



Burns SciTech Student Handbook 2026-2027





Burns Science and Technology Charter School

160 Ridge Rd
Oak Hill, FL 32759

"Preparing Students for Their Future"

PARENT/GUARDIAN & STUDENT AGREEMENT WITH BURNS SCIENCE AND TECHNOLOGY CHARTER SCHOOL



Student Name: _____ Grade: _____

Parent/Guardian Name: _____ Date: _____

My student and I agree to the school's philosophies and the following conditions, duties, and responsibilities that govern enrollment and attendance at Burns Science and Technology Charter School (BST).

BST is responsible for maintaining a safe and productive learning environment, teaching all appropriate material, enforcing the Student Code of Conduct, and reporting unacceptable student behaviors to parents/guardians or legal authorities when mandated by law.

BST Student Agreement (SA)

- SA.1. I agree to follow all school rules and respect all teachers, volunteers, visitors, and staff.
- SA.2. I agree to be respectful to all my BST classmates (zero tolerance for bullying and threatening language).
- SA.3. I agree to respect the school facilities. Littering and vandalism will not be tolerated.
- SA.4. I agree to work diligently and to the best of my ability during the entire school day. I agree to complete all assigned work on time, makeup work when absent, and prepare diligently for all tests and/or assessments.
- SA.5. I agree to adhere to the Attendance Policy, Academic Progression Plan, and the Student Code of Conduct, school technology policy, and Burns Code of Civility.

BST Parent Agreement (PA)

- PA.1. I will ensure that my student respects the rights of others, attends school as required, completes school assignments, and follows all school rules and guidelines.
- PA.2. I agree to work cooperatively with school personnel and to always treat the school staff with respect.
- PA.3. I agree to monitor my student's academic progress through Focus and attend conferences scheduled with the staff.
- PA.4. I understand that my student may be questioned by school administration and/or local law enforcement without prior notice, about school or student safety, including discipline infractions.
- PA.5. I understand that I may voluntarily withdraw my child from the school at any time if I disagree with policies, procedures, decisions, or practices at BST.
- PA.6. I understand that the school's main form of communication is using Focus and Parent Square.
- PA.7. I have read and agree to the Burn Code of Civility.

CONSEQUENCES FOR A STUDENT NOT MEETING THESE EXPECTATIONS

- Minor violations of the Student Code of Conduct will result in a consequence listed in the discipline matrix.
- Not meeting academic and attendance expectations may result in academic interventions that take place outside the normal school hours.
- Major violations of the Code of Student Conduct, the Student's Academic Progression Plan, or the Attendance Policy could result in the student's dismissal from Burns Science and Technology Charter School's Program.

AGREEMENT

I have reviewed the Student Handbook, which is posted on the school's website and has also been made available on request in print form, and I agree to abide by the rules and guidelines of this agreement. I also agree that the consequences listed in this document and the Code of Student Conduct are reasonable and necessary for the safe and orderly operation of the school.

Student Signature

Parent Signature

Date

☐ Please check the box if you would like a paper copy of the Student Handbook.

Burns Science and Technology Student Handbook

Burns Science and Technology Charter School

2026-2027 School Calendar

August 3 (Monday).....	Preplanning Begins – Teachers Report
August 10 (Monday).....	First Day of School for Students
September 7 (Monday).....	Labor Day Holiday
September 21 (Monday).....	Professional Learning Day/Student Holiday
October 12 (Monday)	Teacher Duty Day/Student Holiday
November 11 (Wednesday)	Veterans Day Holiday
November 23 (Monday).....	Thanksgiving Holiday Begins
November 23 and 24 will be used as makeup days for inclement weather if needed	
November 30 (Monday).....	Classes Resume
December 21 (Monday).....	Winter Holiday Begins
January 4 (Monday)	Teacher Duty Day/Student Holiday
January 5 (Tuesday)	Classes Resume
January 18 (Monday)	Martin Luther King Jr. Birthday Holiday
February 15 (Monday).....	President's Day Holiday
March 15 (Monday).....	Spring Holiday Begins
March 22 (Monday).....	Teacher Duty Day/Student Holiday
March 23 (Tuesday).....	Classes Resume
May 26 (Wednesday).....	Early Release Day/Last Day of School for Students
May 28 (Friday)	Last Day of School for Teachers

SCHOOL HOURS

School Hours
K-5th 8:30am - 3:30pm
6th 8:10am – 3:40pm
7th-12th 8:10am-3:45pm

Breakfast

Served 7:40 am – cafeteria

After School Care (K-6)

3:30-5:30 pm

Early Release Days

2:30-5:30 pm

Early Release Days

All students will be released at **2:30** on these select Mondays throughout the school year and **1:30 *** on select days throughout the school year to provide time for staff Professional Development.

August 17	November 16	February 22	April 26
August 24	*November 20 (Friday) – 1:30	March 1	May 3
August 31	November 30	March 8	May 10
September 14	December 7	*March 12 (Friday) – 1:30	May 17
September 28	December 14	March 29	*May 24 (Monday) - 1:30
October 5	*December 18 (Friday) – 1:30	April 5	*May 25 (Tuesday) - 1:30
October 19	January 11	April 12	*May 26 (Wednesday) - 1:30
October 26	January 25	April 19	
November 2	February 1		
November 9	February 8		

Grading Period Dates

Period	Days	Grade Period Begins	Midterm Period Ends	Grade Period Ends	Report Card Distribution
1	43	8/10/2026	09/09/2026	10/09/2026	10/13/2026
2	43	10/13/2026	11/04/2026	12/18/2026	01/05/2027
3	47	01/05/2027	02/03/2027	03/12/2027	03/23/2027
4	47	03/23/2027	04/21/2027	05/26/2027	06/04/2027

Dear Students and Families:

This information has been developed to help you become familiar with the facilities, activities, and expectations concerning your school. Please take time to read each section so that you become familiar with items that pertain to you and your success at BST. We are committed to providing challenging, educational experiences emphasizing STEAM (Science, Technology, Engineering, Art, Math) project-based learning.

THE MISSION STATEMENT

Our mission is to cultivate learners and leaders who are inspired, able, and prepared to make a positive difference in the world.

OUR EDUCATIONAL PHILOSOPHY

In order for students to understand, they must do. We offer a project-based, active learning environment that encourages students to link learning to life in the real world. We foster critical thinking, independent problem-solving, strong communication skills, and ambitious goal setting.

BILL OF STUDENT RIGHTS

You, as a student of Burns Science and Technology Charter School, have the right:

- TO GROW INTELLECTUALLY, by experiencing ideas and concepts that challenge your ability to think, to reason, and to make decisions.
- TO MATURE EMOTIONALLY, by interacting with the environment that nurtures awareness and an understanding of yourself.
- TO GROW HOLLISTICALLY, by learning from people who have made a commitment to your education and individual needs.
- To DEVELOP SOCIALLY, by modeling accepted social attitudes and social skills.
- TO GROW PHYSICALLY, by being an active participant in curricular and extra-curricular activities that develop your body and sense of fair play.
- TO EXPRESS YOURSELF CREATIVELY, by sharing your talents and abilities in the arts.
- TO ALLOW YOURSELF TO BE HELPED through a difficult period in your growth by people with a sincere understanding of your feelings.
- TO UNDERSTAND YOUR FEARS, by knowing that your concerns are natural and shared by everyone.
- TO SEEK ACADEMIC HELP WHEN YOU NEED IT, in order to gain a better understanding of your schoolwork.

BST believes that character education is an important part of developing quality traits such as respect, citizenship, leadership, service, and scholarship.

STUDENT RESPONSIBILITY...

- ✓ Attend school daily and be on time.
- ✓ Strive to always do your best.
- ✓ I will treat everyone with respect, kindness, and dignity.
- ✓ I will practice self-control.
- ✓ I will cooperate with and support others.
- ✓ I will be responsible for my behavior and actions.
- ✓ I will come to school prepared and ready to learn.
- ✓ I understand that "Failure is not an option."

SCHOOL RESPONSIBILITY...

- ✓ Provide a safe and effective learning environment.
- ✓ Establish and maintain an open line of communication between home and school.
- ✓ Promote HIGH expectations for student behavior and academic achievement.
- ✓ Provide opportunities for every student to be successful.
- ✓ Promote student responsibility for behavior and actions.

BST ACADEMIC EXPECTATIONS

BST has established high expectations for student academic success. We believe that all students can succeed academically, and we will provide additional academic assistance to all students to achieve this goal. Our educators not only provide excellent academic instruction in the classroom, but they also provide at least one day a week of additional tutoring for their students. If additional academic help is needed, BUGs (Bring Up Grades) courses and an academic Saturday school are some of the tools that can be used. BST also provides excellent support to those students who have individualized educational plans. The educators at BST go above and beyond for our students to succeed, but students and parents must do their part to attain academic success.

The following are some of the academic expectations.

BST FOLLOWS VOLUSIA COUNTY SCHOOL'S STUDENT PROGRESSION PLAN:

THE FOLLOWING ARE SOME OF THE IMPORTANT HIGHLIGHTS OF VOLUSIA COUNTY'S PLAN

(Please read their full plan for complete details)

The student progression plan shall establish a comprehensive program for student progression from grade to grade and shall provide criteria for progression that reflect the student's proficiency in the adopted state standards and establish specific levels of proficiency in reading, writing, science, and mathematics. The plan shall include the requirements to be met by students and the school's program for ensuring student progression, both through initial and remedial instruction and through other support services. In implementing this plan, reading, writing, and mathematics skills will be integrated and reinforced across all subjects, including career awareness, career exploration, and career and technical education. The purpose of this plan is to establish the school's program to implement state legislative and local board student progression requirements.

- ✓ The **school** is responsible for providing students with effective instructional and remedial programs that monitor progress, promote continuous achievement, and make provisions for individual differences.
- ✓ **Principals** have the responsibility for maintaining required records and reports.
- ✓ **Teachers** are responsible for providing effective instruction and remediation, and documenting instruction in, and students' mastery of, the adopted state standards.
- ✓ **Students** must assume responsibility for learning, attending classes regularly, and participating in instruction.
- ✓ **Parents/guardians** are responsible for monitoring their child's attendance, promoting an interest in learning, and ensuring their child's proper conduct while at school.

