



1760 Roanoke Boulevard  
Salem, VA 24153

**2024-2025**  
**BCAT Student Guide**

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

“One Burton = Infinite Possibilities!”

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# WELCOME

On behalf of the entire faculty and staff of the Burton Center for Arts & Technology (BCAT), I would like to welcome all students to the 2024-25 school year. We are glad to have you at BCAT!

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

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

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

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

Sincerely,



Mr. Christian J. Kish  
Principal  
[ckish@rcps.us](mailto:ckish@rcps.us)



## School Slogan

“One Burton = Infinite Possibilities!”

## Mission Statement

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

## Vision Statement

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

## Values and Beliefs

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

## Goals


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

# ADMINISTRATION & OFFICE STAFF

Christian Kish	Principal
Melanie Fisher	Assistant Principal
Teresa Gibbons	School Counselor
Deb Spradling	Front Office Administrative Assistant
April Francisco	Bookkeeper/Adult Education
Tammy Reeves	School Counseling Administrative Assistant
Matthew Vass	School Resource Officer
Christina Powell	Lead School Nurse
Charlene Vail	Nurse – Director of Health Services
Carolyn Davis	Instructional Assistant
Shelly Obenshain	Instructional Assistant
Kim Mangels	Adult Education
Tammie Sinnes	Special Education Coordinator
Herman Russell	Building Manager

## BCAT BELL SCHEDULES & BUS DEPARTURES

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

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

# PROGRAMS & FACULTY

## Center for Engineering

<u>Name</u>	<u>Classes</u>	<u>Room</u>
Sarah Gerrol: Director	Engineering Methods Engineering Research Engineering Economy Engineering Design Engineering Professional Development & Internship	C-458
Janet Washington	Algebra 2, Integrated Pre-Calculus, AP Calculus AB, AP Calculus BC	C-450
John Hamby	Engineering Exploration I Engineering Analysis & Application II	C-454

## Center for Mass Communication

<u>Name</u>	<u>Classes</u>	<u>Room</u>
Eric Salo: Director	Communication Strategies, Multimedia Storytelling. Mass Comm Capstone, Senior Seminar/Internship	B-313
Elizabeth Chapman	Advanced English 9 & 10 Advanced English 11 School Testing Coordinator, PLC Chair	B-312
Michael Cubberley	Introduction to Mass Communications Communication Strategies	B-313
Sara Cubberley	Graphic Communication I & II (Online)	N/A

