies herein at any time. All policies referred to in this handbook are available in the Headmaster's office.

## CONTENTS

Introduction	3
Academics	5
School Codes and Discipline	16
School Practices	39
Athletics and Activities	41
Extracurricular Organizations	48
School Services and Personnel	50
Faculty	60
School Calendar	65
Index	68
Important Telephone Numbers	69
Daily Schedule	70

## A Brief History

Burr and Burton is an independent, coeducational, secondary day school serving approximately 650 students in grades 9-12. There is a small boarding program for international students. Most of the students come from Manchester and the surrounding communities where there is no public high school. Each of these towns pays tuition for the students it sends, while the tuition for those students who are from other areas comes from different sources, including parents.

Burr and Burton was founded in 1829 to provide young men with the preparatory education necessary to go on to college. In 1855 it became Vermont's first co-educational secondary academy when the Board of Trustees voted to admit young women. Burr and Burton is currently administered by a 18-member, self-perpetuating board of trustees and a headmaster. There are approximately 135 full-time faculty and staff members. The campus has ten buildings located on 29 acres just outside Manchester Village. Burr and Burton is fully accredited by the New England Association of Schools and Colleges and the Vermont Department of Education. It is a member of the National Association of Independent Schools, the Independent Schools

Association of Northern New England, the Vermont Principals' Association, and the Council for the Advancement and Support of Education.

## BOARD OF TRUSTEES

The ultimate responsibility for the operation and administration of Burr and Burton Academy is vested in a self-perpetuating and autonomous board of trustees as established in the school's original charter of 1829.

## ADMINISTRATION

The responsibility for the daily operations of the school resides with the Administration which is composed of the Headmaster, Assistant Headmaster, and directors of the various departments. The Headmaster is the chief administrative officer of Burr and Burton and is responsible for implementing Board policies and directives. The Assistant Headmaster shares many of the responsibilities of the Headmaster and has full authority in the Headmaster's absence. He is specifically responsible for all student activities, including the advisory system. The Director of Admission and School and College Counseling oversees admissions and counseling. The Dean of Studies oversees curricular development. The Director of Advancement manages all fund-raising and communications. The Director of Finance is responsible for the financial operations of the school. The Director of Athletics is responsible for all aspects of the interscholastic athletic program. The Director of Facilities has responsibility for the care and upkeep of the physical plant. The Dean of Students is responsible for attendance and general discipline issues.

## ADMISSION

Applications for admission to Burr and Burton are available in the School and College Counseling Office. Generally, admission is open on an annual basis to all students of high-school age who reside in the greater Manchester area. Exceptions

to this might be students who have been expelled from another school, or students whose needs cannot, in the judgment of school officials, be met by Burr and Burton. All students, regardless of age, must live with their parents or legal guardian in order to attend Burr and Burton.

Each student's family has the responsibility to see that Burr and Burton receives tuition payment for the student following registration for the first time. Families residing in Manchester and Dorset must complete the form entitled Request for High-School Tuition Assistance and submit it to the Bennington-Rutland Supervisory Union (BRSU) in Manchester. This form is available in the School and College Counseling Office and your town office or supervisory union office. Families living in other sending towns must notify their town office and school board that they have a child attending Burr and Burton. If you move from one town to another at any time during the year, you must promptly notify Burr and Burton as well as your new town office and school board.

All questions concerning admission should be directed to the School and College Counseling Office. A copy of the school's Admission Policy may be obtained from the Headmaster.

# Academics

There are numerous academic choices at Burr and Burton Academy. The school offers courses to those students seeking a college preparatory, business, or general education. Planning a student's formal class work is an important task, and prior to entering ninth grade, students and parents meet with members of the School and College Counseling Office to develop a tentative four-year program. Counselors meet with all new students to do the same.

Burr and Burton operates on a modified block schedule. Of the eight courses students take each year six are one-credit semester-long courses (three each semester) and two meet three days a week for the full year.

It is possible that during the early years of high school students may be uncertain about plans after graduation. However, by the time students enter their junior year, they should have more definite plans so that appropriate courses can be selected. Counselors will help all students to develop a program suited to their individual needs and abilities.

Burr and Burton requires every student to fulfill 28 credits over four years of full-time study in order to graduate. Graduation requirements are detailed in the *Course of Study* booklet.

Burr and Burton Academy uses a letter grading system. The difficulty of courses influences the value of the letter grade to determine each student's class rank. Pluses and minuses are used by teachers and will be factored in when calculating class rank.

## Service Learning Program

Burr and Burton Academy provides students with authentic and meaningful service experiences consistent with our school mission and requires students to participate in service work each year.

Freshmen and sophomores go into the community for their service work. What this means is that a day in the fall semester is dedicated to freshmen--as an entire class--going out into the community in groups to complete a day of service, accompanied by faculty and staff members. Likewise, sophomores do the same in the spring semester. Students are provided with a list of pre-arranged project options for the day, register in advance, and are transported to the work sites by the school. Participation in this day of service to the community fulfills all service requirements for each year.

Juniors and seniors pursue service projects independently; students are provided with lists of nonprofit organizations seeking volunteers. In junior year and in senior year, students are expected to complete a minimum of 12 hours of service work with one of these organizations (or with another pre-approved organization) each year. An end-of-project service reflection form must be completed in order to receive credit. Project completion is noted on report cards.

## Course Selection

The *Course of Study* booklet is available from the School and College Counseling Office. This publication is revised annually. It contains a description of all courses offered by Burr and Burton, as well as other academic information. It is also available on our website: [www.burrburton.org](http://www.burrburton.org).

## Academic Course Load

All students must take a minimum of 4 academic courses each year, 2 each semester. These are courses that require homework or have independent work expectations.

## Advanced Placement Courses

The purpose of Advanced Placement courses is to complete college-level studies during secondary school. Credit given for Advanced Placement courses must reflect work that genuinely approximates college-level study in quantity and quality. Students contemplating taking AP courses are advised that the homework is more demanding and the grading more rigorous in AP courses.

To ensure the proper placement of students in these courses, each department is responsible for establishing a set of criteria and prerequisites for the selection of students to its program. All students enrolled in an AP course are required to take the AP examination administered by the Educational Testing Service. There is a fee for this test. Students who do not make a good faith effort on the AP exam will not earn credit for the course. All students enrolled in AP courses must also take the school's final examination in that chosen course.

## Dropping or Adding Courses

When you select a course, it is expected that this is a final decision on your part and that you will see the course through to completion. However, under certain circumstances, you may add or drop a course without academic penalty. **This may only**

### **occur during the first week of classes.**

If you wish to add a course before the end of the first full week of school, you must get a course change form from the School and College Counseling Office, have it signed by the teacher, and return it to the Registrar.

If you wish to drop a course, you must discuss this with a counselor who will give you a course change form that requires the teacher's signature as well as the signature of your parents. You must return the form to the Registrar one full day before the course change can take place.

After one week, you may not drop a course except under extraordinary circumstances. A conference with a guidance counselor, your parents, and the teacher is required. The dropped course will appear on your permanent record and be recorded as "withdrawn passing" or "withdrawn failing."

### **Independent Studies and Contracts**

We occasionally allow students to pursue independent studies through contracts when it is our opinion that the best interest of the student will be served. Independent study may not be taken in lieu of an existing course on a similar topic. Contract forms are available in the School and College Counseling Office. All contracts must be prepared in cooperation with a teacher and approved by a School and College counselor, department chair, and Dean of Studies. They are also subject to review and approval by the Headmaster if credit is to be given. The application deadline for the fall semester is May 15 of the previous school year. The cut-off date for the spring semester is September 15 of the existing school year

### **Correspondence Courses**

Correspondence courses from an accredited institution will be accepted for credit under the following circumstances:

1. When a student, for reasons of extended illness and absence, is unable to meet the daily and long-term requirements of a course.

2. When a student has failed a course of study that is not offered in area summer school programs.
3. When warranted due to unusual individual circumstances.
4. When a student is interested in a subject not offered at Burr and Burton.

Correspondence courses must be approved in advance through the Independent Study process. Correspondence courses are not intended to take the place of classes at Burr and Burton.

### **Summer School**

Students who wish to pursue a course in a recognized summer school for credit at Burr and Burton must have the recommendation of their School and College counselor and the written approval of the Headmaster prior to taking the course.

Seniors who are unable to meet Burr and Burton graduation requirements by the end of their senior year may request permission from the Headmaster to pursue an alternative plan during the summer months. A Burr and Burton diploma will be awarded to the student upon completion of the approved plan.

### **Textbooks**

Textbooks, workbooks, and other related learning materials are provided to students at no charge. You are responsible for the books issued to you. It is a school requirement that you protect your textbooks with a suitable cover. Students will be billed for books that are lost, stolen, or damaged.

### **Homework**

Homework is assigned for three reasons:

- to provide/promote independent practice for newly acquired learning.
- to extend students' thinking beyond the immediate learning of the class.
- to prepare students for upcoming learning.

All teachers at Burr and Burton assign work for students to do after school hours. How much work or how often it is assigned is determined by the teacher. The school guidelines for each academic course is four hours per week, but this is only suggested as a minimum. Some academic courses will require much more, while some electives may have significantly less.

Please note that homework is a requirement—not an option. Freshmen and sophomores who choose not to do their homework assignments will be required to serve detention that day or the next day in order to complete the missed assignment. By junior year students are expected to have developed good study habits, but the school reserves the right to enforce the detention policy for juniors and seniors on an individual basis when warranted.

## Tests and Examinations

Tests are meant to evaluate your degree of understanding and progress in specific subjects as well as give teachers the opportunity to determine their effectiveness in presenting materials. Sitting for a final or mid-term exam is required of all students. It is expected that the effort put forth taking such an exam will be at least consistent with the student’s achievement level in the course. A student who does not take a mid-term exam will fail the exam. **A STUDENT WHO DOES NOT TAKE A FINAL EXAM WILL FAIL THAT COURSE.**

**A student must seek approval from the Dean’s office if he/she has a conflict with an exam and cannot take it on the day that it is scheduled. Failure to follow this procedure may result in the student not being able to take the exam and failing the course.**

Books (including library books) and or/other materials used in a course (including athletic uniforms and equipment) must be returned to the teacher, library, coach, or Director of Athletics at the time of examinations or at the end of the sports season. A student will not be permitted to take exams until all books and/or athletic uniforms and equipment are returned. Additionally, students may not take their exams if they have any outstanding bills due to the school.