ACADEMIC PROGRESSION

It is expected that all students will make progress annually and demonstrate appropriate reading ability sufficient to move to the next grade level or to graduate in a timely manner.

No student may be assigned to a grade level based solely on age or other factors that constitute social promotion. This does not prevent students from being promoted based upon exemption according to state law and district policy. In instances in which an overage student is recommended by the Change of Grade Committee to be moved up in grade level, a support plan must be put in place and followed for at least one full academic year (which in many cases, includes summer school).

STUDENT PROMOTION AND PROGRESSION THROUGH THE ELEMENTARY GRADES

Student promotion is also based upon an evaluation of the student's satisfactory performance toward grade level adopted state standards and levels of performance on statewide standardized assessments in English Language Arts (ELA), science, and mathematics. The classroom teacher has the primary responsibility for determining each student's level of performance and ability to function academically at the next grade level, subject to review by the principal or designee.

The teacher recommends promotion based on satisfactory performance on the following: grade level adopted state standards, district/State-wide assessments, classroom work, observations, tests, and/or other relevant achievement data.

A student in any elementary grade who does not meet the required levels of performance on statewide standardized assessments in ELA, science, and mathematics, as defined by the Commissioner of Education, and who fails to meet satisfactory grade level performance on adopted state standards, classroom work, observational data by certified staff, tests, district assessments, and other relevant data, may be retained with approval of the principal and with written notification to the parent/guardian. A student who is retained will not be promoted to the next grade level and must receive an intensive program that is different from the previous year's program and takes into account the student's learning style.

* BST follows the Volusia County School's promotion policies and guidelines for Exceptional Student Education and English Language Learners.

STUDENT PROMOTION AND PROGRESSION THROUGH THE MIDDLE GRADES

In order to be promoted, students must make satisfactory progress in at least five of seven courses per grade level, including at least three of the four core courses: English Language Arts (ELA), mathematics, science, and social studies.

Promotion to Grade 7 - A sixth-grade student must have earned a final grade of “D” or better in at least five of six courses, including three of the four core courses: ELA, mathematics, science, or social studies.

Promotion to Grade 8 - A seventh-grade student must have earned a final grade of “D” or better in at least five of six courses, including three of the four core courses: ELA, mathematics, science, or social studies.

Promotion to Grade 9 - In order to be promoted from grade 8 to grade 9, all junior high students must successfully complete the following in grades 6-8 with an overall grade of “D” or higher. • 3 courses in English (Language Arts) • 3 courses in Mathematics • 3 courses in science • 3 courses in Social Studies (to include completion of one credit in civics) • 1 course in Career Exploration and Planning (may be incorporated in a Core Content Area)

A student who does not meet the established criteria for promotion for his or her grade level will be retained.

* A student has three years to complete the middle school requirements. Students are expected to pass their courses each year to be on pace to meet this requirement. If a student falls behind by failing courses, it is expected that the student, with their parents' support, works with BST to develop and follow an academic plan to remediate the failed courses. If the student does not follow the established academic plan, the student will go before the Academic Review Committee to determine a new plan or a possible dismissal from the BST Program.

** BST follows the Volusia County School’s promotion policies and guidelines for Exceptional Student Education and English Language Learners.

STUDENT REQUIREMENTS TO EARN A HIGH SCHOOL DIPLOMA

The 24 credits may be earned through applied, integrated, and career education combined courses approved by the Department of Education. For students entering 9th grade in 2013- 2014 and thereafter, the 24 credits shall be distributed as follows:

- Earning four credits in English Language Arts (ELA), which must include ELA I, II, III, IV or equivalent, applied, integrated, or accelerated courses, and passing the 10th grade statewide, standardized ELA assessment.
- Earning four credits in mathematics, which must include one credit in Algebra 1 and one credit in Geometry. The statewide, standardized Algebra 1 and Geometry EOC assessments constitute 30% of the student’s final course grade. Earning course credit is no longer contingent upon passing the EOC assessment; however, passing the EOC is a graduation requirement for Algebra 1.
- Earning three credits in science, which must include one credit in Biology 1 and 1 credit of physical science. The statewide, standardized Biology 1 EOC assessment constitutes 30% of the student’s final course grade.
- Earning three credits in social studies, which must include one credit in United States History, one credit in World History, one-half credit in United States Government, and one-half credit in Economics. The statewide standardized United States History EOC assessment constitutes 30% of the student’s final course grade.
- Earning one credit in fine or performing arts, speech, and debate, or practical arts (practical arts courses are identified in the course code directory).
- Earning one-half credit in physical education to include integration of health and one- half credit in Personal Fitness.
- Earning eight credits in electives
- Students must take a 0.5 credit course in personal finance per Florida Statute 1003.4282.
- A cumulative grade point average (GPA) of 2.0 on a 4.0 scale.

For state-required passing of tests, there may be alternative methods available.

* A student has four years to complete the 24 credit requirement to graduate. Students are expected to pass their courses each year to be on pace to meet this requirement. If a student falls behind by failing courses, it is expected that the student, with their parents' support, works with BST to develop and follow an academic plan to remediate the failed courses. If the student does not follow the established academic plan, the student will go before the Academic Review Committee to determine a new plan or a possible dismissal from the BST Program.

** **BST** follows the Volusia County School’s promotion policies and guidelines for Exceptional Student Education and English Language Learners.

TEXTBOOKS/INSTRUCTIONAL MATERIALS

Students are responsible for the care of all materials, books, and technology that the school provides for use. All materials must be returned in same condition as received. If lost, damaged or vandalized, the student must replace items. Report cards and student files will be held until items are returned or funds are paid to replace them.

- ✓ Have pride and respect for school property.
- ✓ Students are expected to use their textbooks/instructional materials daily and keep them in good condition.

BST HOME LEARNING GUIDELINES

HOME LEARNING IS ONE OF MANY LEARNING ACTIVITIES IN WHICH STUDENTS WILL PARTICIPATE.

ITS PURPOSE IS TO...

- ...Extend learning and/or provide practice in applying concepts initially presented in the classroom.
- ...Provide opportunities for independent and guided work (depending on grade level and task)
- ...Develop initiative, responsibility, self-direction, and organizational skills.

****Home Learning Responsibilities****

Student	Teacher	Parents
✓ Stay Positive; Do your BEST! ✓ Do your own work so you learn the material. ✓ Use your planner. Write down the assignments. ✓ Your homework is part of your learning experience. ✓ Ask questions if you do not understand. ✓ Attend tutoring as needed.	✓ Assign meaningful and purposeful homework ✓ Set clear expectations. ✓ Provide timely and meaningful feedback. ✓ Coordinate with teacher team members. ✓ Contact parents with homework expectations and missing work. ✓ Communicate expectations to parents. ✓ Inform students of the methods used to evaluate homework. ✓ Attention to individual differences among students should be considered in assigning homework. ✓ Homework should not be assigned for disciplinary purposes. ✓ Offer tutoring to assist with skills.	✓ Show a genuine interest in your child's homework. ✓ Encourage your child to develop increasing independence. ✓ Encourage responsibility for making up assignments missed due to not finishing classwork or absence. ✓ Supervise your child's homework. ✓ Support and encourage tutoring opportunities. ✓ Please allow your student to complete assignments with minimal help.

** Academic integrity applies to all work including homework.

Time Guidelines

If students are consistently working longer than the suggested times listed below, please let the school know so we can offer help.

Grades	Guidelines
KG-1	Up to 15 minutes a night
2-3	Up to 30 minutes a night
4-5	Up to 40 minutes a night
6-7-8	Up to 1.5 hours a night
9-12	Up to 2 hours a night
College Courses (Dual Enrollment & Advanced Placement)	Unlimited as needed

REPORT CARDS/GRADING (Note that these grading scales may deviate from Volusia County Schools)

(Special area classes will not be included in honor roll status for K-6 awards ceremonies and this may be shown accurately on the Focus report card)

Grades earned in academic subjects will not be lowered for disciplinary reasons. The grading scales are shown below.

Mastery (passing) of state of education standards is considered 70% or higher

K-2 GRADING

E- Excellent Progress	60% Summatives
S- Satisfactory Progress	40% Formatives
N- Needs Improvement	
U- Unsatisfactory	

3rd -12th GRADING SCALE

A	90-100	60% Summatives
B	80-89	40% Formatives
C	70-79	
D	60-69	
F	Below 60	

EFFORT/CONDUCT

- K-12 will be based on the following numeric designations.
- 1- Satisfactory
 - 2- Needs Improvement
 - 3- Unsatisfactory

MERIT-BASED AWARDS SYSTEMS HONOR CEREMONIES

K-6

• Merit Awards are designed to recognize a wide range of achievements, provide an incentive for intrinsic motivation, and acknowledge achievement for ALL students

Students can receive a gold, silver, or bronze merit certificate at the end-of-the-year awards assembly based on the number of nominations received over the school year. The highest total number of merits will be awarded to the students nominated to receive the AIM Award. Students will be awarded 5 academic merit points for straight A's and 3 academic merit points for honor roll per quarter, but may also earn SOAR merit points throughout the school year Q1-Q3.

• Individual Merit Awards- Merit rubric: silver, bronze, gold - Goal-focused with mini rewards/ house points: safe, respectful, resilient, learner at all times in the classroom, with technology, in the bathrooms, playgrounds, and while attending assemblies.

• Consistent Application Merit Awards-, consistent homework, consistently good performance, effort and enthusiasm, high achievement, high-quality work, high-quality homework, house points, quality contributions around school, and growth/ progress.

• Participation Merit Award- respect, inclusion, determination, and excellence.

		Merits Required
Gold	Q1-Q2-Q3	30+
Silver	Q1-Q2-Q3	20
Bronze	Q1-Q2-Q3	10

7-12 AIM to SOAR to the SKY Awards

AIM Awards

- Attitude of Responsibility – students who earn positive points for the year.
- Integrity Award – Students who earn 2 or fewer demerits for the school year.
- Motivation and GRIT – Teacher Award for students who work hard and never give up in their course.