## Center for Performing Arts

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

## Center for Visual Arts and Museum Studies

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

## Career and Technical Programs

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

# School Year Calendar

July '24							August '24							September '24						
Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat
											1	2	3	1	2	3	4	5	6	7
	1	2	3	4	5	6	4	5	6	7	8	9	10	8	9	10	11	12	13	14
7	8	9	10	11	12	13	11	12	13	14	15	16	17	15	16	17	18	19	20	21
14	15	16	17	18	19	20	18	19	20	21	22	23	24	22	23	24	25	26	27	28
21	22	23	24	25	26	27	25	26	27	28	29	30	31	29	30					
28	29	30	31																	
4 Independence Day							5,6 Flexible Teacher Workdays* 7,8,9, 12,13,14 Teacher Workdays 15 First Day of School *Teachers may work from home or at school							2 Schools Closed: Labor Day 13 Interim Midpoint 20 Interim Reports Available 25 3 Hr. Early Dismissal No PD (11:25-12:25)						
October '24							November '24							December '24						
Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat
			1	2	3	4						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
11 End of 1st Grading Period 14 Teacher Workday- No Meetings 23 3 Hr. Early Dismissal PD (11:25-12:25) 23 Report Cards Sent Home							4 Schools Closed: Parent/Teacher Conf.* 5 Schools Closed: Election Day 15 Interim Midpoint 22 Interim Reports Available 27-29 Schools Closed: Thanksgiving Holiday *Parent/Teacher Conf. Regular School Hours							20 End of 2nd Grading Period 23-31 Schools Closed: Winter Break						
January '25							February '25							March '25						
Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat
			1	2	3	4							1							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22	16	17	18	19	20	21	22
26	27	28	29	30	31		23	24	25	26	27	28	23	24	25	26	27	28	29	
													30	31						
1,2,3 Schools Closed: Winter Break 6 Teacher Workday-No Meetings 15 Report Cards Sent Home 20 Schools Closed: MLK Jr. Day							7 Interim Midpoint 10 Schools Closed: Parent/Teacher Conf.* 10 Kindergarten Registration 14 Interim Reports Available 26 3 Hr. Early Dismissal PD (11:25-12:25) *Parent/Teacher Conf. Regular School Hours							13 End of 3rd Grading Period 14 Teacher Workday-No Meetings 21 Report Cards Sent Home 24-28 Schools Closed: Spring Break						
April '25							May '25							June '25						
Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat	Sun	M	T	W	Th	F	Sat
			1	2	3	4						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	4	5	6	7	8	9	10	8	9	10	11	12	13	14
13	14	15	16	17	18	19	11	12	13	14	15	16	17	15	16	17	18	19	20	21
20	21	22	23	24	25	26	18	19	20	21	22	23	24	22	23	24	25	26	27	28
27	28	29	30				25	26	27	28	29	30	31	29	30					
17 3 Hr. Early Dismissal No PD(11:25-12:25) 18 Easter Holiday 24 Interim Midpoint							1 Interim Reports Available 26 Schools Closed: Memorial Day 27-28 Graduation Ceremonies (2:30-5:30) 27-28 3 Hr. Early Dismissal Secondary (12:25) 29 3 Hr. Early Dismissal (11:25-12:25) 29 End of Second Semester 30 Teacher Workday (All)							19 Juneteenth Holiday						

**\*SCHEDULE FOR MAKE-UP DAYS, IF NEEDED**

- 1 Banked Day
- 2 Banked Day
- 3 Banked Day
- 4 Banked Day
- 5 Banked Day
- 6 January 6
- 7 February 10
- 8 March 14
- 9 Not Required
- 10+ Add time to school day, if needed

KEY	Student Day	Non-School Day	Teacher Workday
			3 Hr. Early Dismissal

DAYS SEM 1	12	20	22	16	15	85
DAYS SEM 2	18	19	15	21	20	93
<b>TOTAL DAYS</b>						<b>178</b>



## **General Information**

*The administration reserves the right to amend this handbook as necessary. In the event of any discrepancy, division policy will supersede the BCAT student handbook.*

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

Courses at Burton are offered in conjunction with classes at Cave Spring, Glenvar, Northside, Hidden Valley and William Byrd High Schools – also known as “base schools”. Students attending BCAT have opportunities to earn high school credits that count toward graduation requirements as defined by the Commonwealth of Virginia.

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

## **General Requirements**

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

# Attendance

Regular attendance is an important part of being successful in any class. Because Burton is a specialty center with extended time spent in the learning environment, attendance in school is given high priority. Please [click here](#) for the full RCPS Attendance Policy.

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

A parent or guardian should call the school (540-857-5000) *the day of the absence* to inform the school of their child's absence and provide a note the next day the student attends school. Afternoon B day SuperBlock students must present an admit slip from their base school if they arrive late.

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

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

## EXCUSED ABSENCES AND TARDIES

1. Parents/guardians of students who are absent or tardy must inform the school in writing of the reason for the absence or tardy no later than upon the student's return to school. Depending on the information in the note, the school staff will record the student's absence or tardy for each day as "excused" or "unexcused".
2. Absences and tardies are excused for the following reasons with written explanation from the parent:
  - Illness of the student
  - Approval from administration prior to the absence
  - Death in family/funeral
  - School-sponsored activities
  - Observance of a nationally recognized religious holiday if such holiday is verified
3. If absences and tardies that are excused solely by parent explanation become excessive, the school will require additional documentation to ensure compliance with the compulsory school attendance law.
4. Absences and tardies are excused for the following reasons with appropriate written documentation:
  - Hospitalization or extended illness (with documentation from physician)
  - College visit (can be verified by college OR parent note)
  - Doctor or dental appointment (with documentation from physician's or dentist's office)
  - Mandatory court appearance (with court documentation)

5. A student whose absence is excused due to the observance of a nationally recognized religious holiday is not deprived of any award or of eligibility or opportunity to compete for any award, or of the right to take an alternate test or examination that the student missed by reason of this absence.
6. Nothing in this policy shall be construed to limit in any way the authority of any attendance officer of the division superintendent to seek immediate compliance with the compulsory school attendance law.