## The Grading System

Burr and Burton uses a letter grading system. The difficulty of each course influences the value of the letter grade to determine each student’s rank in class. Grade Point Average is computed on a weighted scale. A plus (+) grade results in the addition of .33 to the grade point average. A minus (–) grade results in the subtraction of .33 from the grade point average. A (+) and (–) will be factored in when calculating class rank which is cumulative. Rank is determined from the weighted GPA at the end of each school year. Students must have earned at least 12 credits at Burr and Burton and have attended the school for one and a half years in order to be considered for valedictorian and salutatorian

This system encourages students to challenge themselves with higher level courses, by factoring in extra points for difficulty. All credit-bearing courses are at one of three levels: Advanced Placement, College Placement, or General. The level of each course is indicated next to its title in the Course Description section of this booklet. The table below indicates the values given at the different levels:

Letter grades have the following quality points:

	AP	COLLEGE PREP	GENERAL
	Level 1	Level 2	Level 3
A	6	5	4
B	5	4	3
C	4	3	2
D	3	2	1
F	0	0	0

Letter grades have the following numerical equivalents:

A+	97–99	B+	87–89	C+	77–79	D+	67–69
A	93–96	B	83–86	C	73–76	D	63–66
A–	90–92	B–	80–82	C–	70–72	D–	60–62
		F	Below 60				

## Grades and Reports

There are four marking periods, two each semester of approximately nine weeks in length. Report cards are mailed home after each nine-week marking period. Incompletes (Inc) are awarded only when, for a very good reason, a student does not complete required work on time. Unless there are special circumstances, a student will have a maximum of two days from the close of the marking period to have a passing grade submitted by the teacher before the incomplete becomes an F. Receipt of an incomplete may prevent a student's name from being included on the Honor Roll.

It is also important that you feel free to talk with any teacher about your grade(s) and to expect to have them explained to you. If, after consultation, you still have questions, you are encouraged to see the Headmaster and ask for his assistance.

## Progress Reports

The school issues two types of progress reports. They are mailed approximately in the fifth and seventh week of each marking period.

1. Interim reports are general in nature. They may be positive or may suggest areas for improvement.
2. Warning notices are sent to students who are in significant danger of or who are clearly failing a course.

Credits required for promotion:

Freshman to Sophomore	6
Sophomore to Junior	13
Junior to Senior	20

## Honor Roll

The Honor Roll is announced twice a year following the end of each semester. A student's position on the Honor Roll is based on final course grades. Final grades for year-long courses will count for the Honor Roll in June.

**HEADMASTER'S LIST:** An overall grade average of A with no grade below A-. (Every A- must be offset by an A+ to achieve an average of A.) Students taking AP courses must have a grade of B or better in all AP courses.

**HIGH HONORS:** Grade of A- or higher in all but one course, which must be B+.

**HONOR ROLL:** An overall grade average of B with no grade below B-. (Three B's and one B- does not qualify as the over all average does not equal a B.)

## Academic Letter

Students are awarded a letter signifying extraordinary academic success when they accumulate 200 or more points over the course of their entire high-school career. Points are awarded as follows:

- 5 pts. School Award
- 5 pts. District Music
- 8 pts. Local Award
- 10 pts. Congressional Art Competition
- 10 pts. All-State Music
- 12 pts. Regional Award
- 15 pts. State Award
- 15 pts. Top two students each year
- 15 pts. New England Music
- 20 pts. National Honor Society
- 20 pts. Valedictorian/Salutatorian
- 24 pts. Honor Roll
- 30 pts. High Honors
- 40 pts. Headmaster's List
- Bonus 10 pts. Tri-Activity Scholar

## National Honor Society

Students eligible to join the Burr and Burton chapter of the National Honor Society will receive an invitation to complete the Student Activity Information form and essay in the fall. To be eligible, juniors must have a GPA of 3.5 or better with a minimum of 8 CP courses. Seniors must have a GPA of 3.5 or better

with a minimum of 12 CP courses. Details regarding the selection process are also available on the school's web site or may be requested from the National Honor Society advisor.

Students are admitted into the National Honor Society based on the following criteria: scholarship, character, service, and leadership. Members of the entire faculty are asked for their comments on each potential inductee in the areas of scholarship, character, service, and leadership. A faculty council, composed of five members from various departments, reviews the reports from the entire faculty, and votes on each student being considered. A student must receive a majority of positive votes to be recommended for induction. The list of students being recommended for induction is then reviewed by the Headmaster and the Assistant Headmaster for final approval. The National Honor Society advisor serves as facilitator during the process, but has no vote in the selection process. All decisions are final.

## Academic Probation

In order to truly grow from their experience at Burr and Burton students must put forth effort. If, in the opinion of the faculty, a reasonable degree of effort on the part of any student is seriously lacking for an extended period of time, that student may be asked to leave Burr and Burton until such time as he/she is ready to work. In this instance, the Headmaster's decision is final. Students who are being considered for academic dismissal will first be placed on academic probation for at least one full marking period in an attempt to turn the situation around.

Any student who is failing two or more classes, or who has continuing failing grades in the same course, or who receives two or more failing notices during any grading period, will be placed on academic probation. This status, which is an effort to correct the situation, will involve the following steps or conditions:

1. Parental notification by the Administration.
2. Weekly contact with the student's guidance counselor.
3. Mandated after-school study session Monday through Thursday from 2:40 until 3:20 pm until interim grades or quarterly grades are published *or* until the teacher(s)

indicates that student is no longer in danger of failing.

4. Students on academic probation who participate in extra curricular activities must follow the same academic guidelines as a student on athletic probation. The names of all students on academic probation will be forwarded to the Director of Athletics.

If a student fails a single course, he/she will be required to stay after school two days a week for extra help. If a single failing notice is received, the student will work out an academic success plan with his/her advisor. This plan consists of specific areas the student identifies that will help improve his/her grades.

Placement on academic probation will be for a minimum of three weeks. The student's counselor can recommend that academic probation be lifted before the end of a marking period in cases of exceptional progress. For a student who is on academic probation, removal from this status will be automatic if no failing notices are received at the next grading period.

## Student Records

All academic and personal records pertaining to students are confidential. The entire record is available to both students and parents for review until the student reaches the age of 18 years.

The School and College Counseling Office is responsible for the consistent procedural implementation of this policy on education records for all students at Burr and Burton. The procedures are in compliance with all applicable federal and state laws and regulations governing the collection, maintenance, disclosure, and destruction of education records. Copies of this policy may be obtained by contacting the Headmaster.

Burr and Burton does not release copies of student records to any individual, agency, or organization without the written consent of the parents (students may sign after age 18), unless such a release is in compliance with state and/or federal laws.

# School Codes and Discipline

## ACADEMIC INTEGRITY

**A**cademic integrity is a fundamental part of Burr and Burton's mission. All students are expected to act honestly in all aspects of their academic lives. Plagiarism, copying another person's work from any source without giving proper credit to the author, or copying work from another student, including homework, are forms of dishonesty. Any assistance, other than teacher directed, in any form during an exam, test, quiz, or homework assignment is prohibited. Any student who willingly cooperates or assists others in the act of academic dishonesty will be held equally accountable.

The procedure for a possible breach of integrity is:

1. A student conference with the Dean of Students and the teacher who reported the incident.
2. Based on the information provided by both parties, the Dean of Students will make a judgment whether or not the incident was a breach of academic integrity. If it is determined that student has plagiarized, cheated, or assisted in the act of such, on a quiz, test or paper, project or graded homework assignment, the student will be subject to the following disciplinary action.

### **First Offense**

- Zero on the assignment. The work cannot be redone and no extra credit allowed.
- Placed on notice (this means if a student is caught again in any class, it becomes a second offense).
- Parental notification and required meeting.
- Three-hour Friday detention and meeting with the teacher for acceptance back into the class. (Restitution speech at assembly can be done in lieu of detention.)

### **Second Offense (in high school career)**

- Zero on the assignment. The work cannot be made up and the loss of one full letter grade at the end of the marking period in that course.
- Three-hour Friday detention and three-hour Saturday detention with a cost of \$50 (for detention proctor) to be covered by the family.
- Referral to the school's Health Clinic counselor.

### **Third Offense (in high school career)**

- Recommendation to the Headmaster for expulsion.

## ATTENDANCE

Consistent attendance at school allows students to fully benefit from the rich and diverse curriculum offered at Burr and Burton Academy. Not only does good attendance reinforce and enrich the learning process, it also establishes patterns and attitudes that will carry forward into adult work habits. Most important, students with good attendance can contribute and benefit from the work of their peers in ways that cannot be measured through traditional assessment methods. It is these dynamic interactions that make a school a healthy and stimulating learning environment. Understanding the interdependent nature of classroom learning, Burr and Burton Academy does its best to insure that all students are in school regularly.

Attendance at school is required. Burr and Burton Academy keeps accurate records of student attendance not only to provide a quality learning experience, but also to ensure the safety of the student each day. In the event that a student is absent, several policies are in place in order to best serve the student and the entire learning community.

### **Absences**

- If a student is ill or has a viable reason to be out of school, **PARENTS ARE ASKED TO CALL the school by 8:00 am (362-1775 ext. 0)**

- If a phone call is not possible, a written explanation from the parent needs to be given to the Main Office upon return to school.
- The only acceptable excuse for an absence must come from the parent or guardian. **Forged notes and false phone reporting by students is a serious offense and will result in a Friday detention and a Saturday detention.**
- If a student is absent from school without their parent's knowledge, the student will be considered truant/unexcused.
- If the school does not receive notification on the day of the absence or a note the day the student returns to school, he or she will be considered truant and receive a three-hour Friday and a three-hour Saturday detention.
- If a student is absent from school for **unexcused** reasons, the student may not attend any other school activity on that day, i.e. game, dance, etc.

**Types of Absences** There are two types of absences recorded at Burr and Burton: cumulative and waived. If a student in an individual class has a cumulative number of absences exceeding 14 in a semester, a grade reduction will occur. Waived absences as outlined below will not count toward a student's overall total of absences.

#### **Cumulative Absences**

Cumulative absences are defined in two ways: as either **excused** or **unexcused**. The distinction has been made for disciplinary purposes. Both types are counted toward a student's overall number of absences.

**Excused Absences:** Excused absences are ones that have parent and school approval. Typical excused absences include medical conditions college visits, field trips, games, etc. Please note that all absences will be counted toward a student's cumulative total number of absences from class unless it is waived .

**Unexcused Absences:** Absences lacking proper verification from parents and/or school approval are consid

ered to be unexcused. Some examples of absences/cuts that are unexcused are missing the bus, shopping, baby sitting, oversleeping, car trouble and traffic problems, staying home because of being up late the previous night working on homework or school projects, or cutting class.

*The consequences of unexcused absences are as follows:*

- Cutting Advisory will result in a half-hour detention to be served that day or the next with the student's advisor.
- Cutting a class will result in a 1.5 hour detention to be served on Friday afternoon.
- Cutting a full school day will result in 6 hours of detention, 3 hours to be served on Friday afternoon and 3 on Saturday morning.

Three unexcused absences to any class during a marking period will result in a Saturday detention and parents will be notified. If unexcused absences continue to occur, additional repercussions will be assigned by the Administration and parents/guardians will be asked to meet with the Administration to find corrective solutions.

If a student has an unexcused absence, teachers have no obligation to offer make-up work or retakes of any test or quiz given during the time of the absence. It will be the student's responsibility to get the assignments missed, submit late homework, and speak with the teacher about the absence. Additional penalties are at the discretion of the teacher.