SOAR Awards for College, Career, & Financial Skills

- Students who earn a 4 or 5 on the State Exams
- Students who earn an industry certification

Honor Roll

7th and 8th Grade	High School
– Honor Roll (All A's and B's)	§ Cum Laude ("with honor"): GPA of 3.5–3.6
– Principal's Honor Roll (All A's)	§ Magna Cum Laude ("with great honor"): GPA of 3.7–3.8
	§ Summa Cum Laude ("with highest honor"): GPA of 3.9 or higher

SKY Awards for Developing a Happy, Meaningful Life

- Service Award (Volunteer Hours)
 - o **Bronze Award Level** - 1-10 service hours
 - o **Silver Award Level** – 11 – 30 service hours
 - o **Gold Award Level** - >30 service hours
 - Kinship & Community Awards
 - o **Networking Award** – Students who network with the adults on campus and in the community.
 - o Clubs, Academic Competitions, and Athletic Pins – Students earn pins for fully participating in clubs, organizations, academic competitions, and athletics.
 - Y - Find meaning and purpose, your 'Y' (Why)
 - o **Highly Skilled Award** - Students earn a Teacher's Award for becoming highly skilled in their course by solving high-level problems.
- AIM to SOAR to the SKY Award** – Highest honor for students in grades 7-11 for the students who best embody these ideals.
- The Eagle Hall of Fame** – Highest Honor for a Burns Student who best embodies the values of the AIM to SOAR to the SKY. Each year, four graduating seniors will be given this honor at graduation.

BST ATTENDANCE REQUIREMENTS

Parent/Guardian Responsibility - Florida law (Fla. Stat. § 1003.24) requires each parent/guardian of a child from six to sixteen years of age to be accountable for their child's school attendance and holds parents/guardians responsible for providing an explanation for any absence from school. A student over the age of 16 is subject to compulsory attendance unless the student and parent complete a formal declaration of intent to terminate school enrollment with the Volusia County School District. If a student has unauthorized absences sufficient to jeopardize academic progress and it is determined that the student's parent or guardian is at fault for the absences, in accordance with Florida Statute § 1003.24, the procedures under Florida Statutes § 1003.26 and § 1003.27, shall be followed by the appropriate school personnel.

Parents/Guardian are responsible for reporting a student's absence. The parent/guardian will call or email the attendance office at attendance@burnsscitech.org and explain the absence. The following information will need to be provided: Student name and ALPHA code, date of absence, and reason. If that contact does not occur, the absent record will automatically be unexcused.

Excused Absences - The law allows absences for illness or medical care, death in the family, religious holidays, prearranged absences for educational purposes approved by an administrator, financial and certain other special circumstances, or insurmountable conditions. A student with an excused absence is not subject to any disciplinary or academic penalties.

Unexcused Absences - An unexcused absence takes place any time a child is out of school for reasons not recognized in the law. In these cases, the child may be subject to academic penalties. Unexcused absences include missing the bus/oversleeping, vacations, trips, shopping, excessive illness without physician verification.

A student's primary teacher or the school's attendance team shall report to the principal or their designee if the student is exhibiting a pattern of non-attendance and is a potential habitual truant when the student has accumulated:

- a. At least five (5) unexcused absences, or absences for which the reasons are unknown, within a calendar month; or
- b. Ten (10) unexcused absences, or absences for which the reasons are unknown, within a 90-day calendar period.

If a child subject to compulsory school attendance (Attendance Contract) will not comply with attempts to enforce school attendance, the principal or their designee may refer the case to the Child In Need of Services/Family In Need of Services (CINS/FINS) provider committee or in extreme cases, Department of Children and Families (DCF).

If the child has had more than fifteen (15) unexcused absences in a ninety (90) day calendar period, the principal or their designee may file a truancy petition pursuant to the Florida Statutory procedures (Fla. Stat. § 984.151) which may result in a court hearing and/or a social worker being assigned to the case. Florida Statutes Section 322.091 requires schools to report any students of driving age starting at age 14 who accumulates 15 unexcused absences to the Department of Highway Safety and Motor Vehicles. Licensed minors will lose their driving privilege unless they comply with attendance requirements.

BST wants all of our students to attend school and expects parents and students to make the commitment to attend school. If a student exceeds fifteen (15) unexcused absences, or absences for which the reasons are unknown, within a 90-day calendar period and has violated their attendance contract, the student will go before the Attendance Committee. The student and parent/guardian will be given an opportunity to provide reasons and documentation for the unexcused absences. Based on this information, the Attendance Committee will determine if the student will be dismissed from the BST Program or if another attendance contract will be implemented.

Tardiness

Parents/Guardians/Authorized persons are required to sign the student into the main office by completing the required Check-In form after 8:20 a.m. for K-6, 8:15 am 7-12th.

Students are considered tardy to school/class if:

- a. Students are not in class at the time class begins; 8:20 6th grade 8:20 K-5, 8:15 7-12 homeroom
- b. Student is not in class at time teacher takes attendance for each period

Early Checkout

Students are expected to attend the entire day of school. Early checkout of students causes disruption to academic performance and may create safety and security concerns.

- a. Students will not be allowed to check out within 1 hour before our scheduled dismissal time in order to prevent disorganization and confusion at the time of dismissal.
- b. If you come to check out your student during 11:45-1:30 during Middle/High lunches, please expect a delay in picking up your students.

- c. Parents/Guardians/Authorized persons are required to sign the student out of school in the main office by completing the required Check Out form.
- d. To expedite the check-out process for 7th-12th grade, a note (to the high school office) /email to attendance@burnsscitech.org must be sent by 8:30 am the day of the check-out.

BST STUDENT BEHAVIOR EXPECTATIONS

STUDENT CAFETERIA EXPECTATIONS

Student behavior in the cafeteria should be based on courtesy and cleanliness.

Students need to...

- ✓ Be kind and respectful.
- ✓ Use good manners.
- ✓ Walk at all times.
- ✓ Use soft inside voices.
- ✓ Raise your hand if you need help.
- ✓ Keep hands, feet, and objects to yourself.
- ✓ Be responsible for your own trash and area.
- ✓ Ask permission to leave your seat/table.

Money should be added to the lunch/breakfast online account weekly or given to your homeroom teacher. Free and Reduced Lunch forms are available in the office or online. Let us know if you need assistance, we are happy to help!
This year lunch/breakfast is free for all students!

STUDENT PLAYGROUND EXPECTATIONS

Students may use playground equipment only when supervised by a teacher.

- ✓ Students are not permitted to jump from the equipment.
- ✓ All games or activities are "hands to self".
- ✓ Keep away from trees, fences, and bushes; they are not play areas.

Safety will ALWAYS be BST's primary concern.

FLAG: Burns Sci-Tech staff and students are expected to show full respect for the flag by standing with their hand over their heart and reciting the Pledge of Allegiance. Only upon written request by parents/guardians, may a student be excused from reciting the pledge, including standing and placing the right hand over the heart. Excused students must show full respect by engaging in silence during this time.

GUM: Students are not allowed to chew gum on school campus or on the bus. This can result in a school rule violation in Conduct Keeper.

STUDENT BUS EXPECTATIONS

- ✓ Arrive at the bus stop 10 minutes ahead of the scheduled time.
- ✓ Remain seated at all times while the bus is in motion.
- ✓ No food or drinks are permitted on the bus. Water is the only exception.
- ✓ No profanity, yelling, screaming, or inappropriate language.
- ✓ Silence must be maintained at all railroad crossings.
- ✓ Follow all directions given by the bus driver and/or bus attendant immediately.
- ✓ Bus cards **MUST** be used when getting on and off the bus. (\$5 to replace each card)
- ✓ Cell phones and electronic devices must be on silent mode. Headphones must be used when listening to audio.
- ✓ No throwing of any objects on or from the bus.
- ✓ Fighting, bullying, harassment, or any form of aggressive behavior will not be tolerated.
- ✓ Respect fellow students, the driver, the attendant, and school property at all times.
- ✓ Students must ride the bus 4 days a week, both AM and PM.
- ✓ Damages to the bus may be the responsibility of the parent.

BUS TAGS: Students must have their bus tag daily. They will be given 1 bus tag, and any additional ones cost \$5 each.

BUS CONTRACTS: All students and parents must sign a bus contract. We will have a 3-strikes policy for discipline on the bus. If students do not follow bus expectations, they may be removed from the bus at any time.

STUDENT WALKING and BIKING EXPECTATIONS

- ✓ Students will need to have a pass for walking, biking, and skateboarding home. A permission form must be signed and on file in the office.
- ✓ Follow all Walker - Biker - Skateboarder Safety Rules. **Remember, there is a bike helmet law!**
- ✓ STAY ON THE BIKE/WALKER PATH ONLY. Bikes **MUST** not be ridden in the parking lot or on the main road.
- ✓ Bicycles should be locked to the rack.
- ✓ Go directly **to and from** school.
- ✓ Remain in the designated area until released by the teacher.
- ✓ Bicycles must be **walked** on the school campus at all times.
- ✓ If students do not follow walking/biking expectations, their walking pass may be revoked.

The school cannot accept responsibility for damage to or theft of bicycles or skateboards.

STUDENTS' STAYING AFTER SCHOOL:

Students must have permission from an adult to stay after school and must remain under that adult's supervision.

SOARING Eagles demonstrate leadership and the qualities of a team player.

We expect all students to use appropriate behavior and to demonstrate respect for all!

STUDENT ID POLICY

- ✓ All 7-12th grade students must have their student ID on their person and random checks may be completed.
- ✓ The first ID card is provided to the student, if the student loses their ID a replacement must be purchased by the parent for \$5.
- ✓ Lanyards are always available in the main office at no cost if they are damaged.

SCHOOL EVENTS/FIELD TRIPS

- ✓ For all events during school hours (with the exception of awards ceremonies, and ENO/parent meetings) volunteers are not permitted to bring younger/older children to school events.
- ✓ A signed permission slip from the parent/guardian must be provided by the parent.
- ✓ Parents/Guardians/Chaperones **MUST** be approved volunteers at least 1 week prior to the field trip in order to attend.
- ✓ All chaperones must be 18 or older.
- ✓ For School dances, students must attend a ½ day of school in order to attend the dance.
- ✓ If a student has 10 or more discipline demerits, they may be excluded from attending field trips and dances.



