



# Northwest Career & Technical Center

Maple Run Unified School District

71 South Main Street, Saint Albans, VT 05478

Phone: (802) 527-0614 Fax: (802) 527-6469 Web: [maplerun.org](http://maplerun.org)

August 17, 2023

Dear Program Students & Families:

The 2023-2024 school year is nearly upon us! We are thrilled to have you join us at Northwest Career & Technical Center (NCTC).

As we prepare for the new academic year, we want to provide you with some essential information to ensure a smooth start:

1. **Bell Schedule & Academic Calendar:** Attached to this letter, you will find our school's bell schedule and academic calendar. Please take a moment to familiarize yourself with our program times. NCTC starts our morning programs at 8:00am. Afternoon programs start at 11:50 on Mondays, Thursdays and Fridays, 12:05 on Tuesdays, and 11:25 on Wednesdays.
2. **First Day of School for Freshmen and Sophomores - Seniors:** Freshmen start on Wednesday, August 30, 2023. Sophomores, Juniors and Seniors start on Thursday, August 31, 2023. Our programs will run on a typical Thursday schedule.
3. **Requirements, Expectations, and Contact Information:** Attached to this letter, you will find additional information regarding program-specific requirements, as well as contact information for our administrators. As you know, NCTC operates as an independent school and serves students from several high schools in our region. We maintain our own policies and expectations for students. A selection of new or updated policies have been included in this packet. A complete copy of our Student Handbook can always be found in the Documents section of the NCTC website.

We are eagerly awaiting the start of the new school year and we look forward to seeing you all! Let's make it a fantastic year filled with knowledge, achievements, and memorable experiences. If you have any questions or concerns regarding the start of the year, please feel free to contact us.

See you soon!

Best regards,

Leeann Wright  
Director

Lisa Durocher  
Assistant Director

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## Snapshot of Policies & Procedures

NCTC operates as its own school and may have policies that differ from your home high school. Please familiarize yourself with the policies below, and feel free to access our entire student handbook, located in the Documents section of our website at: [maplerun.org/o/nwtc/documents](http://maplerun.org/o/nwtc/documents)

### Attendance Policy

Attendance will have a direct impact on a student's ability to achieve proficiency in our programs. This is based on the program's requirement to be physically present to practice and perform. In addition, attendance is measured as a transferable skill, which will appear on the student's transcript. Our complete attendance policy is attached to this document.

### Cell Phone Use

Cell phones are not permitted at NCTC unless authorized by the program instructor—this includes use during any breaks. Students have 1:1 access to Chromebooks (or similar technology), which negates most scenarios where cell phones would be used as a resource or reference tool. Instructors may collect all cell phones or have alternative stowing requests. Parents can reach their students during the school day at (802) 527-6433. Our complete cell phone use policy is attached to this document.

### Dress Expectations

Required attire or uniforms will vary with each program. Your instructor will outline the appropriate and safe attire requirements for that program. Students may not participate in specific activities if they are not dressed accordingly. You will have the opportunity to change into your NCTC program required attire when you arrive at the center. Our complete dress policy is attached to this document.

## Participation Requirements

Some programs have specific dress code requirements for students in order to participate in labs. Programs not listed will provide all materials:

### Automotive Technology

Work boots are required to participate in the auto shop. A locker and safety glasses are provided.

### Building Trades

Work boots and weather-appropriate clothing are required to participate in labs and on the job-site. A dedicated locker and safety equipment are provided.

### Culinary Arts

Close-toed shoes are expected to be worn with the provided brigade, as is the industry standard.

### Outdoor Technology

Boots and weather-appropriate clothing are required to participate. Safety glasses and work gloves are provided where necessary.



Main Office:  
**(802) 527-0614**  
7:00 AM - 4:00 PM



## Contact Information

### ATTENDANCE & LATE ARRIVALS

Diana Langlois  
Administrative Secretary  
(802) 527-

### ADMISSIONS & COUNSELING

Susan Bosland  
School Counseling Coordinator  
(802) 527-6512 [sbosland@maplerun.org](mailto:sbosland@maplerun.org)

### ADMINISTRATORS

Leeann Wright  
Director  
(802) 527-6510 [lwright@maplerun.org](mailto:lwright@maplerun.org)

Lisa Durocher  
Assistant Director  
(802) 527-6513 [ldurocher@maplerun.org](mailto:ldurocher@maplerun.org)



# NCTC School Year Calendar 2023/2024

## MAPLE RUN UNIFIED SCHOOL DISTRICT SCHOOL CALENDAR 2023-2024

Bellevue Free Academy - Northwest Career & Technical Center - Fairfield Center School - St. Albans City School - St. Albans Town Educational Center

July 2023				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2023				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