#### **Waived Absences (Noncumulative)**

Any waived absence is considered noncumulative and will not count toward a student's overall absence total. Waived absences include bereavement, religious holidays, suspensions, and standardized tests administered by the school (i.e., NECAP, PSAT, PLAN, TOEFL, AP Exams). The Administration reserves the right to make exceptions as may be deemed appropriate. *NOTE:*

*If the Health Clinic sends a student home, the absence will be treated as an excused (not waived) absence.*

### **Cumulative Absences and Grading**

It is unreasonable to assume that everything that is learned in a class can be measured in a typical written test. Through peer interaction, project work, and interpersonal connections, students grow intellectually, not only in the content of study but also through the development of life skills necessary to succeed in the future. In an effort to honor the intangibles of classroom participation, the Burr and Burton Attendance Policy will factor attendance into each student's classroom grade. A graduated scale is created that takes into account the many factors that affect student attendance.

In the event that a student has excessive absences from a class, the overall grade for that course will be affected. **More than 14 cumulative absences in a semester and/or a year-long course will result in a reduction of the overall course grade by one third of a letter grade. For example, on the 15th absence, an A+ would become an A. Every subsequent absence results in an additional loss of one third of the grade.**

In special circumstances, the teacher may choose to waive an absence; providing that the student has met with the instructor and/or tutor to sufficiently make up the missed work within a reasonable time period. Teachers will confer with their department chair prior to granting a waiver.

It will be all students responsibility to manage their attendance carefully and make appropriate choices that will not adversely alter their grade. All absences, other than the waived absences as stated above, will be added to a student's cumulative absences for each class. These absences will be indicated on all interim reports and report cards. Students may request at any time to view their attendance totals from their instructor. In the event that a grade is altered due to poor attendance, a comment will be provided on the report card and a request made to meet with the parent or guardian.

**Parents are encouraged to schedule family vacations around**

**school vacation time in order to avoid compromising their child's educational experience.** Extended family vacations will count toward the total number of absences a student has in a class. Please keep this in mind when taking your child out of school during regular class time. Parents should notify the school at least two weeks in advance any time a student is going to miss school for an extended family vacation.

It is the individual teacher's responsibility to maintain accurate records of student attendance. Due to the fact that not all absences are full-day absences, a student's cumulative total may be different from one class to the next.

### **Attendance Committee**

The purpose of this faculty committee is to ensure compliance with school attendance rules. It meets regularly to review grades and significant absences. The committee, comprised of a member of the Administration and three faculty members, may recommend to the Headmaster that a student not meeting the school's attendance standards should fail. This decision may be appealed by the student directly to the Headmaster

### **Tardiness**

**To School** We encourage students to meet all of their obligations on time. Arriving at school before 7:50 am (8:10 am on Wednesdays) is no exception. There are times when a student, due to emergencies or situations beyond his/her control, must arrive to school late, but we expect that these situations will occur infrequently. If you do arrive late, always sign in at the Main Office before reporting to class.

- Once a student has accumulated 5 tardies, he/she will serve a one-hour detention on Friday.
- If the student is tardy a sixth time, another one-hour detention is served on Friday.
- A seventh tardy results in the student serving a 3-hour Saturday detention.
- A 3-hour Saturday detention for tardies removes 3 tardies from the student's record. When the

student returns to school, he/she will be left with 4 recorded tardies. Any further tardies will result in the student repeating this sequence.

- Missing a Friday detention without administrative approval will result in a 3-hour Saturday detention.
- Friday and Saturday detentions take precedence over all extracurricular activities.
- Cutting a Saturday detention will result in an in-school suspension, being reassigned the Saturday detention, and being assessed a fee to cover part of the cost of the proctor's stipend for the next Saturday detention. In addition, students receiving a second Saturday detention will also be assessed a fee to cover part of the cost of the proctor's stipend.
- Arriving to school after 8:15 am (8:35 am on Wednesday) is considered an unexcused absence unless excused by the Administration.

**To Class** It is equally important to arrive to classes and advisory on time. Three unexcused tardies to any class, advisory, or assembly in a marking period will result in a detention with the teacher. Every succeeding tardy will result in an additional detention. Arriving to class more than 15 minutes late (after the first block) is considered an unexcused absence unless excused by the Administration. Three unexcused absences to any class during a marking period will result in an F (Grade 59) for that quarter *or* their actual grade whichever is lower. (See Unexcused Absences.)

### Early Dismissal from School

On special occasions, and only to perform a necessary function that cannot be scheduled during nonschool time, a student may request permission to leave school before the day is complete. In this case, a parental note and school approval are required. Students who have had their request for early dismissal approved must sign out in the Main Office at the appropriate time. Students who do not sign out may be charged with an unexcused absence.

### Make-up Work

In the event that a student is absent or tardy from class for any reason, he/she will have to make up the amount of work that is at least equivalent to the amount of class time the student missed. This is in addition to the homework assigned on those days. The work should be made up as soon as possible. The method used to make up the absence is determined by the teacher, occasionally in consultation with the Attendance Committee.

In rare instances when such compensatory work is not accomplished by the end of the marking period, the student may receive a grade of Incomplete. Unless there are unusual extenuating circumstances, the student will have two additional days to complete the compensatory work. If the work is not completed, the student will automatically receive a grade of F.

When absences occur due to attendance at school-sponsored activities, the student is still responsible for the missed work.

## CAFETERIA AND LUNCH

The school operates a full-service cafeteria Monday through Friday. We offer excellent quality, fresh meals using local produce when possible and other food products produced locally.

Students can pay for their purchases with cash or by setting up a prepaid account which can be funded by a credit or debit card, by sending a check or cash to the school, or by dropping off cash at the Business Office. Prepaid accounts avoid the need for students to carry cash and allow the student more time for lunch as prepaid accounts speed up the lunch line processing. Students are required to pay for their lunch (cash or lunch debit account) on the day they eat and may not charge their meals.

Parents may set up a prepaid account by depositing any amount wished with the Business Office. The amount a student spends on lunch varies widely. A student can receive a complete meal, entrée, drink and fruit for about \$3.25 per day.

Each week the Business Office notifies parents by e-mail of the account balance. If accounts are not replenished by the time the account reaches zero, the account will be suspended and the

student will not be able to charge until the account is refilled. Families with more than one student have the option of sharing balances so that if Student A is short of funds the account will draw from Student B. Please let the Business Office know if you would like to activate this feature.

The school also provides access to a web site named MealTime that makes it possible for parents to make credit or debit card deposits into the student's cafeteria account, view account balances or view purchase history over the Internet. Setting up an online account is strongly encouraged if for no other reason than for checking student balances.

Burr and Burton partners with the State of Vermont to administer the National School Breakfast and Lunch Program. Depending on a family's household income, a student may be eligible for free or reduced-price meals.

Most of the food items offered in the cafeteria qualify for the free and reduced lunch program but some do not. A list of qualified food items, informational materials, and an application for the National School Lunch Program are available online.

## CARS AND PARKING

Students who drive to school must register their cars, get a parking permit, and park in their assigned area(s). The student parking fee is \$25 for the first vehicle and \$15 for each additional vehicle. *Note: The parking fee is prorated for each academic quarter of the school year for students receiving their license during the year.* Students who do not register their car and park on campus will be fined \$25 for the parking fee (to be paid within one week) along with parental notification. Failure to pay the parking fee will result in a two-hour Friday detention plus the fine.

**Parking** Seniors may park behind the gymnasium, on Seminary Avenue or in the upper parking lot if desired. Both upper parking lots offer unrestricted parking for all underclassmen and for seniors if they prefer to park there. **Note:** Students may not park in any of the faculty parking lots, on Prospect Street, along the

roads leading to the Seminary building or in either circle. In addition, it is a violation to block in another student's vehicle.

### *Penalties for Parking Violations*

**First violation:** a warning will be issued along with parental notification. **Second violation:** \$5 fine (to be paid within one week) or a one-hour Friday detention and parental notification. *Failure to pay the fine will result in a two-hour Friday detention plus the fine.* **Third violation:** \$10 fine (to be paid within one week) or a two-hour Friday detention and parental notification. **Subsequent violations:** \$20 fine (to be paid within one week) or a three-hour Saturday detention and parental notification. *Note: All fines must be paid prior to the student taking mid-term or final exams.*

During the school day students may not go to their car or the parking lots, or drive to or from classes without permission from the Administration. *Note: The Administration reserves the right to revoke driving and parking privileges to school at any time for vehicle violations, careless or reckless driving, or leaving campus without permission.*

**Free Block** Leaving campus during free block is an earned senior privilege. An appeal must be made to the Assistant Headmaster prior to the privilege being granted. During the school day students may not go to their car or the parking lots, or drive to or from classes, without permission from the Administration. *Note: The Administration reserves the right to revoke driving and parking privileges to school at any time for vehicle violations, careless or reckless driving, or leaving campus without permission.*

**Please drive with caution when coming to school and leaving.**

## CELL PHONES AND MUSIC DEVICES

The use of cell phones and music devices is permissible **only between classes**. All devices must be turned off during class and at assemblies. If a device is used during class or at assembly, it will be confiscated and will not be returned to the student until

the end of the day. A second violation in that class will result in the device being confiscated and a detention assigned by the teacher. Any subsequent offenses will result in a three-hour Saturday detention and a meeting with the Administration. The school reserves the right to prohibit students from bringing cell phones, and music devices to school if multiple violations of this policy occur.

## COMPUTERS AND THE INTERNET

Burr and Burton believes that giving students access to computers and the Internet provides positive educational experiences. Use of the school's computer system must be in support of education and academic research, The use of the school network is a privilege, not a right, and inappropriate use will result in cancellation of that privilege. A copy of the full policy governing computer and internet usage may be obtained from the librarian or the Main Office.

## DETENTION AND SUSPENSION

### Teacher Detentions

Detention can be assigned by any member of the faculty for any disruption that occurs in the classroom. Detention must be served either on the day of the infraction or on the very next day. Detention runs from 2:30 - 3:20 pm. Failure to show up for a teacher detention will result in doubling the time. Failure to attend a second teacher detention will result in an in-school suspension in addition to the detention time. Three detentions for inappropriate behavior in any marking period may result in a meeting with the parents and the Administration. In some instances Saturday detentions may be assigned.

### Administrative Detentions

- Missing any Friday detention without prior administrative approval will result in a three-hour Saturday detention.

- Friday and Saturday detentions take precedence over all extracurricular activities.
- Missing a Saturday detention will result in an in-school suspension, being reassigned the Saturday detention, and being assessed a fee to cover part of the cost of the proctor's stipend for the next Saturday detention. In addition, students receiving a second Saturday detention will also be assessed a fee to cover part of the cost of the proctor's stipend.

**NOTE:** All student detentions (teacher, Friday, or Saturday detentions) take precedence over extra-curricular activities.

A student may be suspended from school for violating school policy. Any suspension from school (internal or external) is considered to be serious. A second suspension (during the same academic year) may result in a meeting with the Headmaster and the student being placed on disciplinary probation.