The image shows a promotional graphic for FortifyFL. At the top, there is a blue banner with a red megaphone icon and the text "FORTIFYFL" in white. Below this, on the left, is a QR code with the text "SCAN ME" underneath it. To the right of the QR code, the text reads "Scan for Fortify Florida" and "GetFortifyfl.com". On the far right, a yellow box contains the text: "FortifyFL is a suspicious activity reporting tool that allows you to instantly relay information to appropriate law enforcement agencies and school officials. GetFortifyfl.com". The background of the graphic features a close-up of an eagle's head and wing.



EAGLES' DRESS CODE

Uniforms are mandatory for all Burns Sci-Tech K-6 students

<https://nsbclimbingcompany-com.printavo.com/merch/burns-sci>

Benefits of School Uniforms

There are many positive reasons for uniforms, including:

- ✓ create a sense of school pride and belonging.
- ✓ encourage students to focus on personal growth and academic achievement, not outward appearances.
- ✓ prepare students to get ready for 21st Century Careers by demonstrating a neat business-like image.
- ✓ create a strong learning environment with fewer discipline problems.
- ✓ are less likely to be distracting to students.
- ✓ can be less expensive.
- ✓ minimize the visible socioeconomic differences between children.
- ✓ eliminate pressure to wear brand-name clothing.

Listing of Acceptable Clothing

Bottoms: Navy, Black, or Khaki (solid color)

- ✓ Bermuda style shorts, slacks, skorts, skirts, athletic shorts or jumpers.
- ✓ Length requirement 10" from the hip/Approximately finger-tip length
- ✓ Leggings/tights can only be worn under approved bottoms, not by themselves.
- ✓ All bottoms, including leggings/tights, must be plain, solid dress-code color (No fishnets).
- ✓ Black, Navy, Khaki Sweatpants/Joggers (loose fitting) with pockets are allowed. No Logos
- ✓ Black flare leggings are allowed.

Tops: POLOS Forest Green, Kelly Green, Navy Blue, Light Blue (solid color)

K-6 T-Shirts Kelly Green, Light Blue, or Navy Blue

- ✓ May be long or short sleeves.
- ✓ Polos do not require a school logo.
- ✓ Undershirts (if worn) must be plain, solid dress-code color without hoods.
- ✓ Polo shirts can also be purchased at other department stores without a logo, but must meet dress code guidelines.

Other rules for appropriate dress:

- ✓ A belt must be worn if the bottoms are oversized and/or show undergarments.
- ✓ Skirts, jumpers, shorts, and polo-style dresses **must be mid-thigh or fingertip in length (approx. 10" from hip)** based on the stature of the student and will be addressed on an individual basis.
- ✓ Shoes must be closed-toe, closed-heel, and safe for walking (**No Crocs, house slippers, slip-on type shoes, must fit snugly to heel**).

Physical Education Uniforms:

- ✓ Black gym shorts/black sweatpants/joggers with pockets are recommended for PE days.
- ✓ Tennis shoes/sneakers/athletic shoes must be worn on PE days.

Exceptions to the Burns Sci-Tech Uniform Dress Code

- ✓ Only when granted by the administration for activities such as *Reward Days, Color Bash, Holidays*, etc.
- ✓ Clothing should not contain inappropriate logos, slogans, markings, or words.
- ✓ Jeans are acceptable on Fridays for K-6 students. (no rips)
- ✓ House shirts are to be worn only on Fridays.
- ✓ Special club shirts outside of normal school colors or team athletic shirts should only be worn on a club-sponsored day or game days.

List of Unacceptable Clothing Items

- × Jeans and/or denim jeans material is not allowed. (Jeans can be worn on Fridays only)
- × Shoes must not have wheels or other moving parts.
- × Clothing too tight or too loose is not allowed- no skinny jeans, tight pants, or jeggings.
- × Clothing must not be see-through or have tears/holes.

- × Hats, sunglasses, and hoods on sweatshirts may not be worn during the school day and should remain in lockers/backpacks. (Sunglasses may be worn for outdoor recess/PE time only)
- × Any item with political wording or logos.
- × Volleyball shorts are not to be worn for PE, the only exception is for practices and games.
- × No blankets

Clothing, accessories, hairstyles/hair color deemed inappropriate and/or disruptive to the educational process will not be permitted and will be addressed on an individual basis.

List of Unacceptable Clothing for approved dress down days

- × Mini-shirts, mini-dresses, halters, backless shirts or dresses, tube tops, tank tops without a shirt, spaghetti straps, midriff outfits, and see-through garments.
- × Clothing with tears or holes.
- × Undergarments designed as clothing or sleepwear, such as boxer shorts, tights, hosiery, pajama pants or pajama shorts.
- × Any item that contains logos, slogans, markings, or words that are not appropriate for school or business.

If students are cold in buildings/classrooms, outer clothing must meet the following:

- ✓ Must be a sweater, sweatshirt, or jacket.
- ✓ Must be solid, navy blue or black only.
- ✓ Must only have the BST logo, no logo, or a small logo less than 2 inches.
- ✓ Students must have a collared polo uniform shirt or school shirt underneath, a sweatshirt, or a jacket.

BST staff will determine if clothing is appropriate and compliant with Burns Sci-Tech dress code. BST staff reserves the right to ask a student to remove non-dress code attire and change into clothing that meets the dress code.

Violations of dress code requirements

Violation	Code	Point Category	Possible Consequences for Each Category (Categories are based on the number of points the student has accumulated)
Dress Code Violation Level 1 = 1 Point (No points given if student if student gets into dress code by the end of 1st period; consequences are still served)	SR	1	Warning / Provide Change of Clothes
		2-5	Conference with Student / Lunch Detention / Loss of an Activity /Copy Entire Dress-Code Code of Conduct by Hand
		6-10	Possible Parent Contact / Conference with Student / After-School Detention (1 day) / Loss of Activity / Copy Entire Dress-Code Code of Conduct by Hand
		11-15	Possible Parent Contact / Conference with Student / After-School Detention (1-3 days) / Loss of Activity / Copy Entire Dress-Code Code of Conduct by Hand
		16+	Violation becomes Insubordination with Possible Out of School Suspension (Up to 10 days) / Dismissal of Program
Note: After a student's 4th dress code violation, the violation becomes insubordination with its consequences. Parent contact begins at the 3rd violation. Adjustments will be made for our younger students.			



EAGLES' DRESS CODE

Uniforms are mandatory for all Burns Sci-Tech 7-8 students

All uniforms can be purchased from
<https://nsbclimbingcompany-com.printavo.com/merch/burns-sci>

Benefits of School Uniforms

There are many positive reasons for uniforms, including:

- ✓ create a sense of school pride and belonging.
- ✓ encourage students to focus on personal growth and academic achievement, not outward appearances.
- ✓ prepare students to get ready for 21st Century Careers by demonstrating a neat business-like image.
- ✓ create a strong learning environment with fewer discipline problems.
- ✓ are less likely to be distracting to students.
- ✓ can be less expensive.
- ✓ minimize the visible socioeconomic differences between children.
- ✓ eliminate pressure to wear brand-name clothing.

Listing of Acceptable Clothing

Bottoms: Navy, Black, or Khaki (solid color) Jeans with no rips only on Fridays

- ✓ Bermuda style shorts, slacks, skorts, skirts, athletic shorts or jumpers.
- ✓ Length requirement 10" from hip/approximately finger-tip length
- ✓ Leggings/tights can only be worn under approved bottoms, not by themselves.
- ✓ All bottoms, including leggings/tights, must be plain, solid dress-code color (No fishnets).
- ✓ Black Sweatpants/Joggers (loose fitting) with pockets are allowed. No Logos
- ✓ Leggings bought only from the Burns Spirit shop may be worn to school daily.

Tops: POLOS Any shade of solid Blue (solid color)

T-Shirts in any shade of blue **MUST** have the school logo

- ✓ May be long or short sleeves.
- ✓ Polos do not require a school logo.
- ✓ Undershirts (if worn) must be plain, solid dress-code color without hoods.
- ✓ Polo shirts can also be purchased at other department stores without logo but must meet dress code guidelines.

Other rules for appropriate dress:

- ✓ A belt must be worn if bottoms are over-sized and/or show undergarments.
- ✓ Skirts, jumpers, shorts and polo-style dresses **must be mid-thigh or fingertip in length (approx. 10" from hip)** based on the stature of the student and will be addressed on an individual basis.
- ✓ Shoes must be closed-toe, closed-heel, and safe for walking. Must fit snugly to the heel. **(No Crocs or house slippers).**

Physical Education Uniforms:

- ✓ Black gym shorts/black sweatpants/joggers with pockets are recommended for PE days.
- ✓ Tennis shoes/sneakers/athletic shoes must be worn on PE days.

Exceptions to the Burns Sci-Tech Uniform Dress Code

- ✓ Only when granted by the administration for activities such as *Reward Days*, *Spirit Weeks*, *Holidays*, etc.
- ✓ Only when granted by the administration for a reasonable accommodation.
- ✓ Clothing should not contain logos, slogans, markings, or words.
- ✓ Jeans are acceptable on Fridays for K-8 students (no rips)

List of Unacceptable Clothing Items

- × Jeans and/or denim jeans material are not allowed. (Jeans can be worn on Fridays only)
- × Shoes must not have wheels or other moving parts.
- × Clothing too tight or too loose is not allowed- no skinny jeans, tight pants, or jeggings.
- × Clothing must not be see-through or have tears/holes.
- × Hats, sunglasses, and hoods on sweatshirts may not be worn during the school day and should remain in lockers/backpacks. (Sunglasses may be worn for outdoor recess/PE time only)
- × Any item with political wording or logos.
- × Volleyball shorts are not to be worn for PE, the only exception is for practices and games.
- × No blankets

Clothing, accessories, hairstyles/hair color or makeup, deemed inappropriate and/or disruptive to the educational process will not be permitted and will be addressed on an individual basis.

List of Unacceptable Clothing for approved dress down days

- × Mini-shirts, mini-dresses, halters, backless shirts or dresses, tube tops, tank tops without a shirt, spaghetti straps, midriff outfits, and see-through garments.
- × Clothing with tears or holes.
- × Undergarments designed as clothing or sleepwear, such as boxer shorts, tights, hosiery, pajama pants or pajama shorts.
- × Any item that contains logos, slogans, markings, or words that are not appropriate for school or business.