September 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

8/24-8/29 Staff Inservice

Student Days: 2

8/30- First day for K-12

Staff Days: 6

9/4 Labor Day

Student Days: 20/22

9/5 First day for preK

Staff Days: 20/22

October 2023				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

10/13 Non Student Day

Student Days: 20/42

10/16 Staff Inservice

Staff Days: 21/47

November 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

11/20 Staff Inservice

Student Days: 17/59

11/21 Parent Conferences

Staff Days: 19/66

11/22-11/24 Thanksgiving Break

December 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

12/25-12/29: Winter Break

Student Days: 16/75

Staff Days: 16/82

January 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1/1 Winter Break

Student Days: 21/96

1/15 Martin Luther King Day

Staff Days: 21/103

February 2024				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

2/26-2/29 Second Winter Break

Student Days: 17/113

Staff Days: 17/120

March 2024				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

3/1-3/5 Second Winter Break

Student Days: 17/130

3/22 Staff Inservice

Staff Days: 18/138

April 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

4/19 Parent Conferences

Student Days: 16/146

4/22-4/26 April Break

Staff Days: 17/155

May 2024				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

5/27 Non Student Day

Student Days: 22/168

Staff Days: 22/177

June 2024				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

6/13 Last student day

Student Days: 9/177

6/19 Juneteenth

Staff Days: 9/186

Non-Student Days		Other Days	
	Holiday/Vacation		First & Last Day for Students
	Staff Inservice		Possible Snow Day Make Up
	Parent Conferences		

## Bell Schedule



Student Schedule  
2023-2024

Monday	Tuesday	Wednesday	Thursday	Friday
Student Support (7:20-8:00)	Student Support (7:20-8:00)	Teacher Collaboration (7:20-8:00)	Student Support (7:20-8:00)	Teacher Collaboration (7:20-8:00)
 NCTC Morning Program (8:00-10:10)*	 NCTC Morning Program (8:00-10:05)*	 NCTC Morning Program (8:00-11:00)*	 NCTC Morning Program (8:00-10:10)*	 NCTC Morning Program (8:00-10:10)*
Sending School Academics	Sending School Academics	Lunch (11:00-11:25)	Sending School Academics	Sending School Academics
Lunch (11:25-11:50)	Lunch (11:35-12:00)		Lunch (11:25-11:50)	Lunch (11:25-11:50)
 NCTC Afternoon Program (11:50-2:05)	 NCTC Afternoon Program (12:00-1:25)	 NCTC Afternoon Program (11:25-1:25)	 NCTC Afternoon Program (11:50-2:05)	 NCTC Afternoon Program (11:50-2:05)
Specialty Module (2:05-2:50)	Specialty Module (1:25-2:50)	Sending School Academics	Specialty Module (2:05-2:50)	Specialty Module (2:05-2:50)
<p><b>*Variable Program Timing:</b> These times reflect NCTC's new extended morning program. Arrival and dismissal times will vary (see below for details specific to your sending school). This flexibility ensures our students receive equitable program time as we support our sending schools' transit and scheduling needs.</p>				

### Arrival & Dismissal Information

Northwest Career & Technical Center operates independently of its sending schools and maintains its own schedule of instruction. Students are expected to be present for attendance at the time of their school's assigned arrival.

#### Bellows Free Academy | St. Albans Morning Students

Weekday	Arrival	Dismissal
Mon/Thu/Fri	8:00	9:45
Tuesday	8:00	10:05
Wednesday	8:00	11:00

#### Afternoon Students

Afternoon programs will start and dismiss at the times noted in the schedule above.

#### Missisquoi Valley Union High School Morning Students

Weekday	Arrival	Dismissal
Mon/Thu/Fri	8:20	10:10
Tuesday	8:20	10:05
Wednesday	8:20	10:40

#### Afternoon Students

Afternoon programs will start and dismiss at the times noted in the schedule above.

#### Bellows Free Academy | Fairfax Morning Students

Weekday	Arrival	Dismissal
Mon/Thu/Fri	8:00	9:45
Tuesday	8:00	10:05
Wednesday	8:00	11:00

#### Afternoon Students

Afternoon programs will start and dismiss at the times noted in the schedule above.

## *Dress Expectations*

The intent of the Dress Code is to foster an environment that is safe and conducive to teaching and student learning in a career and technical center environment. It is also intended to provide guidance to prepare students for their role in the workplace and society. All students are expected to pay proper attention to dress appropriately for their NCTC programs. Teachers and all other NCTC personnel should exemplify and reinforce acceptable attire, and help students develop an understanding of appropriate appearance in the workplace setting.

Required attire or uniforms will vary with each program. Your instructor will outline the appropriate and safe attire requirements for that program. While working onsite and offsite, students must wear the proper type of protective clothing appropriate to the trade or occupation under study. Wearing the specific attire or uniform helps ensure your safety and prepares you for success in your future career.

Students may not participate in specific activities if they are not dressed accordingly. For example: Students in Automotive and Building Trades are required to wear boots and pants in the lab. If the student is not prepared, they will be given the option to wear available clothing and boots in their programs or they can contact their parents to have the attire dropped off. If the student refuses to wear the required attire, parents will be contacted, and disciplinary action may occur.