A student serving an external suspension is ineligible to attend any school-sponsored event or be on school grounds during the suspension. Suspended students may seek academic support from their teachers (after school hours) at the discretion of the Dean of Students office. These suspensions vary in length depending on the severity of the offense. If the suspended student has already been accepted into college or the military, this information may be forwarded to that institution.

## DRESS

Students are expected to dress respectfully when attending school. While we embrace individual freedoms, we require that students' dress must underscore a climate of mutual respect and not create a distraction to the learning environment. A detention may be assigned for dress violations with additional incidents resulting in a suspension.

The following dress code is designed to be as unambiguous as possible; however, in matters of subjective judgment, a definition of appropriateness will be made by the Administration. Students should refrain from wearing suggestive or overly revealing clothing (showing cleavage, midriff, undergarments etc.) to school. Teachers are asked to send students out of dress code (tops, pants, shorts, or dresses) to the office with a pass at which point the student will be asked to change immediately. If the student does not have a change of clothes, he/she may be issued clean clothing to wear and return to class. In the event that there is no clothing to distribute, the student will be asked to either go home or have their parents bring clothing to them. If this is not possible, the student may be issued a detention or other consequence. Subsequent violations may result in a detention or possible suspension.

Although not limited to the following, these are only examples of how the standards apply:

- Shirts, blouses, and dresses must be appropriate for school and not revealing. Tank tops may be worn, but halter-tops and tops with spaghetti straps are prohibited.
- Shirts or tops must at all times meet the waistband of pants, shorts, or skirts with no midriff visible.
- Designer jeans with frays and small holes may be worn as long as the holes are in the knee area of the pants. A student will be required to change and receive a Friday detention if their pants are inappropriate for school (excessive holes, large holes, or holes in the thigh, hip, or pocket areas of the pants).
- Tight-fitting or revealing pants such as spandex are not permissible.
- Pajama bottoms are not proper for school.
- Sweatpants with writing across the back of them are not permissible.
- Body wear that promotes drugs, alcohol or tobacco products or contains sexual innuendos is prohibited.

- Skirts and shorts may not be excessively short.
- Respective clothing must cover undergarments at all times.
- Hoods may not to be worn in class. Hats and all headgear must be removed during lunch in the cafeteria, at all assemblies and in many classrooms.  
**Please note:** Wearing hats and/or headgear in the classroom is at the discretion of the teacher.
- Visible body piercings, other than ears and nose, are not allowed. A student with any other visible piercing will be asked to remove it and may be issued a Friday detention. If the piercing cannot be removed the student may be suspended from school until it can be removed.
- Footwear is required at all times and must be safe and appropriate for indoor and outdoor activity.
- Sunglasses are not permitted indoors. The only acceptable forms of eyewear are those prescribed by a doctor.

The Administration reserves the right to determine whether the student's attire is within the limits of decency and modesty. Exceptions to the dress code may be made in special circumstances such as holidays or in certain classes such as physical education, vocational classes and class trips. Athletes are permitted to wear uniforms on game days. Team spirit dress up days must be first approved by the Director of Athletics. Individual coaches or team captains need to seek prior approval for these days.

## EXTRA HELP

The time specially designated for you to see your teachers for extra help is from 2:30 - 3:15 pm Monday through Thursday and 12:30 - 1:00 pm on Friday. The library is also open at this time for those who wish to do research after school.

## FIGHTING

You are expected to settle all your personal differences without fighting. Fighting is grounds for immediate suspension from school. If you think a fight is brewing, involving either you or some other student, do everyone a favor and notify a member of the Administration or the faculty immediately.

## FIREARMS, KNIVES and FIREWORKS

PLEASE NOTE: FEDERAL LAW PROHIBITS STUDENTS FROM BRINGING A WEAPON ONTO SCHOOL PROPERTY. ANY STUDENT VIOLATING THIS LAW WILL (FOLLOWING A DUE PROCESS HEARING) BE SUBJECT TO A ONE-YEAR EXPULSION FROM SCHOOL. A COMPLETE COPY OF THE SCHOOL'S POLICY IS AVAILABLE IN THE HEADMASTER'S OFFICE.

Possession of, or involvement with, knives or fireworks in school may result in suspension or possible expulsion from school and could involve police referral.

## HALL PASSES

A hall pass must be issued any time a student goes from building to building, stating the destination and the student's name. Passes must also be issued if a student is going to Guidance, the nurse, the library or any administrative office, even if located in the same building. A pass must be issued any time a student is detained, making them late for class. For any intra-building travel, excluding those aforementioned, a written hall pass is not necessary. A permanent pass will suffice.

## HARASSMENT

Burr and Burton Academy seeks to maintain a healthy and safe environment for its students. Toward this end, Burr and Burton is committed to providing an atmosphere that is free from any conduct that could be considered harassing, abusive, or disruptive. The school recognizes the right of all students to be treated with

respect and courtesy. Actions or comments that result in harassment, whether intentional or unintentional, will not be tolerated. It is a violation of this policy, and illegal under state and federal laws, for anyone to harass another.

We further define harassment as any kind of taunting or incident of verbal, visual, or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's education performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

If you believe that you are a victim of harassment, report the incident(s) to the Administration or to a faculty member to begin initial steps in the grievance procedure. A full investigation will follow and appropriate action will be taken which may include suspension and possible expulsion for the offender. (A copy of the full policy is available in the Headmaster's Office.) Harassment can also occur after school hours or off school grounds if it affects a student's willingness to attend school or participate in school activities.

Harassment is

- any unwelcome sexual advance, verbal or physical.
- any unwelcome request for sexual favors.

Some examples are:

- Verbal—offensive sexual language, jokes of a sexual nature, unwanted flirtations, or sexually degrading words.
- Nonverbal—sexually suggestive objects or pictures. or obscene or insulting gestures, or unwanted written comments..
- Physical—unwanted or offensive touching or contact, coercing sexual acts.

## BULLYING

Bullying is dangerous and disrespectful behavior that will not

be tolerated or permitted and is defined as any overt act or combination of acts directed against a student by another student or group of students that

1. is repeated over time;
2. is intended to ridicule, humiliate, or intimidate a student.
3. occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school-sponsored activity.

Cyberbullying is when student is tormented, threatened, harassed, humiliated, embarrassed or otherwise targeted by another child, preteen or teen using the Internet, interactive and digital technologies or mobile phones. Cyberbullying can occur after school hours or off school grounds if it affects a student's willingness to attend school or participate in school activities.

If a student is a victim of harassment, bullying or cyberbullying, it should be reported immediately to the administration or to a faculty member. A full investigation will follow and appropriate action will be taken which may include suspension and possible expulsion for the offender. Any teachers or other members of the school staff who witness acts of bullying or who receive reports of bullying should promptly notify the Administration. All reports of suspected bullying will remain confidential. (A copy of the full policy is available in the Headmaster's Office.)

## HAZING

Hazing in any form is not tolerated at Burr and Burton. Hazing is defined as any intentional, knowing, or reckless act directed against another student or students for the purpose of pledging, being initiated into, or maintaining membership in any school group or team that causes emotional, mental or bodily injury. If any student is found to be involved in an incident of hazing, whether it occurs on campus or off campus, singularly or in concert with others, that student will be subject to severe disciplinary action which may include suspension and possible expulsion.

## LANGUAGE

Loud, profane, or abusive language has no place in school. Students using such language will be subject to detention and possible suspension.

## RELATIONSHIPS

There is nothing as beautiful and natural as relationships between students. There is also nothing quite as embarrassing as the couple who hang all over each other and otherwise offend the sensitivity of their friends. It is expected that you will exercise good judgment.

## SEARCH AND SEIZURE

Guidelines are as follows:

1. Desks, lockers, textbooks, and other materials or supplies loaned by the school remain the property of the school. Lockers may be opened by school employees for cleaning, maintenance, or emergencies. When prohibited items are found, they will be confiscated and reported to the school's Administration.
2. School property may be searched by the Administration upon reasonable suspicion that a law or school policy is being violated.
3. Searches of a student's person or vehicle will be conducted if there is reasonable cause to believe that a breach of school policy or law is being committed. Search of a student's person will be conducted by a school employee of the same sex and, whenever possible, in the presence of another school employee.
4. The school will use K-9 patrols to enforce Burr and Burton's stated policies regarding illegal controlled substances.
5. Search and/or seizure by law enforcement officials on school property may occur when a warrant or other legal basis exists authorizing such search or seizure.

## SUBSTANCE USE AND ABUSE

It is the policy of Burr and Burton Academy that no student shall knowingly possess, use, sell, give or otherwise transmit, or be under the influence of any illegal drug, regulated substance, or alcohol on any school property, or at any school-sponsored activity away from or within the school. "Drug" means any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana or any other controlled substance as defined by state or federal regulation or statute. Possession of drug paraphernalia is considered a violation of the school's substance abuse policy and the individual in possession of such paraphernalia faces the disciplinary action articulated in this policy.

Burr and Burton has established a Student Assistance Program. Students, under the age of eighteen, who have been referred or who refer themselves to the Student Assistance Program counselor may be seen individually by the counselor for purposes of substance abuse screening and consultation. It is the goal of the Student Assistance Program to encourage the student to involve his/her parents or guardians at the earliest point in time.

### *PROCEDURES FOR DEALING WITH SUBSTANCE ABUSE INCIDENTS*

Students who are experiencing problems with alcohol and drugs are in need of assistance. The type of assistance needed may vary; however, we are committed to providing the most appropriate response to each individual. The actions set forth below are considered routine procedures. In situations where extreme violations occur, the specific action may be waived by the Assistant Headmaster or designee. Any action taken by waiver of these procedures will be explained in a written report to the Headmaster. All disciplinary measures taken in accordance with this policy will comply with due process requirements and, where appropriate, will be consistent with the rights of students with disabilities as reflected in the school's discipline policy. The Administration may use a passive alcohol sensor to determine if a student is under the influence of alcohol during the school day or at a school-sponsored event when reasonable suspicion is

evident. Burr and Burton Academy may also pre-screen students (using the alcohol sensors) for admittance to school dances.

Students will be deemed guilty of violating the school's substance abuse policy if they refuse to allow a search of property or decline to submit to a passive alcohol test when reasonable suspicion is evident.

### **A. Students Under the Influence of Alcohol and/or Drugs**

#### 1. First Offense

- a. Student will be treated as an ill student and will be sent home by an administrator after the parents have been notified. In crisis situations, the matter will be handled as a medical emergency and, accordingly, school officials will involve ambulance and police assistance as may be appropriate.
- b. A hearing will be conducted by the Administration the following day or the next available day that the student and parents/guardians can be present.
- c. If it is confirmed by the Administration that the student was in violation of the school's substance abuse policy, the student will be
  - suspended for a minimum of three school days (two external and one internal);
  - referred to the school's Health Clinic counselor who will coordinate an assessment. **Note:** The school's Health Clinic may perform the assessment; however, it may also be necessary to contract with an outside agency for the evaluation. If an outside agency is used, it will be at the parents' expense. A student's return to school may be conditional upon the recommendations of the assessment;
  - required to complete the online education drug program offered through 3rd Millennium Classrooms website (Alcohol-Wise Plus, or Marijuana 101 HS). This program must be completed

during the suspension period and prior to the student returning class. Failure to complete the program may result in additional consequences from the school. The cost of the program is \$25 and is billed to the family.