If students are cold in buildings/classrooms outer clothing must meet the following:

- ✓ Must be a sweater, sweatshirt or jacket.
- ✓ Must be solid and any shade of blue or black.
- ✓ Must only have BST logo (or no logo, logo smaller than 2 inches is acceptable).
- ✓ Students must have a collared polo uniform shirt or school shirt underneath, sweatshirt, or jacket.

BST admin will determine if clothing is appropriate and compliant with Burns Sci-Tech dress code. BST admin reserves the right to ask a student to remove non-dress code attire and change into clothing that meets the dress code.

Violations of dress code requirements

Violation	Code	Point Category	Possible Consequences for Each Category (Categories are based on the number of points the student has accumulated)
Dress Code Violation Level 1 = 1 Point (No points given if student if student gets into dress code by the end of 1st period; consequences are still served)	SR	1	Warning / Provide Change of Clothes
		2-5	Conference with Student / Lunch Detention / Loss of an Activity /Copy Entire Dress-Code Code of Conduct by Hand
		6-10	Possible Parent Contact / Conference with Student / After-School Detention (1 day) / Loss of Activity / Copy Entire Dress-Code Code of Conduct by Hand
		11-15	Possible Parent Contact / Conference with Student / After-School Detention (1-3 days) / Loss of Activity / Copy Entire Dress-Code Code of Conduct by Hand
		16+	Violation becomes Insubordination with Possible Out of School Suspension (Up to 10 days) / Dismissal of Program
Note: After a student's 4th dress code violation, the violation becomes insubordination with its consequences. Parent contact begins at the 3rd violation. Adjustments will be made for our younger students.			

BURNS HIGH SCHOOL DRESS CODE

Uniforms are mandatory for all Burns Sci-Tech 9-12 students

All uniforms can be purchased from

<https://nsbclothingcompany-com.printavo.com/merch/burns-sci>



Benefits of School Uniforms

There are many positive reasons for uniforms, including:

- ✓ create a sense of school pride and belonging.
- ✓ encourage students to focus on personal growth and academic achievement, not outward appearances.
- ✓ prepare students to get ready for 21st Century Careers by demonstrating a neat business-like image.
- ✓ create a strong learning environment with fewer discipline problems.
- ✓ are less likely to be distracting to students.
- ✓ can be less expensive.
- ✓ minimize the visible socioeconomic differences between children.
- ✓ eliminate pressure to wear brand-name clothing.

Listing of Acceptable Clothing

Bottoms: Navy, Black or Khaki/Tan (solid color)

- ✓ Bermuda-style shorts, slacks, jumpers, black athletic shorts or skirts.
- ✓ Leggings/tights can only be worn under approved bottoms, **not** by themselves (No fishnets).
- ✓ All bottoms including leggings/tights must be plain, solid dress-code color.
- ✓ Length requirement 10" from hip/Approximately finger-tip length
- ✓ Black sweatpants/ Black joggers are allowed. No logos.
- ✓ Leggings bought only from the Burns Spirit shop may be worn to school daily.

Jeans: Dark Blue or Black (solid color)

- ✓ Jeans must look professional – no rips, tears, holes, or discoloration to the jeans.

Tops - Polos: Cyan, Black, or Grey (solid color)

- ✓ May be long or short sleeves.
- ✓ Must be a collared polo shirt or T-Shirts with a Burns logo.
- ✓ Undershirts (if worn) must be plain, solid dress-code color without hoods.
- ✓ Polo shirts can be purchased at the school with the school logo or can also be purchased at other department stores without the logo but must meet dresscode guidelines.

Tops – School Store Tops with Burns High School Logo

- ✓ Students may wear a Burns High School logo shirt instead of a polo.
- ✓ The shirt must be purchased from the Burns School Store and must have a Burns High School logo on it.
- ✓ The shirt may not be altered in any way.
- ✓ Undershirts (if worn) must be plain, solid dress-code color without hoods.

Other rules for appropriate dress:

- ✓ A belt must be worn if bottoms are oversized and/or show undergarments.
- ✓ Skirts, jumpers, and shorts **must be 10" in length from the hip/ approximately fingertip in length (Mid-thigh or longer)**. This is based on the stature of the student and will be addressed on an individual basis.
- ✓ Shoes must be closed-toe, closed-heel, fit snugly to the heel, and be safe for walking (Crocs and house slippers are not allowed).

Physical Education Uniforms

- ✓ Students are recommended to wear black gym shorts/black sweatpants/joggers with pockets.
- ✓ Burns Sci-Tech t-shirts are recommended to be worn on PE days.
- ✓ Tennis shoes/sneakers/athletic shoes must be worn during PE class.

List of Unacceptable Clothing Items

- Shoes must not have spikes, wheels, or other moving parts.
- Clothing too tight or too loose is not allowed.
- Clothing must not be see-through or have tears/holes.
- Hats, sunglasses, and hoods on sweatshirts may not be worn inside school buildings.
- Any item with inappropriate wording or logos.
- Volleyball shorts are not to be worn for PE, only at practice and games.

- No Blankets

Clothing, accessories, hairstyles/hair color or make-up, deemed inappropriate and/or disruptive to the educational process will not be permitted and will be addressed on an individual basis.

Dress Down Days - Exceptions to the Burns Sci-Tech Uniform Dress Code

- Only when granted by the administration for activities such as *Reward Days, Spirit Weeks, Holidays*, etc.
- Only when granted by the administration for a reasonable accommodation.

List of Unacceptable Clothing for approved dress down days

- Clothing should not contain logos, slogans, markings or words that are inappropriate for school or business.
- Mini-shirts, mini-dresses, halters, backless shirts or dresses, tube tops, tank tops without a shirt, spaghetti straps, midriff outfits and see-through garments.
- Clothing with tears or holes.
- Undergarments or clothing designed as sleepwear, such as boxer shorts, tights, hosiery, pajama pants or pajama shorts.

Dress-Up Days - Exceptions to the Burns Sci-Tech Uniform Dress Code

- These are important professional days when professional business attire is required.
- Minimum dress is school-appropriate polo and slacks. Students may dress up in business attire such as business suits.
- Dress code rules still apply such as requiring a belt and the length of dresses and skirts.

If students are cold in buildings/classrooms outer clothing must meet the following:

- ✓ Must be a sweater, sweatshirt, or blazer.
- ✓ Must be solid royal blue, cyan, grey, or black.
- ✓ Must only have BST logo (or no logo).
- ✓ Students must have a collared polo uniform shirt or school P.E. shirt underneath the sweater, sweatshirt, or blazer.

The BST admin will determine if the clothing is appropriate and compliant with the Burns Sci-Tech dress code. BST admin reserves the right to ask a student to remove non-dress code attire and change into clothing that meets the dress code.

Violations of dress code requirements:

Violation	Code	Point Category	Possible Consequences for Each Category (Categories are based on the number of points the student has accumulated)
Dress Code Violation (No points given if student if student gets into dress code by the end of 1st period; consequences are still served)	SR	1	Warning / Provide Change of Clothes
		2-5	Conference with Student / Lunch Detention / Loss of an Activity / Copy Entire Dress-Code Code of Conduct by Hand
		6-10	Possible Parent Contact / Conference with Student / After-School Detention (1 day) / Loss of Activity / Copy Entire Dress-Code Code of Conduct by Hand
		11-15	Possible Parent Contact / Conference with Student / After-School Detention (1-3 days) / Loss of Activity / Copy Entire Dress-Code Code of Conduct by Hand
		16+	Violation becomes Insubordination with Possible Out of School Suspension (Up to 10 days) / Dismissal of Program

Note: After a student's 4th dress code violation, the violation becomes insubordination with its consequences. Parent contact begins at the 3rd violation.

LOCKERS

School lockers are the property of the school and are on loan to the students. All students are required to pay a \$10 lock rental fee for each school year. There will be periodic locker checks throughout the school year.

- ✓ Keep your locker clean and organized.
- ✓ Stickers, posters and pictures may **NOT** be attached.
- ✓ Material prohibited by federal, state, or local law is **NOT** permitted.
- ✓ Any damage to lockers/locks is the responsibility of the student, parents or guardian. The school reserves the right with/without notice or consent to inspect the lockers. The personal possessions of the student may be searched when administrators/authorities have a suspicion that the search will uncover evidence of a violation of law or school.

BATHROOM POLICIES

K-6th Grades:

- Students should use the restroom appropriately and help maintain cleanliness.
- Students should report any restroom problems to their teacher.
- Students are to use the restroom closest to their classroom and return to class as quickly as possible. Extended frequent restroom visits will result in a conference and could result in modifications to that student's restroom procedure.
- Students needing to fill water bottles may do so between classes but not during class.
- Students who request gender-neutral restrooms must have a form completed by their parent/guardian prior to arranging this use. Gender-neutral restrooms are in the main and high school offices.

7th-12th Grades:

- Students are to go directly to their next class when the bell rings.
*Exception: Students may use the restroom during "Locker Time" between second and third period.
- Students are not to leave class for the restroom during the first 5 minutes and the last 5 minutes of class.
- Only one student per class should leave for the restroom at any time. Students are to have a physical pass in their possession (and be prepared to show staff) when they exit the classroom.
- Students are to use the restroom closest to their classroom and return to class as quickly as possible. Extended frequent restroom visits will result in a conference and could result in modifications to that student's restroom procedure.
- Students needing to fill water bottles may do so between classes but not during class.
- Students who request gender-neutral restrooms must have a form completed by their parent/guardian prior to arranging this use. Gender-neutral restrooms are in the main and high school offices.

ELECTRONIC COMMUNICATION/TECHNOLOGY GUIDELINES

Electronic devices will only be allowed for educational purposes. Students **MUST** receive prior authorization from the classroom teacher or administration prior to use. **Possession and use of electronics is a privilege. Such privileges may be forfeited by any student who fails to follow school expectations.** Students are responsible for the safekeeping of their assigned iPads/laptops. Violations of guidelines will result in disciplinary action. All students must read and sign the technology use form stating they understand the rules and proper use of electronics on campus.

- New student yearly iPad/laptop rental fee is \$50
- Returning student yearly iPad/laptop fee is \$25
- Damage, loss or replacement fee of \$50 to \$1000, depending on the device and/or damage incurred.