### **UNEXCUSED ABSENCES AND TARDIES**

Absences and tardies that do not meet the criteria for being excused are considered unexcused absences or tardies. Absences and tardies for reasons such as working, shopping, babysitting, missing the bus, oversleeping, or vehicle trouble are examples of unexcused absences. If an absence or tardy does not fall under one of the categories for an excused absence, it must be considered unexcused. Students in grades 9-12 may be denied full credit for assignments missed due to an unexcused absence or tardy.

### **LEAVING SCHOOL EARLY**

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

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

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

### **SCHOOL RELATED ABSENCES**

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

### **TARDINESS**

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

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

- After 9th Tardy – Up to two days of Saturday School or multiple days of in-school detention may be assigned.

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

### **SCHOOL CLOSURES**

If RCPS schools are closed, BCAT is also closed.

### **DELAY SCHEDULES**

If RCPS schools operate on a delayed schedule due to inclement weather, BCAT will also be delayed by the amount of time designated by RCPS. For example, if RCPS is on a two-hour delay, simply add two hours to the normal time a student would take the bus to BCAT or get dropped off at BCAT. Please see the schedule on page 4 of this document for bus departures, start times, and dismissal times.

### **PLANNED EARLY DISMISSALS**

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

### **UNPLANNED EARLY DISMISSALS**

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

# Grading Policies

The primary purpose of evaluation is to enhance learning. Grades should reflect how well students have met clearly defined educational goals, understood by both students and teachers. Grades are meant to assess knowledge and understanding, not reward or punish. Factors like attitudes, abilities, and work habits may influence a student's performance but should not be the sole determinants of grades.

## GRADING GUIDELINES:

1. A weighted grading system will be used:
  - Summative assessments: 60%
  - Formative assessments: 30% (or 40% if no homework is assigned)
  - Homework: 10% (if assigned)
2. Homework will be graded on effort, not accuracy.
3. Late work may receive a maximum deduction of 10%, with a cutoff date no sooner than the end of the unit.
4. Extra credit is not permitted.
5. Summative assessments can be retaken after relearning, following department-approved guidelines outlined in course syllabi.

## RCPS GRADING SYSTEM

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

A = 90-100  
 B = 80-89  
 C = 70-79  
 D = 60-69  
 F = 59 and below

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

## ACADEMIC REQUIREMENTS

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

## FINAL ASSESSMENTS

Final assessments are teacher-designed assessments (as designed by the teacher) given at the conclusion of second semester in full-year, credit bearing courses. The purpose of final assessments is to allow the student to demonstrate cumulative mastery of course content and content-related skills. The final assessments may be a traditional test or a performance-based assessment, but must be designed to be completed in class. The grade for the final assessment will be averaged as 10% of the second semester grade with the third and fourth nine weeks counting as 45% each.

## **FINAL ASSESSMENT EXEMPTION POLICY**

Students must meet the following basic guidelines to be exempt:

- Student must have an A or B average in the class for the second semester at the time exemptions are declared.
- Student may not miss more than **five** days of school for the second semester, and seven days of school for the second semester for courses that meet daily (not including school sponsored events and nationally recognized religious holidays).
- Students in courses with SOL tests, credentialing or certification test, or AP test are exempt from final assessments if they take those tests.
- There are additional guidelines in the [RCPS exemption policy 6.16](#).

## **SUCCESSIVE-YEAR PREREQUISITE**

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

## **COMPETENCY RECORDS FOR TECHNOLOGY STUDENTS**

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

## **MAKE-UP WORK**

Students in grades K-12 are expected to make up all missed work from an excused absence within 10 school days upon the student's return to school. If the student does not complete the make-up work within that time frame, the student may be denied full credit.