- The students' parent(s) or guardian(s) are also required to complete the Parent-Wise program offered through 3rd Millennium Classrooms. This program must also be completed prior to the student's return to school. Failure to complete the program may result in additional consequences from the school.
- required to undergo periodic drug testing at the parents' expense if deemed appropriate by the Administration;
- attend at least three sessions with the school health clinician to address any adjustment concerns regarding returning to school;
- attend monthly meetings as long as deemed necessary by the school health clinician.
- students violating this policy will have their plan evaluated on a year-to-year basis.

d. Law enforcement officials are partners with the school and will be notified of alcohol and other drug violations. The police in conjunction with the school have discretionary powers when handling violations at school.

## 2. Second Offense During High School Career

- a. Steps (a), (b), (c), and (d) of the First Offense procedures.
- b. The student will be recommended to the Headmaster for expulsion from Burr and Burton.

## **B. Students in Possession of Drugs, Drug Paraphernalia, and/or Alcohol.**

When students are found in possession of drugs, drug paraphernalia, and/or alcohol, the substance(s) will be removed from the student. Procedures for handling such incidents will

be identical to those used when a student is found to be under the influence of drugs and/or alcohol.

## **C. Students Selling or Furnishing Alcohol and/or Drugs**

The student will be recommended to the Headmaster for expulsion from Burr and Burton.

## **D. Co-Curricular Activities**

Students who violate the school's substance abuse policy while members of a school team or other co-curricular activity are subject to additional disciplinary actions as are defined in the school's training rules section.

# SKATEBOARDS/SCOOTERS

Because of liability and safety issues, Burr and Burton Academy does not allow skateboards, longboards, or scooters to be ridden on school-owned property.

# THEFT

Do not bring valuables or large sums of money to school. If you must, please leave them in the office for safe keeping. Locks and lockers are made available for all students at school and in physical education/wellness classes. Keep valuables locked at all times. Do not leave valuables unattended in your backpacks. Students who steal will be subject to restitution and suspension for the first offense, and possible expulsion if repeated. **Students stealing at school will also be reported to law enforcement officials.**

# TOBACCO PRODUCTS

The use or possession of tobacco products on school grounds is a violation of state law and is thereby prohibited. This ban extends to any student, parent, employee, or visitor to the school, and applies at all times, whether or not school is in session. Additionally, it is prohibitive for parents to be smoking in their car when

dropping off or picking up a student. For purposes of this policy, "school grounds" means any property or facility owned or leased by the school and used at any time for school-related activities, including school buildings, areas adjacent to school buildings, athletic fields, and parking lots.

Students who violate this policy will be referred to the Burr and Burton Health Clinic and are subject to disciplinary action (including suspension). Additional violations will result in a suspension, a Saturday detention, and law enforcement agencies will be notified.

## TRIPS

In order to be eligible for extended school trips, a student must be

- in good academic standing.
- not have been suspended, internally or externally, for violating school policy in the past twelve months. (This applies only to extended trips.)
- not have more than seven tardies during the semester the trip is scheduled.
- not been in violation of public law.
- have approval from his/her teachers to go on the trip.

In addition the trip must not cause the student to miss post season athletic contests or an arts performance or put the student over the ten absent days in a semester rule.

## VANDALISM

We have a beautiful campus of which you can be very proud. Any student found destroying or defacing school property will be dealt with severely, and will face suspension and possible expulsion. The offender and the family will be required to pay for any damage that is done. Serious disciplinary action will be taken against any student who has vandalized a school staff member's

personal property whether it is on or off school grounds. In all cases of vandalism the school may report the incident to the police.

## VIDEO AND AUDIO TAPING

Video and audio taping by means of cell phones, digital recorders, cameras, etc. on school property is prohibited without prior administrative or teacher permission. Posting pictures, audio, or video of classmates, faculty, administration or staff by students on the internet may result in significant consequences including suspension or expulsion.

# School Practices

## School Hours

Every Monday morning at 7:50 am there is a schoolwide assembly held in the gymnasium. The purpose of this brief gathering is to give students and staff an opportunity to communicate as a community. Students are to be seated in a designated section and row and attendance is required. First block begins immediately following the assembly. The school day begins Tuesday, Thursday, and Friday at 7:50 am sharp and on Wednesdays at 8:10 am.

The school day ends at 2:30 pm Monday through Thursday, and 12:35 pm on Friday.

## Lunch and Breakfast

Our cafeteria provides a wide variety of choices for lunch, allowing even the most discriminating eaters to find something acceptable. Weather permitting, picnic tables on the patio provide a popular alternative to eating in the cafeteria itself. Food

and drink are not allowed on other parts of the campus except on rare occasions when a teacher requests exemption from this policy. Leaving the campus during lunch period is not allowed. Continental breakfasts are available at 7:30 am.

## Faculty Advisors

Each student at Burr and Burton will be assigned a faculty advisor.

The faculty advisor will:

- meet his or her advisees at least two days a week;
- help his or her advisees take full advantage of the academic and social programs available at Burr and Burton;
- act as liaison with the School and College counselor and/or Administration in matters pertaining to their advisees;
- communicate directly with parents/guardians when necessary;
- refer advisees to sources of information pertaining to educational or vocational goals;
- monitor the academic progress of their advisees and report any potential academic problems to the School and College Counseling Office.

## Lockers

Your advisor will have lockers in his/her area for you and will assign one to you. In some cases, you may be asked to share a locker with another student. We advise you to keep your locker locked at all times.

## Visitors

Guests and visitors must register in the Main Office. Students who wish to bring a guest to school must obtain prior approval from the Administration and secure a pass.

## Emergency Drills and Fire Exits

Emergency drills will be held regularly. Instructions for each room are posted and you are expected to move quickly and quietly along the assigned route.

Fire exits are clearly marked throughout the campus and locations are posted in each room.

The window exits located at opposite ends of the hall on the second floor of Seminary Building need to be clear at all times.

## School Cancellations

When driving is dangerous, we will cancel or delay the start of school. There are “No School” announcements on radio stations 102.7 FM (WEQX), 95.1 FM (WJAN), and on television channel 3 (WCAX-TV). The announcement will also be posted to our web site: [www.burrburton.org](http://www.burrburton.org). After 6:00 am, you may call the school and press 8; a voice recording will give you the correct information. Ultimately, parents must decide if road conditions are too dangerous to send their students to school.

# Athletics and Activities

Burr and Burton provides a wide variety of athletic opportunities and other extracurricular activities. You are encouraged to participate in at least one each year. Participation on an athletic team, or performing in one of our plays or musicals, demands a significant amount of extra time for students. In an effort to prevent significant academic decline on the part of those involved, students may only participate in one of these extracurricular programs at a time. In other words, if students are playing a sport, they would be ineligible to be in a play or musical that is going on at the same time and vice versa.

Our athletes and fans have earned a reputation for their good sportsmanship. We expect all our students to be aware of their responsibility and conduct themselves accordingly, both in and out of school.

## INTERSCHOLASTIC SPORTS

Fall: cross country, field hockey, soccer, football

Winter: basketball, alpine and nordic skiing, snowboarding, ice hockey, and dance.

Spring: baseball, softball, tennis, golf, track, and lacrosse

## VARSITY LETTER REQUIREMENTS

- Coach's recommendation
- Completion of the season (unless injured)
- Accumulated quarters, innings, matches, or meets
- Consistent participation
- Any senior who has participated in the same sport for four years will automatically receive a letter.
- Additional factors such as attendance at practice, attitude, and cooperation will be taken into account.

## RULES AND REGULATIONS GOVERNING EXTRACURRICULAR ACTIVITIES

Burr and Burton Academy believes that it is important for students to maintain a healthy body and mind. In an effort to encourage students to make proper choices, a set of training rules are in effect for every student participating in extracurricular activities. Improper diet, or the use of drugs, alcohol or tobacco only impedes a student's ability to succeed academically, athletically, or artistically. Use of illegal drugs and alcohol will not be tolerated.

When the choice is made by students to violate training rules, it not only hurts them but also affects the other students involved in the activity. We ask that students not compromise their integrity by making the choice to violate these rules.

## Training Rules Violations

- The use or possession of alcoholic beverages at any time or any place.
- The use or possession of non-regulated drugs at any time or any place.
- The use or possession of drug paraphernalia at any time or any place.
- The use or possession of tobacco in any form at any time or any place; this includes the purchasing of tobacco products regardless of the student's age.

Administrators, coaches, faculty, staff, law enforcement officers, the student's parent, and the student himself/herself may report violations of training rules. A violation reported to the school will result in the following:

## Due Process for Violation of Training Rules

Following the report of an incident, the Administration will decide whether or not action is required. If it is determined that a violation may have occurred, a hearing will be scheduled with the student and the Administration. The student may have a parent or guardian present. This hearing will take place within three days of the report.

After carefully considering the facts presented, the Administration will decide whether the student may continue to participate or will be penalized as per the policy below.

## Penalties for Violations of Training Rules

### 1. First Offense

Athletics: The athlete will continue to attend and participate in practice but will not play in the equivalent of 25 percent of the scheduled games for that season. If applicable, a suspension will continue into post-season play or into the athlete's next sport's season. Athletes will be required to follow the substance abuse procedures outlined on pp. 34-36 of this handbook. First offense status will remain in effect for one calendar year.

**Extracurricular Activities:** The student will be required to attend the activity but will not be permitted to participate for a mini-

mum of three sessions. The student will be required to follow the substance abuse procedures outlined on pp. 28-30 of this handbook. In the event the first violation occurs during a time of a performance or competition, the student may be required to have a parent present as a chaperone while the student is involved in the activity. The student will not be allowed to participate in any additional activity associated with the extracurricular group/performance and will serve a minimum of one Saturday detention. First offense status will remain in effect for one calendar year.

## 2. Second Offense

The student will be suspended from all practices, games, and/or extracurricular performances for the remainder of the season and will be required to make an appointment for a formal assessment with the school's Health Clinic counselor. In order for a student to participate in extracurricular activities the following season, a positive recommendation will be required from the Health Clinic counselor. Any cost related to required counseling will be the families' responsibility.

Failure to meet the obligations of any of the requirements listed above will result in the student's forfeiture of participation in any extracurricular activity for the remainder of the year. Any behavior outside of school that violates public law may result in suspension from the student's extracurricular activity for the remainder of the season.

### PLEASE NOTE:

Any student who participates in an extracurricular activity under the influence of alcohol or illegal drugs will forfeit participation in that activity for the remainder of the season. The student will further be subject to the school's Substance Abuse Policy (see pp. 34-36).

## Team Cuts

It has been a long-standing policy that freshmen and sophomores

are not cut from a sports team. Juniors who are not varsity level players may be cut from a team at the coach's discretion. Any athlete who has participated in the same athletic program for three years will not be cut from that team in his/her senior year.