Fee Structure for Damaged or Lost Devices:

- 1st Offense, regardless of the level of damage- \$25
- 2nd Offense, regardless of the level of damage- \$50
- 3rd Offense, regardless of the level of damage- \$100

Stolen: If stolen, the family must report to the police & submit documentation of the police report to the administration to avoid fees- \$150 without report submission.

Cell Phones- Grades K-3 Cell phones will remain in backpacks and be turned off. Grades 4-8 Cell phones will be required to be placed in the classroom holding area (lock box) during the students' homeroom and will remain there until the end of the school day, where students can then pick their devices up.

Cell Phones- Grades 9-12: Cell phones should remain out of sight and are only allowed to be used during first and last homeroom and during their designated lunch period. For important texts and calls, students **MUST** receive prior authorization from the teacher or administrator prior to use.

Prohibited: No pictures, video, or audio recordings of others are permissible at any time unless specified by a teacher for academic reasons.

Violations of phone use requirements:

1	Warning or Lunch Detention
2-5	Device is taken for the day; student pick-up after school
6-10	Device is taken for the day; parent pick-up after school, Student Writes Telecommunication Policy by Hand or Lunch Detention
11-15	Device must be turned in at the beginning of every day for a week; student pick-up after school, Student Writes Telecommunication Policy by Hand
16+	Device must be turned in at the beginning of every day for a week; parent pick-up after school, Student Writes Telecommunication Policy by Hand
Note	After a student's 4th Telecommunication violation, it becomes insubordination with its consequences. Parent contact begins at the 3rd violation.

The student shall assume all responsibility for care of electronic devices. Personal electronic devices, including phones, need to be turned off and securely stored in the student's school locker. At no time shall the school be responsible for preventing theft, loss or damage of devices brought to school.

DISCIPLINE MATRIX

BST Discipline Matrix was created to encourage students to behave in positive ways. Our task is to prepare students to make a positive difference in the world and learning how to act in a professional manner is a key aspect of this goal.

Discipline infractions will be handled on an individual basis and consequences will be administered fairly and consistently. The matrix was derived from Volusia County Schools discipline code of conduct.

The Discipline Matrix is based on the level of the infraction. Students are given discipline points for each infraction, and the more points accumulated, the more severe the consequence. We expect our students to earn 5 or fewer points throughout the school year, and most students will achieve this goal. Awards will be given to students who model excellent behavior. Students who accumulate 10 discipline points will be put on a Burns Success Plan. If students continue to violate major rules or have an excessive amount of discipline points (15 points with a level 3 or 4), they may go before the Disciplinary Committee for a hearing that could result in dismissal from the BST Program. Students may also complete restorative practices to remove points from their discipline record. Students can work off only level 1 and 2 infractions, and can only work off 10 points in a given school year.

Per Policy 208, a student's IEP or 504 plan must be considered when determining a response to a disciplinary action. Consequences may be adapted at the discretion of the administrator based on student need.

Demerit System			<i>The Level of the Infraction determines the number of demerits Level 1 = 1 demerit, Level 2 = 4 demerits, Level 3 = 9 demerits, and Level 4 = 16 demerits</i>
Reducing Demerits			<i>Students can reduce points by completing corrective behavior project outside of instructional time. This project can be determined by the admin team/student and must be approved.</i>
Students who have 10 or more demerits may lose extracurricular privileges, including sports, clubs, field trips, field days, & dances			
Level I (Minor Offenses) - 1 point each			
Class/School rule violation (Minor)	SR1	1	Warning / Lunch Detention
		2-5	Parent Contact / Conference with Student / After School Detention
		6-10	In-School Suspension (1-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Disruption - Minor disruption of a school activity, class or campus	D1	1	Warning / Lunch Detention
		2-5	Parent Contact / Conference with Student / After School Detention
		6-10	In School Suspension (1-3 days)/Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
	DC	1	Warning / Provide Change of Clothes / Lunch Detention

Dress Code Violation (No points if dress code corrected by end of P1; consequences are still served)		2-5	Parent Contact / Conference with Student / Lunch Detention / Copy Entire Dress-Code Code of Conduct by Hand
		6-10	Parent Contact / Conference with Student / After-School Detention (1 day) / Copy Entire Dress-Code Code of Conduct by Hand
		11-15	Parent Contact / Conference with Student / After-School Detention (1-3 days) / Copy Entire Dress-Code Code of Conduct by Hand
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Eloping - leaving an assigned area without permission	EL	1	Warning / Lunch Detention
		2-5	Parent Contact / Conference with Student / After School Detention
		6-10	In-School Suspension (1-3 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
False Document/Forgery	FD	1	Warning / Lunch Detention
		2-5	Parent Contact / Conference with Student / After School Detention
		6-10	In School Suspension (1-3 days)/Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
School Technology Violation (Laptop / iPad)	TV	1	Warning / Lunch Detention
		2-5	Confiscation of item / Suspension of Privileges / Parent Contact / Conference with Student / In-School Suspension (1-3)
		6-10	In School Suspension (1-3 days)/Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Scuffling/Horseplay	SH	1	Warning / Lunch Detention
		2-5	Parent Contact / Conference with Student / After School Detention
		6-10	In-School Suspension (1-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Tardy (T1--T7)	TA	1	Warning / Lunch Detention
		2-5	Parent Contact / Conference with Student / After School Detention
		6-10	In School Suspension (1-3 days)/Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Telecommunication Violation (Phone / Ear Buds)	TD	1	Warning / Lunch Detention
		2-5	Device is taken for the day; student pick-up after school
		6-10	Device is taken for the day; parent pick-up after school
		11-15	Device must be turned in at the beginning of every day for a week; student pick-up after school
		16+	Device must be turned in at the beginning of every day for a week; parent pick-up after school
	V1	1	Conference with Student / Conference with Parent

Vehicle Violation (Minor) - violating reasonably understood motor vehicle operation creating an unsafe environment		2-5	Parent Contact/Conference with Student / Driving Suspended (1 Week)
		6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Parent Contact/Conference with Student / Driving Suspended (Revoked)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Level II (Intermediate Offenses) - 4 points each			
Class/School rule violation (Moderate)	SR2	1	Warning / Lunch Detention
		2-5	Parent Contact / Conference with Student / After School Detention
		6-10	In-School Suspension (1-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Cheating/Academic Dishonesty	CT	4-5	Parent Contact/Conference with Student / Redo Assignment in Detention and given 0 for Grade
		6-10	In School Suspension (1-3 days)/Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Disruption of a School Activity, Class, or Campus	D2	4-5	Parent Contact / Conference with Student / After School Detention
		6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Parent, Student, Committee Conference, O.S.S. (4 Days)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Failure to Appear for non-school hours consequence. (i.e. Monday school, Saturday School, Detention, vape course)	NS	4-5	Parent Contact / Conference with Student / After School Detention
		6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Parent Contact/Conference with Student, I.S.S. (3 Days)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Failure to Complete Community Service	CX	4-5	Parent Contact / Conference with Student / After School Detention
		6-10	In School Suspension (1-3 days)/Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Gambling	GB	4-5	Parent Contact / Conference with Student / After School Detention
		6-10	In School Suspension (1-3 days)/Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Insubordination (with corrected behavior)	IN	4-5	Parent Contact / Conference with Student / After School Detention
		6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Parent Contact/Conference with Student, OSS (2 Days), Restorative Practices Intervention, Burns Success Plan

		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Introduction of a Foreign Substance (non-harmful) into food/drink	FS	4-5	Parent Contact / Conference with Student / After School Detention
		6-10	In School Suspension (1-3 days)/Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Laser Lights	LL	4-5	Parent Contact / Conference with Student / After School Detention
		6-10	In-School Suspension (1-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Physical Altercation (minor hands on)	PA	4-5	Parent Contact / Conference with Student / After School Detention
		6-10	In School Suspension (1-3 days)/Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Possession of a Chemical Spray under .5oz - when used improperly creating an unsafe environment	PS	4-5	Parent Contact/Conference with Student, Confiscate, I.S.S. (3 Days)
		6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Profane, obscene, or vulgar language or expression (in any language) verbal, written, or by gestrue directed at others (students)	PR	4-5	Parent Contact / Conference with Student / After School Detention
		6-10	In School Suspension (1-3 days)/Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Unauthorized Absence From Class Unauthorized Absence (U1-U7)	UC	4-5	Parent Contact / Conference with Student / After School Detention
		6-10	In-School Suspension (1-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Unauthorized Absence/Leaving School Grounds without Permission	UA	4-5	Parent Contact / Conference with Student / After School Detention
		6-10	In School Suspension (1-3 days)/Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Level III (Major Offenses) - 9 points each (All 10 day suspensions require a Re-entry meeting and Restorative Practices Imitative)			
Alcohol Possession	AP	6-10	Parent Contact/Conference with Student / Suspension of Privileges (1-3 weeks) / Burns Success Plan / OSS (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)

		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Ammunition Possession	AM	6-10	Parent Contact/Conference with Student, Confiscate Item, I.S.S. (3-5 Days) (if accident), O.S.S (3-5 Days) (if on Purpose)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks), Refer to Law Enforcement
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Assault on a Student	AP	9-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Bullying (Including Cyber-Bullying)/Hazing	BY	6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Consensual Sex	CI	6-10	Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Cyberstalk	CS	6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
Cyber Misconduct (intermediate)	CM	11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Electronic Tampering	ET	6-10	Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Extortion	EX	6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
False Alarm (Fire Alarm)	FA	6-10	Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
False Reporting	FR	6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Fighting (Minor) - Aggressor	FI	6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)

		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Fireworks	FW	6-10	Confiscate Item / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Harassment	HA	6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Hitting/Striking	HS	6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Inappropriate Touching	IT	6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Indecent Exposure	IE	6-10	Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Insubordination (Gross)	GIN	6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Malicious Threat (Student)	TS	6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Matches/Lighters/Flammables	ML	9-10	In-School Suspension (3-5 days) / Confiscate item / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Non-Prescription Drugs (Use/Possession, Distribution other than those controlled by the FDA and specifically made for headaches)	NP	6-10	Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Pornographic Material	PM	6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)