Students are not allowed to:

- Wear clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Wear clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Wear clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Wear clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.

NCTC wants to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

## Attendance Guidelines

### Attendance (Soft Skill/Transferable Skill)

Employers continue to emphasize that being on time, attendance and participation are critical elements and have a direct impact on academic and life achievement. Attendance will have a direct impact on the ability to achieve proficiency based on a program's requirements to be physically present to practice and perform. In addition, attendance will be measured under soft skills (transferable skills), which appear on the student's transcript.

Students are expected to attend their assigned classes each day. School staff will keep a record of absences and tardies, including a call log and/or a record of absence and tardiness statements submitted by a parent/guardian or, in certain cases, students.

We believe that supporting strong attendance and participation requires a comprehensive approach that goes beyond sanctions and includes incentives.

### EMPLOYERS' HIERARCHY OF NEEDS™



Procedures for Excused Absences *(These procedures also apply to students who are 18 years of age.)*

- Parents/guardians are responsible for calling the school, or providing written notes, whenever a student is going to be absent.

Please be advised of the following acceptable reasons for a student's absence from school:

- o Illness or Medical Appointment (A note from your medical provider may be requested upon return.)
- o Emergency family situations (such as a death in the family)
- o Religious Observances
- Upon returning to school from an absence, students are to report to the Student Attendance Monitor and present a parental note, or other notification, to excuse their absence. Notes must be presented within two (2) days of the student's return to school. Notes presented past the two (2) days may not be accepted.
- No student may sign themselves out of school unless they have obtained emancipation status from the court and provided such documentation to NCTC.
- The school will contact via email and/or text the parent(s)/guardian(s) of students who are absent when a call has not been received.

If a student begins to demonstrate a pattern of absences, whether excused or unexcused, that the administration deems to be excessive, further investigation into the reasons for the absences may be conducted. Students must provide professional documentation (i.e. note from a medical professional) to support the student's absences. If such is not provided, the administration reserves the right to final judgment with regard to the absence(s) being excused or unexcused.

Rewards and Sanctions for Absences	
Zero Absences per Semester	10 Absences per Semester
<p>Congratulations! Let's celebrate! Students will receive recognition throughout the school and community.</p>	<ul style="list-style-type: none"> <li>• Pause eligibility for Work Based Learning</li> <li>• Pause eligibility for National Technical Honor Society</li> <li>• At risk of being ineligible for co-curricular and extra-curricular activities (reference home high school Student Handbook for details)</li> <li>• Pause field trips</li> <li>• Meeting with Guidance and Instructor (and other school personnel as needed) (phone call home by instructor)</li> <li>• Letter sent home (sent through BFA St. Albans or Northwest Career &amp; Technical Center's main office)</li> </ul>
15 Absences per Year	20 Absences per Year
<p>Reference language under "10 Absences per Semester" <u>plus</u> the following:</p> <ul style="list-style-type: none"> <li>• Pause eligibility for end of year awards</li> <li>• Parent/Student/School Personnel meeting</li> <li>• Possible loss of credit</li> <li>• Possible truancy actions</li> </ul>	<p>Reference language under "10 Absences per Semester", "15 Absences per Year", <u>plus</u> the following:</p> <ul style="list-style-type: none"> <li>• Possible loss of all credit if unable to demonstrate the knowledge and skills required to be proficient within their respective program.</li> <li>• Instructor may recommend to retake NCTC program the following year.</li> </ul>

## *Cell Phone Use*

(MRUSD Student Conduct and Discipline Policy and Procedures C20) Grades 9 - 12

- Cell phones are not permitted at the Northwest Career & Technical Center unless authorized by the instructor, this includes during any breaks.
- Instructors may collect all cell phones or have alternative stowing requests.
- Phones will be returned by the instructor at the end of class.
- If parents/guardians need to reach their students they can be reached at 527-6433.
- Not having cell phones will allow for more efficient use of class time.
- Cell phones are only permitted during scheduled passing times and assigned lunch times.
- If a student is observed using a cell phone without permission of the instructor, they may collect the phone for the remainder of the class, or they may have the phone turned into the Main Office. In this case, if the student refuses either of the choices this will be addressed as insubordination and the violation will be referred to the appropriate administrator as a disciplinary matter.
- The above expectations regarding cell phones at NCTC also apply to personal and wearable devices such as smart watches, tablets, etc.
- The Northwest Career & Technical Center is not responsible for lost or stolen devices.

As stated in the section, "Lockdown", cell phone use is not permitted during a lockdown, whether it is an actual emergency or a drill. This is extremely important for the safety of all. Violations in this regard are referred to administration.

The unauthorized use of cell phones, cameras, and any other digital recording devices to record, or take pictures of students, faculty, and staff, is prohibited unless approved for academic purposes. Any violation will result in immediate confiscation of the device.