## Vacations

An athlete who chooses to go on a family trip during a school-scheduled vacation period (holiday, winter, or spring) will be ineligible to play in the first scheduled game following vacation. Return to game eligibility will be at the individual coach's discretion. The February arts trip does not fall into this category. Students who play a winter sport must choose between the sport and the trip. Athletes must be in school for a minimum of one-half day (two blocks) in order to practice or play in a game unless they have received permission from the Director of Athletics.

## Post-Season Qualification

Our teams must win 25 percent of their regular season games to participate in the tournaments sponsored by the Vermont Principals' Association. Sports exempted from this rule include cross country, skiing, track, and golf as eligibility in these sports is based on individual qualification or district competitions.

Fall sports: Field hockey and soccer teams have a 14-game schedule and therefore must win 3.5 games. Ties count as .5. Football has an 9-game schedule and therefore must win 2 games.

Winter sports: Basketball teams have a 20-game schedule and therefore must win 5 games.

Spring sports: Baseball, softball, lacrosse, and tennis teams have a 16-game schedule and therefore must win 4 games.

If a team plays fewer than the number of games or matches listed above, the qualifying percentage remains 25 percent. In extenuating circumstances, the 25 percent rule may be waived. The determination will be made by the Director of Athletics, the Headmaster or Assistant Headmaster, and two selected coaches.

## ACADEMIC ELIGIBILITY

### Athletics

An athlete will be placed on **athletic academic probation** if he or she is failing one course or receives one failing notice during any grading period (interim or marking period).

An athlete who is placed on athletic academic probation will be required to obtain his/her grades from every teacher at the end of each week and submit them to the Director of Athletics.

The athlete will continue to practice with the team but will be ineligible to participate in games for at least one week. The athlete will regain game eligibility after the first week if he/she has no failing grades for that week. If at any time during this probation period an athlete receives a failing grade on their weekly grade, they will not be eligible to play in games the next week.

An athlete will be placed on academic probation if:

- He or she is failing two or more courses, or receives two or more failing notices, during any grading period.
- He or she receives consecutive failing notices or grades in the same subject.
- Students on both academic and athletic probation must follow the guidelines of academic probation.

An athlete who is placed on academic probation will be required to obtain his/her grades from every teacher at the end of each week and submit them to the Director of Athletics. The athlete will continue to practice with the team but will be ineligible to participate in games for at least 1 week. The athlete will regain game eligibility after the first week if he/she has no failing grades for that week. If at any time during this probation period an athlete receives a failing grade for the week, he/she will not be eligible to play in games the next week.

An athlete who is placed on academic probation will be

required to meet with his/her teachers after school four days a week for three weeks. The Director of Athletics will monitor the athlete's grades on a weekly basis.

No student will be determined ineligible at the beginning of a new school year. However, a student who did not meet eligibility requirements during the spring marking period will have his/her progress monitored by the Director of Athletics in the fall. Failure to attain eligibility levels may result in the student being declared ineligible.

### Extracurricular Activities Other than Athletics

Any student who is failing a course or who receives a failing notice during any grading period will be placed on an Academic Probation for Extracurricular Activities plan. A student who is placed on probation will be required to request his/her grades from every teacher at the end of each week and submit them to the director of the extracurricular activity in which they are involved.

If the student continues to receive a failing grade after one week's time, the student will be required to attend after-school study halls for the following week or until the grade(s) improve. The director of the extracurricular activity will continue to monitor the student's grades at the end of each week.

If the student continues to receive a failing grade after three weeks, a meeting with the student's advisor will take place and further participation in the activity suspended until the grade(s) improve. Continued failure to meet the academic eligibility requirements may result in the student being declared ineligible for the extracurricular activity.

# Extracurricular Organizations, Activities, and Clubs

## Clubs

A partial list includes: Astronomy Club, BBA Iron, Ceramics Club, Close-Up, Drama Club, French Club, Green Mountain Teen Institute, Ham Radio Club, Junior Instructional Ski Program (JISP), Mountain Biking Club, Scholars Bowl, Rock Climbing Club, Spanish Club, Writers Forum..

*NOTE: If you have a club or activity that you would like to get started, and can generate some student interest and support, we would be pleased to make every effort to accommodate your request.*

## School Dances

### Rules Governing Dances, Holiday Ball and Junior Prom

1. Students must be in school on the day of the event in order to attend.
2. Students will not be admitted after 9 pm (or other designated time).
3. Use of tobacco products is prohibited
4. Use or possession of drugs or alcohol is prohibited. Violators may lose privileges (as determined by the Administration) at future events.
5. Chaperones will refuse entry to any student who arrives under the influence of drugs or alcohol. Parents and the local authorities will be contacted.
6. Chaperones have the right to refuse entry to any student whose attire is considered inappropriate for a semi-formal event.
7. Students will not be permitted to return to their cars once they have arrived.

8. Students who choose to leave the dance early must leave the premises and will not be readmitted.

9. Any student who engages in inappropriate behavior may be asked to leave by a chaperone.

10. If a student wishes to bring a guest, a guest contract must be completed by the student and approved by the Administration prior to the event. Guest contracts may be obtained from the Dean of Students. Guests must be at least a freshman in high school and no more than 20 years old.

11. If a guest's behavior is considered inappropriate by a chaperone, the guest and the student host will be asked to leave the dance.

12. All school rules apply to dances held off-campus.

## Student Leadership

There are several opportunities for student leadership at Burr and Burton. Examples include Student Council representatives, class officers, BBA Ambassadors, Service Learning Leaders, Senior Leaders, Freshmen Mentors, Manchester Youth Commission and Policy Advisory Board, and the National Honor Society.

We believe in providing our students with the opportunity to develop their leadership potential while they assist in helping us maintain a positive school climate. Whether students are elected or appointed to one of the above groups, they are role models and their partnership with the school is critical.

We expect that students in leadership positions will maintain a strong academic record, meet all responsibilities of their position, and of course, abide by all of the policies that govern student behavior at Burr and Burton Academy. The Administration reserves the right to remove from office or membership any student in a leadership position whose actions or behavior, on or off campus, compromise their ability to be an effective role model.

# School Services and Personnel

## The Lisa B. Tuttle Memorial Library

The library supports the instructional and research needs of our students and faculty. In addition to approximately 14,000 volumes, plus DVDs, e-books, periodicals, and playaways, the library also subscribes to almost 20 online databases, has access to the statewide interlibrary loan program, and provides 26 computers with Internet access for research, as well as wifi. The librarians:

- teach research skills within the framework of the school's curriculum
- provide materials and services that support the instructional program
- offer handouts on the use of electronic resources
- offer detailed research guides for specific subjects
- tailor research instruction to specific class needs
- offer orientation tours
- teach the ethical use of information
- provide a reader's advisory, including booktalks

In addition to a computer area with a wireless projection system, the library also has the Hunter Seminar Room offering 54 auditorium-style seats with lap desks, a built-in sound system, projector and screen. The library participates in the Northshire Library Consortium, sharing our collections with the Mark Skinner Public Library as well as the Manchester Elementary Middle School Library, allowing us to provide services 24/7 year round. <http://northshirerelibraries.com>

Library hours are: 7 am - 5 pm Monday through Thursday and 7 am -1 pm on Fridays.

## Library Loan Policy

Standard Loan Period: 10 school days (two calendar weeks).

Number of checkouts: No limit (exception—students with overdue items).

Special Date Loan Period: To avoid overdue notices when borrowing materials for a specific research project, a special due date is available upon request. Special dates are also used for inter-library loans and reserve items.

Overdue notices: Students receive first notices for items one week overdue, second notices for items two weeks overdue and bills for items four weeks overdue. Students with billed items will forfeit their library privileges, including use of the Internet.

## School and College Counseling Office

The School and College Counseling Office provides services to the faculty, students and Administration and is staffed by the Director of Admission and School and College Counseling, three associate School and College counselors, the registrar and an office assistant.

The School and College Counseling Office functions in five basic areas:

1. Counseling: Working with individual students or groups of students to explore their abilities, interests and values, with a particular focus on careers and college plans.
2. Consultation: Assisting faculty and parents to better understand individual student's abilities, strengths, and weaknesses.
3. Coordination: Working with referrals of students to the school's Health Clinic community agencies; planning the annual student registration and scheduling process; coordinating scholarship information; and making student placement decisions

in conjunction with department chairs.

4. Information management: Maintaining information on colleges, careers and financial aid; maintaining accurate and secure permanent records and educational files for each student; and assisting in the revision of school publications.
5. Admissions: Interviewing prospective students and their parents; and admitting and registering new students.

## College Application Policies and Procedures

### Guiding Principles

Burr and Burton Academy School and College counselors are mentors and advocates for students in the college admission process. They adhere to NACAC's Statement of Principles of Good Practice ([www.nacacnet.org](http://www.nacacnet.org)) in their collaborative work with students, families, and colleagues.

### Visits to Colleges

Juniors and seniors are encouraged to visit college campuses, especially during vacation periods. Students missing school for college visits may have the absences excused if they follow protocol:

1. Confer with their School and College counselor.
2. Have parents notify the Attendance Office at least two days prior to the visit.
3. Communicate with their teachers and make arrangements in advance to complete assignments that occur during their absence.

### Meetings with College Representatives at Burr and Burton

Juniors and seniors are also encouraged to meet with some of the nearly 50 college representatives who visit Burr and Burton each year. To participate, students need to seek permission in advance from the teacher in the class they will miss. Students who attend meetings without permission will receive a "cut" in the class.

### Counselor Reports / School Statements

The student's School and College counselor prepares a confidential report that includes a holistic, narrative statement about the individual student. In crafting statements, counselors refer to the academic file and solicit information from the applicant, parents, advisor, teachers, coaches and others to augment their personal knowledge of the student. School letters are not released to parents or students; they are a confidential communication between the school and colleges.

### Teacher Recommendations

Teacher Recommendations, like Counselor Reports, are confidential communications. The School and College Counseling Office will not release copies of teacher recommendations to students or parents. Instead, the office sends recommendations directly to colleges and scholarship programs upon request.

### Release of Transcripts and Other Documents

To avoid delays in sending transcripts and supporting documents to colleges and financial aid or scholarship-granting agencies, parents or guardians are advised to sign the blanket permission statement on the Transcript Request Form by mid-September of the student's senior year. Otherwise, families may also choose the more cumbersome process of sending in a separate (and timely) signed statement for every college or scholarship the student desires to access.

Students and/or their parents and guardians need to request transcripts and supporting documents well in advance of admission, financial aid and scholarship deadlines. The appropriate forms are available in the School and College Counseling Office and must be submitted at least 10 school days prior to any necessary mailing date. Otherwise, Burr and Burton Academy cannot guarantee that student credentials will be received by the deadline.