Assignments made prior to an absence are due the day of return to school. Exceptions may be granted by individual teachers. Teachers are expected to contact parents regarding the completion of make-up work in an effort to ensure the student completes the work and meets the 10 day deadline.

### **EXCUSED ABSENCE**

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

### **UNEXCUSED ABSENCE**

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

## **INCOMPLETE WORK**

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

## **PRIOR NOTIFICATION OF ABSENCES**

If the student is absent from school for a planned event (such as a vacation or travel) the parent must send the school written prior notification of the absence. These absences will count against exam exemption and chronic absenteeism. Make-up work for students with prior notification of absence that is not available to the student prior to the absence is given to the student upon the student's return to school. The student shall be responsible for contacting the teacher to arrange for completing the make-up work. The school administrator may require the student to attend before or after school remediation sessions if they have missed 15 or more cumulative days of school.

## **HONORS and AWARDS AT BURTON**

### **Honors for CTE Programs**

#### **Burton CTE Certificate**

- Completes 2 years of a program
- Complete 80% of program competencies over first 2 years
- No more than an average of 5 unexcused absences per year

#### **Burton Certified Graduate** – Certificate and Black Honor Cord

- Student completes all years of a program
- Student has earned CTE Certificate
- Earned Industry Certification within the program area (where possible)
- Maintained a 70% or better average in grades in that program at Burton
- No more than an average of 5 unexcused absences per year

#### **Burton Honor Graduate** – Certificate and Blue Honor Cord

- Student completes all years of a program
- Student has earned CTE Certificate
- Earned Industry Certification within the program area (where possible)
- Maintained a 90% or better average in grades in that program at Burton
- No more than an average of 5 unexcused absences per year

#### **Burton Training Certificate**

- Student who takes 1 year of a program during senior year or student who takes a 1-year program
- Completes 80% of competencies in that year
- No more than 5 unexcused absences in that year

### **Honors for Non-CTE Programs**

#### **Burton Honor Graduate** – Certificate and Blue Honor Cord

- Student maintains a 90% or better average in grades at Burton
- No more than an average of 5 unexcused absences per year

Note: It is possible for a student to receive multiple honors. School Counseling will verify the eligibility of all students submitted for Burton honors before awards are presented.

# Resources and Organizations

## SCHOOL COUNSELING SERVICES

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

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

## SCHOOL NURSE

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

## SCHOOL RESOURCE OFFICER

The school resource officer is in the main hall of Building A between the school counseling office and room 206.

## STUDENT ORGANIZATIONS

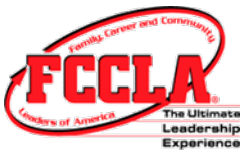
All technical programs have related student organizations, which are an integral part of the curriculum. Service to the community and group and individual volunteerism are integral parts of yearly student organization activities. The following is a description of the various student organizations and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

### FUTURE BUSINESS LEADERS OF AMERICA (FBLA)



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

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



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

### HEALTH OCCUPATIONS STUDENTS OF AMERICA (HOSA)



HOSA aims to empower future health care professionals to become leaders in the global health community through education, collaboration, and experience. HOSA's purpose is to develop leadership and technical skill competencies through a program of motivation, awareness, and recognition. Valuing learning, leadership, service, and innovation, HOSA students will gain valuable experience in local, regional, state, and national competitions if they qualify.



### **JOBS FOR VIRGINIA GRADUATES (JVG)**



Jobs for Virginia Graduates (JVG) is an affiliate of Jobs for America's Graduates (JAG), a national career association that supports high school students move from classroom to career through mentoring and the development of soft skills. At Burton, JVG fosters student success in areas of basic adulting skills, time management, goal setting, professional communication, job search/application process, resume writing, interview skills, professional dress and etiquette, soft skills necessary in the workplace, and career planning. JVG is proud to offer Burton students support and leadership opportunities that provide an advantage in tomorrow's competitive job market.