		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Possession Pocket Knife (may be considered a weapon depending on intent)	PK	6-10	Parent Contact/Conference with Student, Confiscate Item, I.S.S. (3-5 Days) (if accident), O.S.S (3-5 Days) (if on Purpose)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Profanity Directed to Staff	LS	6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Racial, Ethnic Slur	RS	6-10	Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Secret Society	SS	6-10	Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Sexual Harassment	XH	6-10	Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Telecommunication Devices - Used in video violation	TD	6-10	Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Theft - Under \$300	PT	6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Tobacco Products/Vapes/E-Cigarettes (Possession/Usage)	TO	9-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Toy Knife/Gun	TG	6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Trespassing	TR	6-10	Out of School Suspension (1-3 days) / Burns Success Plan / Suspension of Privileges (1-3 weeks)

		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Vandalism Under \$1,000	V3	6-10	In-School Suspension (3-5 days) / Suspension of Privileges (1-3 weeks) / Burns Success Plan / Out of School Suspension (3-5 days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Violation of Burns Success Plan	BC	9-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension of Privileges (4-9 weeks)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Level IV (Major Offenses) - 16 points each (All 10 day suspensions require a Re-entry meeting and Restorative Practices Initiative)			
Alcohol - Attempted Sale	AA	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Alcohol - Distribution	AD	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Alcohol - Sale	AS	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Alcohol Usage	AU	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Ammunition distribution/sales	AS	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Arson	AR	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Assault on School Board Employee	AE	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Battery on a School Board Employee	BE	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Battery on a Student	BS	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Bomb Threat	BO	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Disruption - Major disruption of a school activity, class or campus	D3	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Disorderly Conduct	DO	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Drugs, Attempted Sale	DA	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Drug Distribution	DD	16+	
Drug Sale	DS	16+	
Drug Possession	DF	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Drug Usage (THC &/or Other Canabinoids)	DU	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Drug Usage (not THC/Cannabinoids)	DF	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Explosives	EO	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Fighting (Major)	FM	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Firearm Distribution, Sale, Use or Willful Possession	FP	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools

Hitting/Striking an Employee	HE	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Hitting/Striking with Injury	HI	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Homicide	HO	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Intro Foreign Substance (toxic/harmful)	TI	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Kidnapping	KD	16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Look-A-Like Guns	LG	16+	Parent Contact/Conference with Student, Confiscation, O.S.S (10 Days), Dismissal from Program, Refer to Law Enforcement
Malicious Threat (Employee)	TE	16+	Parent Contact/Conference with Student, O.S.S. (10 Days), Threat Assessment, Dismissal form Program, Refer to Law Enforcement
Malicious Threat (School)	MS	16+	Parent Contact/Conference with Student, O.S.S. (10 Days), Threat Assessment, Dismissal form Program, Refer to Law Enforcement
Non-Prescription Drug Distribution/Sale	NPD	16+	Parent Contact/Conference with Student, O.S.S. (10 Days), Threat Assessment, Dismissal form Program, Refer to Law Enforcement
Off-Campus Felony	OC	16+	Parent Contact/Conference with Student, Contact District for OCF referral instructions, Call Office of Safety & Security
Paint Ball/Air Soft Guns	PB	16+	Parent Contact/Conference with Student, O.S.S. (5 Days), Committee Meeting, Burns Success Plan
Riot	RI	16+	Parent Contact/Conference with Student, O.S.S. (10 Days), Dismissal from Program, Refer to Law Enforcement
Robbery	RO	16+	Parent Contact/Conference with Student, O.S.S. (10 Days), Dismissal from Program, Refer to Law Enforcement
Sexual Battery	XB	16+	Parent Contact/Conference with Student, O.S.S. (10 Days), Dismissal from Program, Refer to Law Enforcement
Theft - \$300 or more	TH	16+	Parent Contact/Conference with Student, O.S.S. (5 Days), Restitution, Refer to Law Enforcement
Vandalism over \$1,000	V4	16+	Parent Contact/Conference with Student, O.S.S. (10 Days), Dismissal from Program, Refer to Law Enforcement
Weapon use, Threat, or Possession	WP	16+	Parent Contact/Conference with Student, O.S.S. (10 Days), Dismissal from Program, Refer to Law Enforcement
Transportation Offenses			
Bus Disruption Minor (1 point)	B1	1	Parent Contact/Conference with Student, Seat Change
		2-5	Parent Contact/Conference with Student, Suspension from Bus (1-5 Days)
		6-10	Parent Contact/Conference with Student, Suspension from Bus (6-10 Days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension from Bus (Revoked)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools
Bus Disruption Moderate (4 points)	B2	1	Parent Contact/Conference with Student, Seat Change
		2-5	Parent Contact/Conference with Student, Suspension from Bus (1-5 Days)
		6-10	Parent Contact/Conference with Student, Suspension from Bus (6-10 Days)
		11-15	Out of School Suspension (6-10 days) / Burns Success Plan / Suspension from Bus (Revoked)
		16+	Out of School Suspension (10 days) / Dismissal of Program / Expulsion from Volusia County Schools

Help Stop Bullying

Bullying is a widespread and serious problem that can happen anywhere. It is not a phase children to go through, it is not “just messing around,” and it is not something to grow out of. Bullying can cause serious and lasting harm.

Although definitions of bullying vary, most agree that bullying involves: **1) imbalance of power-** people who bully use their power to

control or harm others, and the people being bullied may have a hard time defending themselves; **2) intent to cause harm-** bullying is not an accident; the person bullying has a goal to cause harm; and **3) repetition-** incidents of bullying often happen to the same person over and over by the same person or group. Bullying can take many forms. Examples include: **verbal-** name calling, teasing; **social-** spreading rumors, excluding people intentionally or breaking up friendships; **physical-** hitting, punching, shoving; or **cyberbullying-** using the internet, mobile phones or other digital technologies to harm others. To report a possible incident of bullying, immediately talk to your child's teacher/school administration.

Your Right as a Parent

There are times when you may need to advocate for your child at school. You may need to speak up when you see that your child's needs are not being met. Getting to know your child's school and teacher is the first step in being a good advocate. According to the Florida Department of Education, you have the right to:

- Examine your child's school records and look at test results and teacher comments. If you see things you don't understand, ask the teacher, or school principal for an explanation.
- Be a part of developing an individual education plan to meet your child's needs if your child is in a special education program.
- Request parent-teacher conferences during the school year. Write down your questions and concerns before the meeting. Remember you are in a position to share important information as well as ask questions.
- Ask for a review of the decision if your child is suspended from school.

Burns Sci Tech's chain of support

If you have an issue with your child at school, first talk with your child's teacher. If the teacher is unable to help resolve the issue, seek assistance from others. The chain of support is as follows:

- Your Child's Teacher
- Grade Level Dean of Students
- Grade Level assistant principal or principal
- BST School Board Member
- Please make sure to adhere to all Grievance policies and procedures



Burns SciTech

Burns Science & Technology Charter School

— CODE OF CIVILITY — AND RESPECT

Together, we learn. Together, we lead.

At Burns Science & Technology Charter School, we are committed to a safe, respectful, and supportive environment where every student can thrive.



RESPECT

We treat everyone with dignity and kindness.



COLLABORATE

We work together to support student success.



COMMUNICATE

We listen, speak, and share ideas respectfully.



INSPIRE

We lead by example and make a positive difference.



EXPECTED STANDARDS OF CONDUCT

All members of our school community are expected to:

- Treat others with dignity and respect.**
Value each person and their opinions.
- Communicate in a civil and professional manner.**
This includes in-person, by phone, by email, and on social media.
- Work collaboratively to support student success and our school mission.**
- Listen respectfully to others.**
Allow others to speak without interruption or judgment.
- Use appropriate language and tone in all interactions.**
- Respect established procedures and communication channels**
when raising concerns or questions.
- Follow all school policies and applicable laws.**
Help keep our school safe and welcoming.



PROHIBITED CONDUCT

The following behavior is not allowed and will not be tolerated:

- Profanity, vulgar language, or obscene gestures
- Personal attacks, insults, ridicule, or derogatory remarks
- Threats, intimidation, bullying, harassment, or discrimination
- Yelling, disruptive behavior, or interference with school activities or meetings
- Physical aggression or unwanted physical contact
- False, misleading, or knowingly defamatory statements
- Recording or sharing information in violation of law or school policy

This behavior creates a hostile, unsafe, and disruptive environment for everyone.



COMMUNICATIONS WITH SCHOOL PERSONNEL

We encourage open and respectful communication. When speaking with school employees, administrators, or Board members:

- ✓ Remain calm and courteous
- ✓ Focus on issues, not personalities
- ✓ Listen actively and respectfully
- ✓ Allow others the opportunity to respond
- ✓ Seek constructive solutions

Disagreement is acceptable.
Disrespectful behavior is not.



SCHOOL BOARD MEETINGS

The School values community participation. During School Board meetings:

- ✓ Follow all meeting rules
- ✓ Address issues respectfully
- ✓ Avoid personal attacks or disruptions
- ✓ Allow others to speak
- ✓ Disruptive conduct may result in removal from the meeting



Respectful participation
strengthens our community.



CONSEQUENCES FOR VIOLATIONS

Violations of this Code of Civility may result in:

- ✓ Verbal or written warnings
- ✓ Termination of a meeting or communication
- ✓ Removal from school property or event
- ✓ Restrictions on future access
- ✓ Referral to law enforcement when warranted
- ✓ Other actions as allowed by school policy or law

Our goal is always to educate,
correct, and restore respect.



TOGETHER, WE MAKE A DIFFERENCE.

Thank you for helping Burns Sci Tech create a place where learners and leaders can thrive—today and for the future.



burnsscitech.org



Serving students in
Brevard and Volusia counties

POLICY ON DISMISSAL OF STUDENTS

As provided for under Florida Law, BURNS SCIENCE AND TECHNOLOGY CHARTER SCHOOL, INC. (“Burns” or “the School”) reserves the right to withdraw a student involuntarily for non-minor infractions of the School’s Code of Conduct.