As regular procedure, Burr and Burton Academy sends updated transcripts (e.g. in late January, at the end of the first semester) to colleges where students have active applications. Additionally, it is the counselors' duty to report any significant change in a candidate's academic status or qualifications at any

time after the initial filing of the Counselor Report. In late June, Burr and Burton releases a final transcript to the one college where the student has enrolled.

After graduation, alumni must contact the Registrar to send a transcript to a college or agency.

### **Test Scores**

Test scores (SAT, ACT, SAT II, TOEFL, AP) are not listed on student transcripts. Therefore, students and parents should request that scores be sent directly from the testing agencies to the appropriate colleges well in advance of the admission deadlines. The counselors will advise students on which scores to send to which colleges but students and their families bear responsibility for sending scores.

### **Learning and Physical Disabilities and Impairments**

Burr and Burton Academy does not disclose a student's learning or physical disability to colleges without the express permission of the student and parent(s).

### **Reporting Disciplinary Infractions**

Discipline at Burr and Burton Academy is regarded as part of the educational process and, normally, an internal matter. Colleges, however, are becoming increasingly inquisitive about student behavior and many now require applicants and their high schools to report any significant misconduct from the ninth grade forward.

If a college requests information about the student's high school academic or behavioral conduct record, the student and counselor need to provide the information. The counselors work with students to help them address this difficult topic. Counselors will report relevant misconduct information at the time the application is submitted, while the application is being reviewed, or after the admission decision has been made, depending on when the infraction occurs.

### **Student Termination Prior to Graduation**

When a student separates from Burr and Burton Academy prior to graduation, the school will notify colleges to which the student has applied or has an active offer of admission.

## **Advancement Office**

The Advancement Office works with the Administration and the Board of Trustees to support the mission of Burr and Burton Academy by securing financial support for the annual fund and for long-term capital needs of the school. The Director of Advancement oversees all fundraising, including capital campaigns, the Annual Giving Campaign and Planned Giving, and works with volunteer programs such as the Parent Association. The Associate Director of Advancement works with alumni and friends of Burr and Burton on planned giving and major gift opportunities. The Annual Giving Campaign coordinator manages the annual fund by securing corporate sponsors, gifts from parents, and all other friends of the school. The Director of Communications is responsible for all public and media relations and oversees all school publications as well as the web site. Please feel free to contact the Advancement Office to share interesting news about students or graduates, update alumni information (particularly changes for our mailing lists), or to volunteer to help with fundraising events.

## **Health Clinic**

The mission of the Burr and Burton onsite Health Clinic is to enhance the quality of our students' lives by caring for their physical and mental health, and by educating them to become responsible partners with the health-care community. **NOTE:** All medications (prescription, over the counter and herbal) must be brought to the Health Clinic and administered by a school nurse. Parents need to inform the Health Clinic of any acute or life-threatening medical or mental health conditions that a student may have. ***Students taking or possessing medications outside the Health Clinic may face significant consequences.***

Its goals and objectives are to:

- form a partnership with students.
- provide an easily accessible and confidential health care environment.

- promote healthy adolescent development through education.
- identify potential problems early.
- identify, treat and refer students with medical and psychological needs.
- prevent the development of disease by promoting lifelong healthy habits.

The Health Clinic is located on the first floor of the Advancement Office Building. It is open to all students for information, but only students who are registered with the clinic may be treated. Students should see their advisor or the clinic manager for registration forms. The clinic is open during normal school hours. Students must obtain a pass from their teacher to leave class and visit the clinic. Students will be given a pass from the Health Clinic to return to class. Appointments may be made through the Main Office.

Health records including immunization records are located in the Health Clinic and are locked up at all times. Upon graduation, seniors are given their school health record. Burr and Burton does not retain copies of this record nor of students' immunization records. Therefore, we recommend that this information be kept safe and accessible, as it is needed for future education endeavors.

### **Counseling at Burr and Burton**

Burr and Burton Academy strives to support students in their journey, not only through high school, but through adolescence. Adolescence is an exciting time, but it can also be a time of experimentation, identity formation and confusion. The Health Clinic, therefore, is not only a place to get medical help, but also provides a place for emotional support. Our full-time licensed clinician is available to students and families when school is in session.

### **Why Do Students Go to See a Counselor?**

Students can talk to a counselor about many different issues ranging from depression, anxiety, social issues, family conflicts,

sexuality, substance use to general school difficulties. Sometimes students come when they are feeling stressed and need a place to unwind. Our services are limited to short-term counseling, crisis intervention and drop-ins as needed. If the student requires long-term counseling, a referral can be made to a more appropriate provider in the community.

### **Is it private and confidential?**

YES! We take confidentiality very seriously and want to create a safe place for students to get the help they need without fear of consequences. While we will always encourage students to share important information about their well-being with their parents, advisor or others who are in a position to help them, we also respect their need for privacy. The only exceptions to this rule are the following:

1. The student is at imminent risk of harming themselves or others.
2. We make an assessment of abuse of a minor child and are obligated by the State of Vermont to file a report to the Department of Child and Family Services.
3. The student chooses to share the information with others and/or they give permission to disclose the information to specific person/s.
4. If a student presents in the health clinic either under the influence or in possession of an illegal substance, and is clearly seeking professional help, the clinic staff will contact a parent or guardian and assist with pertinent referral information.

### **When can students see a counselor?**

Any time Burr and Burton Academy is in session, the clinic will be open. Students may drop-in during these hours to make an appointment. Parents are also welcome to call the Health Clinic to make a referral or to assess if we are the appropriate place for their child to be seen. If the clinicians determine that any student being seen through the clinic needs further treatment, an outside referral will be discussed.

## BOARD OF TRUSTEES

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Dr. Robert E. Treat '55, Manchester Center

## ADMINISTRATION

Mark H. Tashjian	Headmaster	B.A. Yale University M.B.A. The Wharton School, University of Pennsylvania M.Ed. The Klingenstein Center, Teachers College, Columbia University
Steven Houghton	Assistant Headmaster	B.A. Castleton State College M.Ed. University of Vermont
Philip Anton	Director of Admission, School and College Counseling	B.S. Springfield College M.Ed. Springfield College
Jen Hyatt	Dean of Studies English	B.S. SUNY (Oneonta) M.A. SUNY (Albany)
Anthony Cirelli	Dean of Students	B.S., M.Ed. Norwich University
Mary Van Cott Blair	Director of Finance	B.A. Siena College A.A.S. Maria College
Cynthia H. Gubb	Director of Advancement	B.A. William & Mary
Kathi Bierwirth	Director of Athletics	B.S. Castleton State College M.Ed. Univ. of New England
Kenneth Glasier	Director of Facilities	A.D. Adirondack Community College
Kevin Morrison	<i>Chair</i> , Media Arts and Sciences	B.A. St. Michael's College M.A. Lesley University
Megan Cornell	Health Educator and School Nurse	B.A. Catholic University R.N. Castleton State College M.S. Russell Sage Graduate School
Andrea Thulin	International Student Program Director	A.D. Santiago, Chile

## FACULTY

Kathy Boudreau	Learning Specialist	B.A. St. Mary's University
Katherine Bove	Spanish	B.A. Univ. of Vermont
Blair Brownlee	Target	B.A. Castleton State College
Michael Caraco	<i>Chair</i> , Mathematics	B.A. College of St. Rose M.A. Bennington College
Rebecca C. Halnon	Learning Specialist	B.S. Univ. of Georgia M.Ed. Cambridge College
Christine Costello	ESL	B.A. Alfred University
David W. Curtis	<i>Chair</i> , Science Department	B.S. Plymouth State College
Daniel DeForest	Mathematics/Physics	B.S., M.A. SUNY (Albany)
Mary Diaz	<i>Director</i> , Special Services	B.A. College of the Holy Cross M.A. Goddard College
Michelle Emery	French	B.A. Grinnell College M.S. University of PA
Patricia Fast	Science	B.S. Green Mountain College M.A. Castleton State College
Allan Faxon	Mathematics <i>Assoc. Dean of Students</i>	B.A. Southern Vermont College Marine Corps University
Julie Fifield	<i>Chair</i> , Physical Education	B.S. Ithaca College M.Ed. Univ. of New England
Dan Flanagan	Special Education	B.A. California State Univ. M.A. Castleton State College
Stephanie Fowler	Target	B.A. Green Mountain College M.A. Castleton State College
Julie Freebern	Music	B.A. Univ. of Massachusetts
Neil Freebern	<i>Chair</i> , Performing Arts	B.A., M. Univ. of Massachusetts
John Graf	Social Studies	B.S. Elizabethtown College
Sarah DeLong Graf	Learning Specialist	B.A. Elizabethtown College M.S. Bloomsburg University
Cliff Hay	Woodworking	Community College of Vermont
Tricia Heaton	Learning Specialist	B.A. St. Lawrence University M.A.T.-SE Manhattanville College

Cory Herrington	Social Studies	B.S. Skidmore College M.S. Florida State Univ.
Jeffrey Houghton	Target	B.S. Castleton State College
Betsy Hubner	<i>Chair</i> , Arts Department	B.F.A. Marymount College M.A. Castleton State College National Board Certified
Robert Hunter	English	B.A. Hartwick College M.A. Middlebury College
Paul Kelly	Physical Education	B.A. Hobart College
Meg Kenny	<i>Dean of Faculty</i> Social Studies	B.A. St. Michael's College
Matthew Kujovsky	Mathematics	B.S. Lebanon Valley College B.A. Lafayette College
Christopher Kochenour	Science	B.A. North Adams State College M.Ed. North Adams State
Kendra Larson	Social Studies	B.A. Gordon College M.A. Middlebury College M.A. Harvard Divinity School
Wil Mackey	English	B.A. Dartmouth College
Martin Maher	Physical Education	B.S. Univ. of Maine M.Ed. Springfield College
Mary Rita Manley	Mathematics	B.A. Middlebury College M.Ed. Trinity College
Beth G. McCoy	Speech and Language Pathologist	B.A., M.A. SUNY (Geneso)
Sarah McMillan	Social Studies	B.A. Univ. of Mass. (Boston) M.A. Skidmore College
Barbara Miceli	<i>Chair</i> , Foreign Languages German	B.A. Vassar College M.Ed. Castleton State College
David Miceli	<i>Chair</i> , Social Studies	B.A. Vassar College M.A. Univ. of New England
Merlyn Miller	Librarian	B.S. College of St. Joseph
Cindy Mowry	Mathematics	B.A. Univ. of Vermont M.S. Antioch College
Barbara Muench	Learning Consultant	B.A. Washington & Jefferson M.A. Castleton State College