### **SKILLSUSA**



SkillsUSA is an organization for students preparing for futures in trade, industrial, technical, and health occupations in public high schools and post-secondary schools. It provides leadership, citizenship, and communication skills training as part of the curriculum. Skills USA offers prestige and recognition through a national program of awards and contests. The Virginia SkillsUSA Championships bring together over 1,000 district champions to the state conference to vie for gold, silver, and bronze medallions and other prizes and scholarships in over 80 skill and leadership events.

### **TECHNOLOGY SKILLS ASSOCIATION (TSA)**








TSA is a national career and technical student organization of students engaged in science, technology, engineering, and mathematics (STEM). TSA's intracurricular program include competitions and leadership activities. As a students organization of 300,000 middle and high school technology and engineering students, TSA provides its members the opportunity to explore a wide variety of STEM career interest areas. All TSA competitions-more than 70 middle and high school events combined-are correlated with national STEM standards to enhance STEM curriculum. Since 1978, more than four million students have participated in TSA.

# Student Expectations

Students are expected to contribute to the overall learning environment by being careful, accountable, and thoughtful. BCAT students and staff have worked to create a campus-wide matrix that clearly defines expectations for all students while at BCAT. With the help of students and other stakeholders, teachers have developed BCAT program specific expectations to which all students are held accountable. In the event these expectations are not met, staff members will address individual matters as they arise. Staff members are also given latitude to handle in-class disciplinary matters. In the event of continued or serious disciplinary matters, students will be referred to administration.

## CAMPUS-WIDE EXPECTATIONS

Student Expectations					
	PARKING LOTS	RESTROOMS	CAMPUS	BREAK	COMMUNITY
	... alert and safe.	... efficient and courteous.	... a good citizen.	... responsible with privileges.	... a strong ambassador.
	Eyes up Obey speed limit Avoid distractions Use safest route Yield to buses	Practice good hygiene Report issues to staff	Leave exterior access closed Refer all visitors to front office Report any safety concerns promptly Stay in designated areas	Keep hands to self Play safely	Follow directions of those in charge Be aware of surroundings Heed site guidelines
	Display pass in appropriate location Exit car when directed	Use bathrooms purposefully Avoid social time	Be punctual Respect staff Keep all areas clean Use appropriate language	Pay for items in Culinary Store Treat vending machines with care Comply with staff directions	Be punctual Dress to site standards Interact appropriately with person in charge
	Back into parking spaces Allow others to merge Maintain reasonable audio volume	Clean up after yourself Show care for property Refrain from phone usage	Dispose of items properly Be polite Maintain personal space	Be aware of others around you Be mindful of ongoing instruction Return to class on time	Know your audience Show professionalism Demonstrate good manners

## SAFETY

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

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

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

## **BULLYING/HARASSMENT**

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

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

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

## **SEXUAL HARASSMENT**

Sexual harassment constitutes a violation of Title VII of the Civil Rights Act of 1964, as amended, and therefore, Roanoke County Schools is committed to ensuring that all students comply with the law. If it is believed that sexual harassment has taken place, the incident(s) should be reported immediately to teachers, counselors, administrators, or other appropriate persons. "Sexual harassment" may consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal, written, or physical conduct of a sexual nature by a student when the conduct:

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

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

## **EMERGENCY PROCEDURES**

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

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

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

**DANGEROUS BEHAVIOR** – any student exhibiting behavior that is inherently dangerous to self or others must be reported immediately to a staff member.

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

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

## **BUS REGULATIONS**

School Board regulations must be observed by students who ride on school buses.

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

## **WORK AND SAFETY EXPECTATIONS**

All BCAT students are expected to adhere to RCPS student guidelines. Certain programs at BCAT have additional work and safety expectations. Students that do not adhere to these guidelines are subject to removal from the class/program.

## **FEES AND INSURANCE**

Each student will be charged the following: BCAT Dues: \$10.00 per SuperBlock

Driver Fee: \$15.00 - if student chooses to drive on campus and park a vehicle.

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

Accident insurance is available to the students for basic school-time coverage and for 24-hour basic coverage. School insurance is optional; however, students are encouraged to have some type

of hospitalization insurance. Information is available on the Roanoke County Public Schools' website – [www.rcps.us](http://www.rcps.us). (The school system carries NO school shop insurance for hospitalization or doctor's fees for students.)