Withdraw/Dismissal of Students for Violations of Code of Conduct

A Principal at Burns shall have the authority to recommend dismissal for a student from the program for any violation(s) of the Code of Student Conduct that is determined by the Principal to be non-minor in nature. Written notification shall be provided to the parent/guardian informing them that the student will be dismissed from the program, stating the reasons for the dismissal, stating actions taken by staff to assist the student prior to dismissal, and providing information about their due process rights and right to appeal the determination as set forth herein. The notification must also establish whether or not the student will be eligible to reapply for enrollment at the School at a future date. Burns shall notify the Volusia County Public Schools District (the “School District”) of any recommendation for dismissal under this policy.

Any recommendation for dismissal, as well as any documentation supporting said recommendation, shall be submitted to a due process coordinator for review of compliance with this policy. The said coordinator shall be the Human Resources Staff Member of Burns.

Process for Dismissal

Should a Principal at Burns recommend a student for dismissal, a hearing will be scheduled with the School’s Disciplinary Review Committee (the “Committee”) unless the student is in a probationary period. Under these circumstances, the principal can dismiss a student who violated the terms of their probation from the Burns program and bypass the School’s Disciplinary Review Committee. Probationary students will be given their due process before the Principal’s decision to be dismissed from the Burns program and may appeal the decision to the Burns School Board within five days of being dismissed. The Committee is for all students not under a probationary period. This Committee will be made up of the School’s Board Chair or Board Designee, and members of the School’s Administrative Staff, including an ESE staff member when necessary. A School counselor (for informational purposes only), and possibly the School’s attorney, whose role will be to advise the Committee on the dismissal process, may also attend the hearing. The hearing will begin with the administrative staff stating the behavioral offenses committed by the student. The student, with their parent/guardian and/or representative, will be given an opportunity to address the allegations against the student. The Committee can ask follow-up questions to clarify items about the case. Once the discussions have concluded, the Committee will deliberate and decide whether to issue a dismissal of the Burns Program. The student along with their parents or representative will be notified of the decision at the conclusion of the deliberation.

Following the hearing, a dismissal will not become final until (i) the expiration of the window to appeal as set forth below, if the parent/guardian does not appeal, or (ii) the conclusion of the appeal. Upon a dismissal becoming final, the administration of the School will refer the student to the School District for appropriate placement.

Offenses Qualifying For Dismissal

A student may be dismissed for offenses that are deemed to be non-minor offenses of the School’s Student Code of Conduct in effect for the current school year, by the Committee. Said offenses may include, but are not limited to: Level 3 or 4 behaviors as well as repeated Level 2 incidents listed on the School’s Discipline Code of Conduct.

Effect of Dismissal

“Dismissal” for purposes of this policy means that a student is involuntarily disenrolled from all schools operated by Burns and barred from re-enrolling either indefinitely or for a specified period of time.

Appeal Process

The parent/guardian of a student who has been notified that their student will be dismissed from the program must be given a period of five (5) days to submit a written appeal to the Governing Board of Burns if they so desire. The appeal shall be forwarded to the Chairperson of the Governing Board of the Organization. Designated time for a hearing on the appeal shall be added to the agenda for the next meeting of the Governing Board or the Chairperson may call a special meeting to consider the appeal. The Governing Board should attempt to hold a hearing within ten (10) days following the submission of the parent/guardian’s written appeal.

All members of the Governing Board must be provided with a copy of the parent/guardian’s written appeal in advance of the meeting. At the meeting, a hearing will be conducted on the dismissal. The parent/guardian has the right to have an advocate or attorney represent them at the hearing. The Principal recommending the dismissal, or his or her designee, shall be given 25 minutes to present pertinent facts and information about the decision. The parent/guardian, or his or her designee, shall then be given thirty (30) minutes to present additional facts and information for the Governing Board to consider. The Principal, or his or her designee, will then be given five (5) minutes for rebuttal.

Following the presentation by both parties, the members of the Governing Board may ask the parties questions, seek additional information, and discuss the issues amongst themselves. The Chairperson shall then call for a motion to either approve or deny the appeal. The appeal may be approved or denied by a majority vote of the Governing Board members present at the meeting. In the event of a tie, the Chairperson reserves the right to break the tie. The Governing Board also reserves the right to uphold but modify the terms of any dismissal by a majority vote, including whether the student will be eligible to reapply for enrollment at a future date. The decision of the Governing Board is final and may not be further appealed.

Within three (3) business days following the decision of the Governing Board, the Principal shall issue a written notification to the parent/guardian communicating the decision of the Governing Board. A copy of the notification will be provided to the School District. If the Governing Board voted to grant the appeal and overturn the dismissal, the student should immediately resume participation in the program.

Suspensions and Placement Following Recommendation for Dismissal

The administration may suspend a student who has been recommended for dismissal for up to ten (10) days. The suspension may be extended beyond ten (10) days if such suspension period expires before the regular or special meeting of the Governing Board can be held if the parent/guardian appeals. Whenever possible, the Governing Board shall attempt to meet in a special meeting to avoid an extension of the suspension period.

Notwithstanding the foregoing, a student with disabilities may not be suspended for ten (10) consecutive days or ten (10) total days during the school year if such removal would constitute a change of placement without having a Manifestation Determination Hearing, as set forth below. Thereafter, the student may be required to remain at home pending the outcome of the appeal, though the School must provide educational services to the student, including providing assignments so as to enable the student to continue to participate in the general curriculum, although in another setting, and to progress toward meeting the goals in the student's IEP and receive, as appropriate, a functional behavioral assessment and behavioral intervention services and modifications designed to address the behavior violation so that it does not recur.

Manifestation Determinations for Students with Disabilities

The dismissal of a student with disabilities shall be handled only in accordance with Rule 6A-6.03312, Florida Administrative Code, the Individuals with Disabilities Act, Section 504 of the Rehabilitation Act, and other applicable laws. If the School's Disciplinary Review Committee and Governing Board through the appeals process approves a recommendation for dismissal for a student with disabilities, such approval shall be conditional upon the School conducting a suspension review or manifestation determination meeting within ten (10) school days. The parent/guardian shall be notified of the decision in writing and shall be provided the notice of procedural safeguards.

The IEP team conducting a manifestation determination shall be composed of a representative from the School District or an ESE School Administrator to lead the meeting, the parent, and relevant members of the IEP team (as determined by the parent and the School). The IEP team will follow all procedures and requirements set forth in Rule 6A-6.03312. A student may not be dismissed from the program if the IEP team finds that the conduct in question was a manifestation of the student's disability. In such a case, the School will implement all required measures in Rule 6A-6.03312.

If it is determined that the conduct was not a manifestation of the student's disability, the Principal shall notify the parent/guardian of the Disciplinary Review Hearing that will take place within the 10 suspension days. If the Disciplinary Review Committee determines a dismissal the parent/guardian shall have five (5) days thereafter to make a written appeal to the Governing Board.

Confidentiality of Student Information During an Appeal

At present under Florida's Sunshine Law, all appeal hearings relating to a dismissal must be open to the public if the parent chooses to have the meeting be public. The Governing Board may not go into executive session to consider an appeal under Florida law. However, the Governing Board and those people presenting during the hearing should be sensitive to the confidential nature of the information. In the initial notification regarding the dismissal, the parent/guardian should be fully informed that any hearing before the Governing Board to consider an appeal will be open to the public **unless the parent/guardian specifies that they want to have the meeting in private**. The parent/guardian should be notified that their request for a hearing before the Governing Board constitutes consent to the disclosure of confidential information about the student at the hearing relevant to the Governing Board's consideration. Notwithstanding the foregoing, the Organization shall protect the confidentiality of all education records that are considered as part of the appeal and shall not release such records to any person who does not have a legitimate educational interest or legal right to review such education records in accordance with Florida law and the Family Educational Rights and Privacy Act.

Expulsions

A "dismissal" under this policy is not an "expulsion" as that term is utilized in the applicable Code of Student Conduct.

This Policy on Dismissal of Students was approved by a majority of a quorum of the Governing Board of Burns Science and Technology Charter School, Inc. at a duly noticed meeting held on _____.

Burns Science and Technology Charter School Online Expectations

Policies for all online platforms, including Google Classroom, Schoology, Canvas, and ZOOM

- Students need to check in for all their classes.
- All classroom rules apply
- During virtual classes, participants are to treat each other with courtesy and respect. This includes using online tools appropriately.
- Offensive or inappropriate language is never acceptable for any form of communication.

Video Conferencing (Zoom, Google Meets, or Teams)

- Students are expected only to use their identification. Students are never to enter, or attempt to enter, a video conferencing session fraudulently using the name of another student or staff member.

- Students are to follow their schedule and only enter classes that are on their school schedule.
- The video conferencing meeting IDs are never to be shared with others outside of the class.
- The student's device should identify the student's full name for the video conferencing session. Teachers will not allow anyone not on their rosters to enter the virtual class.
- The background for a video conferencing session must be appropriate for a classroom setting.
- The student must maintain proper body language during the time the student is on camera. A student's posture should be conducive to active learning and participation (e.g., no reclining), and we ask that the student's face be shown on the screen.

Video Conferencing Participation

- Video conferencing is a virtual classroom; therefore, all classroom rules apply.
- Students are to arrive on time for the class session. Please be aware that the student will be placed in a waiting room before being admitted to the virtual class to verify their identity.
- During virtual classes, participants are to treat each other with courtesy and respect. This includes muting your microphone when you are not speaking and using the online tools appropriately.
- Taking screenshots or screen recordings of virtual classrooms without explicit permission from the teacher is prohibited.
- Students' other devices, except the equipment used for the video conferencing session, are prohibited. In other words, please do not be on your phone during the class session.
- Students are to turn their assignments in on time unless other arrangements are made with the teacher.
- Please remind your family members that you are "live" and in a meeting.

Dress Code

- Students are to report to video conferencing sessions properly groomed and dressed for class in a polo shirt or a BST shirt with appropriate shorts, skirts, or pants.
- Headwear and hoods are not permitted to be worn during live virtual sessions.

Using a School Device

- Students are responsible for their school device. Please take care of it because students are only allocated one device. If it is broken or lost, the student will be without a device until a replacement device can be obtained. Fees may also be assessed for the loss or damage of a device.

Disciplinary Action for Unacceptable Behavior

- Disruptions to a virtual classroom session may lead to the removal of the student from a virtual learning session for part or the entire session.
- Repeated disruptions will be reported to the Deans of Students and may lead to suspension from school, including all video conferencing sessions.