William Muench	English and Psychology	B.A. Potsdam College M.A. Mass. College of Liberal Arts
Peter Mull	<i>Chair</i> , English Department	B.A. Wheaton College M.A. Middlebury College
Anthony Napolitano	Science Field Study Coordinator	B.A. University of Vermont M.S. College of St. Rose
Bonnie Niles	Mathematics	B.A., M.A. University of Vermont
Peter Nicholson	English	B.A. Univ. of Pennsylvania M.Ed. Univ. of Vermont
Christopher Nolan	Spanish	B.A. Univ. of Alaska (Fairbanks) M.Ed. Harvard Graduate School of Education
Ed Panzarino	Target	B.A. Assumption College
Rose-Marie Pelletier	Mathematics	B.A. Fontbonne College M.Ed. College of St. Joseph
Mary Alice Polifka	Study Skills	B.A. University of Michigan M.Ed. University of Vermont
Nicole Preiser	Science	B.S. University of Tampa Ph.D., Massachusetts Institute of Technology
Adam Provost	Media Arts and Sciences	B.S. University of Vermont
James Raposa	Dance and Drama	B.A. Emerson College
Bruce Regan	Drafting and Woodworking	B.A. Rhode Island College M.A. Central Conn. State Univ.
Susan Ritchie	Spanish	B.A. Albion College M.A. Castleton State College
Charles Robbins	Business Education	Culinary Institute of America
Cheri L. Schroeder	Learning Consultant	B.S., M.A. College of St. Rose
Claudia Shell-Raposa	Dance	B.A. Montclair State University
Lauren Silver	Ceramics	B.F.A. Parsons School of Design M.F.A. Cranbrook Academy of Art
Dale Spring	Science	B.A. Castleton State College M.Ed. Plymouth State College

Nancy Strain	English	B.A. South Dakota State Univ. M.A. Middlebury College
Jason Thomas	Physical Education <i>Asst. Director of Athletics</i>	B.A. University of Massachusetts
Oscar Trugler	Art	B.A. Rutgers University
Alex Vincent	Graphic Art	B.A. New England College
Sigourney Wright	Social Studies and English	B.A. Radcliffe College M.S. Wheelock College

## COUNSELING AND HEALTH SERVICES

Melissa Michaud	School and College Counselor	B.A. Colgate University M.S. College of St. Joseph
Andrea Hogan	School and College Counselor	B.A. Springfield College M.S. Sage Graduate College
Cristin Rose	School and College Counselor	B.A. Bennington College M.S. Simmons College
Heidi Welch	Assistant Nurse	L.P.N. Vermont Technical College
Sandy Birch	Coordinator of Mental Health Services Health Clinic Counselor	B.S. DePauw University M.S.W. Simmons College

## ADVANCEMENT STAFF

Nancy Brown	Advancement Office Coordinator
Frederica Templeton	Director of Communications
Richard Thompson Tucker	Associate Director of Advancement

## ADMINISTRATIVE STAFF

Dennis Filippi	Assistant Director of Finance
Maureen Harvey	Accounts Payable
Erica Dunlap	Human Resources
Ramona Towne	Accounts Receivable/Student Billing
Todd Prevost	Associate Dean of Students
Rick Armitage	Network Administrator
Pia Nolan	International Host Family Coordinator
Erin Gilligan	International Student Program Assistant

Lani Lovisa	Service Learning Field Coordinator
Judy Houghton	Special Education Secretary
Mary Grabarz	Registrar
Lynne Welsh	School and College Counseling Office Assistant
Franci Carieri	Facilities Coordinator
Deborah Ehler-Hansen	Library Assistant
Sue Towslee	Receptionist
Robin Urbanski	Administrative Assistant to the Headmasterr

## SUPPORT STAFF

Gary Baker	Special Education Assistant
Meg Benasich	Speach and Language Assistant
BJ Charbonneau	Special Education Assistant
Georgia Chingos	Special Education Assistant
Milissa Cone	Special Education Assistant
Peter McNealus	Special Education Assistant
Bill Moses	Special Education Assistant
Ellen Murray	Para-Educator
Nancy Sheldon	Special Education Assistant
Brittany Tobin	Special Education Assistant
Jim Young	Special Education Assistant
Christine Clairmont	Cafeteria Assistant
Kathleen Croff	Cafeteria Assistant
Diana Link	Cafeteria Assistant
Ben Beers	Maintenance
John Brochu	Maintenance
Dan O'Leary	Maintenance
Howard Morgan	Maintenance
Lewis Perry	Maintenance
Norm Roberts	Maintenance
Paul Williams	Maintenance

# School Calendar

## 2010-2011

### August

15	Fall Sports Mandatory Parent/ Athlete Meeting for Football ONLY, 5 pm
16	Football Practice Begins
22	Fall Sports Mandatory Parent/ Athlete Meeting, 6 pm
22-27	Theater & Dance Workshops and Auditions, 6 pm
23	Fall Sports Practices begin
25	Senior College Workshops (9:00 am -12:30 pm)
24-25	Faculty In-Service
31	New Student Orientation for transfer students in grades 10-12 (10:00 am-12:00 pm)

### September

1	Freshman Orientation (7:50 am-1:20 pm)
1	Junior Jump Start (7:50 am-12:00 pm)
1	New Parents Social Gathering, 5 pm
1	Freshman and New Parents Orientation, 7 pm
2	School Opens. Early Dismissal at 12:35 pm.
6	Labor Day- No School
9	School Photos
13	Senior Parent College Night, 7 pm
15	St. Michaels' College Fair, 12 pm- 10 pm
23	Open House for Parents

### October

7	Junior Parent College Night, 7 pm
9	SATs
11	Columbus Day – No School
13	Senior Workshops PLAN & PSAT 8:00 -11:30 am
21	Calliope Café, 6:30 pm, Scranton Room, Rowland Center
23	ACTs
27	End of the Marking Period
28	Senior College Application Work Sessions, 12:30 -3:30 pm
28-29	Midterm Exams. Early Dismissal at 12:35 pm.

### November

TBA	VSAC Financial Aid Night, 7 pm
10-13	Fall Play
11	Full Day Faculty In-Service – No School
16	Winter Sports Mandatory Parent/ Athlete Meeting
17-18	Parent Conferences. Early Dismissal at 12:35 pm.

24-26 Thanksgiving Break  
29 Winter Sports Begin

### December

2 National Honor Society Induction 6:30 pm  
4 SATs  
16 Winter Concert  
23-31 Holiday Break

### January

1 New Year's Day – No School  
11 Theater, Dance & Film Showcase, 6:30 pm  
14 End of Marking Period  
17 Martin Luther King Day – No School  
18-20 Final Exams. Early Dismissal at 12:35 pm.  
21 Faculty In-Service – No School  
24 Faculty In-Service – No School

### February

5-6 Theater Arts Symposium  
12 ACT  
14-18 Winter Break  
24 Open House for Parents  
25 Calliope Café, 6:30 pm, Scranton Room, Rowland Center

### March

10 Spring Sports Mandatory Parent/Athlete Meeting  
12 SATs  
21 Spring Sports Begins  
23-24 Prism Concert, 6:30 pm, Riley Center  
30 End of the Marking Period  
31 Midterm Exams. Early Dismissal at 12:35 pm.

### April

1 Midterm Exams. Early Dismissal at 12:35 pm.  
9 ACTs  
11-15 Spring Break  
27-28 Parent Conferences. Early Dismissal at 12:35 pm.

### May

2-13 AP Exams  
7 SAT  
14 Parent Association Event  
17-21 Spring Musical  
27 Spring Performing Arts Showcase, 7:30 pm, SVAC  
27 Awards Assembly  
30 Memorial Day – No School

### June

1-3 Senior Exams  
2 Scholarship Night  
6 End of Marking Period  
7-9 Underclassmen Exams  
10 Faculty In-Service and make-up exams  
10 Commencement 5:30 pm  
11 Alumni Reunion  
13 Faculty In-Service

## Index

Absences . . . . .	17	Hours . . . . .	39
Activities, Extracurricular . . . . .	47	Independent Studies . . . . .	8
Administration . . . . .	4, 59	Integrity, Academic. . . . .	16
Advancement . . . . .	55	Language . . . . .	33
Advisors, Faculty . . . . .	40	Leadership, Student . . . . .	49
Athletics and Activities . . . . .	41	Letter, Academic . . . . .	13
Athletic Training Rules . . . . .	43	Library, Lisa B. Tuttle Memorial . .	50
Attendance . . . . .	17	Lockers . . . . .	40
Calendar . . . . .	65	Lunch and Breakfast . . . . .	23, 39
Cancellations . . . . .	41	Make-up Work. . . . .	23
Cars and Parking. . . . .	24	National Honor Society . . . . .	13
Cell Phones . . . . .	25	Organizations and Clubs . . . . .	48
Codes and Discipline . . . . .	16	Probation, Academic. . . . .	14
Computers and Internet. . . . .	26	Qualification, Postseason . . . . .	45
Course Load, Academic. . . . .	7	Records, Student . . . . .	15
Course Selection . . . . .	7	Relationships . . . . .	33
Courses, Advanced Placement . . . .	7	School Counseling Office. . . . .	51
Courses, Dropping or Adding . . . .	8	School Practices . . . . .	39
Dances. . . . .	48	Search and Seizure . . . . .	33
Detention . . . . .	26	Service Learning . . . . .	6
Dismissal, Early . . . . .	22	Services and Personnel. . . . .	50
Dress . . . . .	27	Skateboards/Scooters. . . . .	37
Eligibility, Academic. . . . .	46	Sports, Interscholastic . . . . .	41
Emergency Drill and Exits. . . . .	41	Staff . . . . .	63
Faculty . . . . .	60	Substance Use and Abuse . . . . .	34
Fighting. . . . .	30	Summer School . . . . .	9
Firearms, Knives, and Fireworks . .	30	Tardiness. . . . .	21
Grading System. . . . .	11	Telephone Numbers . . . . .	69
Grades and Reports . . . . .	12	Tests and Examinations . . . . .	10
Hall Passes . . . . .	30	Textbooks . . . . .	9
Harassment . . . . .	30	Theft . . . . .	37
Hazing . . . . .	32	Tobacco Products . . . . .	37
Health Clinic . . . . .	55	Trustees, Board of . . . . .	4, 58
Hearing, Due Process . . . . .	43	Vandalism . . . . .	38
Help, Extra . . . . .	29	Varsity Letter Requirements . . . .	42
Homework. . . . .	10	Video/Audio Taping . . . . .	39
Honor Roll . . . . .	12	Visitors . . . . .	40

## IMPORTANT TELEPHONE NUMBERS

School (Main Office)		362-1775
Booster Club	Terry Merrow	824-3134
Facilities Rentals	Franci Carieri	362-9925
Target	Jeff Houghton	362-6093

## EMERGENCY TELEPHONE NUMBERS (These numbers are for after-school hours calls only)

Headmaster	Mark H. Tashjian	362-1795
Assistant Headmaster	Steven Houghton	362-4621
Guidance Director	Phil Anton	362-2415
Athletic Director	Kathi Bierwirth	375-9621
Asst. Athletic Director	Jason Thomas	558-6559
Dean of Students	Anthony Cirelli	773-6306
Assoc. Dean of Students	Todd Prevost	362-2689
International Student Program Director	Andrea Thulin	362-4625

## How to Contact Us

Faculty and staff members may be reached by email by typing in the person's first initial and last name @burrburton.org For example, if you wished to email Steve Houghton, you would type in shoughton@burrburton.org

Information about the school may be found on the web site:  
**www.burrburton.org**