There is a \$50.00 fee for returned checks.

## **HOMWORK**

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

## **LOCKERS**

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

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

## **COMMUNICATION DEVICES**

High School students may possess a personal mobile device on school property, provided that the **device must be "off" (or in airplane mode) and kept out of sight during class.** Personal mobile devices can only be used for learning activities with the explicit permission of the teacher. All other use is prohibited during class time. High School students may use a cell phone before and after school, during their lunch period and in the hallway between classes, provided the phone remains in a silent mode and does not become disruptive. The use of the device in violation of School Board policies and procedures, school rules, and this regulation may result in loss of this privilege at the principal's discretion.

Students may not use any device to photograph, video record, or audio record any verbal or physical altercations between students on school grounds or during school activities or to record any school staff members addressing specific disciplinary situation involving students on school grounds or during school activities.

The School Division reserves the right to inspect personal mobile devices and their content if reasonable suspicion exists that School Division policies or local, state, or federal laws have been violated. The scope of the search must be reasonably related to the objectives of the search and not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction.

## **FOOD DELIVERY**

Students may not have restaurant food delivered to campus. Any food brought by parents/guardians to BCAT will be left in the main office to be picked up at a later time, either after dismissal or if the teacher grants permission for special events like class parties.

## **PRIVATE VEHICLES**

Students who wish to drive or ride with another student to Burton must complete an application to drive or ride, secure proper signatures, and ensure dues and fees have been paid. After this

information is verified, a permit will be issued to the student to drive or ride under the conditions stipulated by the school and the parent. Students who do not have a permit and/or are not cleared through this process must ride the bus. Because transportation to and from Burton is considered within the school day, responsibility for riding, driving, or taking riders cannot be given to a student unless the student being transported has written parental permission.

### **Rules and Regulations for Driving Privileges**

- All RCPS and BCAT rules for student conduct apply in transportation to and from campus.
- Students are to drive safely always.
- All speed limits must be observed: 15 mph in parking lots and 25 mph in school zones. BCAT students are subject to the jurisdiction of the Roanoke County Police Department, Roanoke County Sheriff's Office, and Salem City Police Department.
- All student drivers must pay all BCAT class fees and dues in addition to the \$15 charge to obtain the parking pass.
- Upon arrival at school, all student drivers should back into designated student parking spots in an orderly fashion.
- Students should never park in any other place, such as the driveway in front of the school, bus loading area, or teacher parking area.
- Students should exit the vehicle in a reasonable timeframe. Students must exit the vehicle when told to do so by a staff member.
- After exiting the vehicle, it must remain unoccupied until dismissal.
- Students must have permission from the main office to access their vehicle once they have entered the fenced in campus area.
- Once on school premises, students are not to leave school in an automobile without first obtaining written permission from the office.
- Approved student drivers are only to transport other students to or from school who have obtained a rider/driver passes.
- Any car that is to be driven and parked at school during the school day must be registered in the office.
- The BCAT student parking pass must be displayed on back of the rear-view mirror, facing out toward the front windshield.
- If a different automobile is used during the school year, it must immediately be registered in the office.
- After the deadline has been established for the year, students are not allowed to park on campus until their application has been approved through the school office.
- Failure to abide by these rules and regulations in addition to RCPS and BCAT expectations for student conduct may result in revocation of driving privileges.

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

### **PUBLIC DISPLAYS OF AFFECTION**

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

### **SALE OF GOODS**

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

## **SCHOOL CRIME LINE**

In accordance with the Code of Virginia 22.1-280.2, Roanoke County high schools will participate in School Crime Line. Students who have information regarding hazards, threats, or crimes may anonymously call Crime Line at 344- 8500. Calls could bring cash rewards of up to \$1,000 which would be paid off school property to ensure confidentiality.

## **STUDENT AUDIO-VISUAL EQUIPMENT**

Students are discouraged from bringing personal electronic items such as portable bluetooth speakers, handheld video game devices, etc to school. If brought, these items should be put away during class time unless deemed appropriate for instructional use by the teacher. If these items are lost or stolen, BCAT will not be responsible for reimbursement.

## **ROANOKE COUNTY STUDENT DRESS CODE**

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

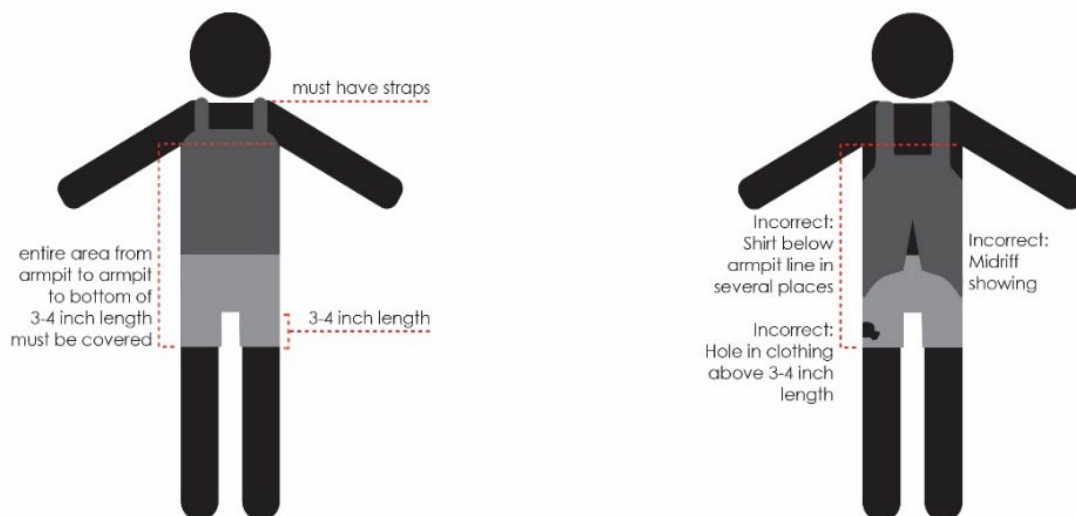
Minimum Requirements:

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

Additional Requirements:

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

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



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

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

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

### **CLASSROOM TELEPHONES**

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

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



**VISITOR POLICIES**

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

# **ROANOKE COUNTY PUBLIC SCHOOLS**

## **STUDENT CONDUCT CODE (SUMMARIZED)**

The purpose of the RCPS student code of conduct is to maintain a safe, positive learning environment for all. These rules apply to all students in all school settings (buildings, buses, events, etc.). Disciplinary actions aim to correct behavior and may include suspension or expulsion. Students and parents may be held financially responsible for damages caused by misconduct.

- **Alcohol, Tobacco, and Drugs:** Possession, use, distribution, or being under the influence is prohibited. Drug offenses may lead to expulsion.
- **Arson:** Setting fires is a serious offense.
- **Bomb Threats:** Making threats is illegal and will be reported to law enforcement.
- **Bullying:** Includes harassment, intimidation, and cyberbullying.
- **Compliance:** Students must follow directions from school staff.
- **Personal and Public Property:** Vandalism and theft are prohibited.
- **Disruptive Behavior:** Actions that disrupt the learning environment are not allowed.
- **Electronic Devices:** Use must be appropriate and not disruptive.
- **Fighting/Assault/Threats:** Violence and intimidation are prohibited.
- **Gambling:** Games of chance involving money or items of value are not allowed.
- **Gang Activity:** Participation in gang-related activities is prohibited.
- **Hazing:** Any activity that endangers the health or safety of students is prohibited.
- **Integrity:** Students must be honest and respectful of others' belongings.
- **Medication:** Prescription and over-the-counter medications must be administered according to school policy.
- **Obscene Language/Conduct:** Profanity and inappropriate behavior are prohibited.
- **Stalking:** Repeated actions that cause fear are prohibited.
- **Sexual Harassment:** Unwelcome sexual advances or comments are prohibited.
- **Trespassing:** Unauthorized presence on school property is prohibited.
- **Weapons:** Bringing weapons to school is prohibited and may lead to expulsion.

**Note:** For complete details, please refer to the full [Student Code of Conduct](#) on the RCPS website.