Bellows Free Academy as a member of the Maple Run Unified School District is where inquiring minds, compassionate hearts, creative expression, healthy lives and service to the community develop so all can learn, achieve and succeed.
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HOME OF THE BOBWHITES AND COMETS

Bellows Free Academy
71 South Main Street
Saint Albans, VT 05478

Telephone: 802-527-6555
Fax: 802-527-6465
Website: www.maplerun.org

Chris Mosca, Principal

School Mission Statement

At Bellows Free Academy all students learn respect, dependability, and productivity. With academic and social supports, students learn to be effective problem solvers, active community members and lifelong learners.

Academic, Social, and Civic Expectations:

- Clear and Effective Communication
- Self Direction
- Creative and Practical Problem Solving
- Responsible and Involved Citizenship
- Informed and Integrative Thinking
OUR DISTRICT MISSION

Bellows Free Academy, as a member of the Maple Run Unified School District, is where inquiring minds, compassionate hearts, creative expression, healthy lives and service to the community develop so all can learn, achieve and succeed.

OUR CORE VALUES

In partnership with our families and community we value:

- Children, first and foremost
- Safety and security
- Collaboration and relationships
- Joy and curiosity
- Relevance and rigor
- Independence and perseverance
- Flexibility and adaptability
- Respect and diversity
- Accountability and integrity

We commit to provide equity in access to a quality education. Bellows Free Academy has a long standing tradition of achievement and success among the high school communities of Vermont. From our support services for students, to our co-curricular programs, when combined with our strong academic programs, BFA offers everyone the opportunity for educational success and personal growth.

This Student and Parent Handbook contains state and federal requirements regarding education, as well as information specific to BFA. We update this manual prior to the start of each school year. An electronic copy is available on the Maple Run website under BFA and any changes that may occur during the school year are updated on the site.

It is the expectation that each parent or guardian will review and familiarize themselves, and their student(s) with our handbook. In addition to the required legal and school information, this handbook contains the behavior expectations within our school, along with the academic requirements necessary for a successful high school career.

The strength of BFA comes from a collaborative effort of a highly qualified staff and a supportive community working together with our students and families.

COMMUNITY – SCHOOL – FAMILIES – STUDENTS

TOGETHER

WE ARE BFA
| BFA Student Schedule |
|----------------------|------------------|-----------------|------------------|------------------|
| Monday (Full Schedule) | Tuesday (Block Schedule) | Wednesday (Block Schedule) | Thursday (Full Schedule) | Friday (Full Schedule) |
| 1 7:30 - 8:18 | Teacher Collaboration | Teacher Collaboration | 1 7:30 - 8:18 | 1 7:30 - 8:18 |

Monday, Thursday, and Friday are Full Schedule Days. School starts at 7:30 AM.
Tuesday and Wednesday are Block Schedule Days. School starts at 8:10 AM.
The cafeteria in the North Building is open daily at 7:00 AM for students, including Half Day school days.
# 2 Hour School Delay Schedules

## Monday – Thursday – Friday

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 – 10:05</td>
<td>Period 1</td>
</tr>
<tr>
<td>10:10 – 10:45</td>
<td>Period 2</td>
</tr>
<tr>
<td>10:50 – 11:25</td>
<td>Period 3</td>
</tr>
<tr>
<td>11:30 – 12:47</td>
<td>Period 4 / Lunch</td>
</tr>
<tr>
<td><em>11:30 – 11:56</em></td>
<td>[Lunch A]</td>
</tr>
<tr>
<td><em>11:56 – 12:22</em></td>
<td>[Lunch B]</td>
</tr>
<tr>
<td><em>12:22 – 12:47</em></td>
<td>[Lunch C]</td>
</tr>
<tr>
<td>12:52 – 1:27</td>
<td>Period 5</td>
</tr>
<tr>
<td>1:32 – 2:07</td>
<td>Period 6</td>
</tr>
<tr>
<td>2:12 – 2:47</td>
<td>Period 7</td>
</tr>
</tbody>
</table>

*Teachers will follow their regular Mon/Thurs/Fri 5th period lunch assignments of: Lunch A, Lunch B, and Lunch C.*

## Tuesday

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:20 – 10:05</td>
<td>Teacher Collaboration</td>
</tr>
<tr>
<td>10:10 – 11:05</td>
<td>Period 3</td>
</tr>
<tr>
<td>11:10 – 12:50</td>
<td>Period 1 / Lunch</td>
</tr>
<tr>
<td><em>11:10 – 11:35</em></td>
<td>[Lunch 1]</td>
</tr>
<tr>
<td><em>11:35 – 12:00</em></td>
<td>[Lunch 2]</td>
</tr>
<tr>
<td><em>12:00 – 12:25</em></td>
<td>[Lunch 3]</td>
</tr>
<tr>
<td><em>12:25 – 12:50</em></td>
<td>[Lunch 4]</td>
</tr>
<tr>
<td>12:55 – 1:50</td>
<td>Period 5</td>
</tr>
<tr>
<td>1:55 – 2:47</td>
<td>Period 7</td>
</tr>
</tbody>
</table>

*Teachers will follow their regular Tuesday 5th period lunch assignments of: Lunch 1, Lunch 2, Lunch 3, and Lunch 4.*

## Wednesday

<table>
<thead>
<tr>
<th>Time</th>
<th>Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:20 – 10:05</td>
<td>Teacher Collaboration</td>
</tr>
<tr>
<td>10:10 – 11:05</td>
<td>ENRICHMENT</td>
</tr>
<tr>
<td>11:10 – 12:50</td>
<td>Period 2 / Lunch</td>
</tr>
<tr>
<td><em>11:10 – 11:35</em></td>
<td>[Lunch 1]</td>
</tr>
<tr>
<td><em>11:35 – 12:00</em></td>
<td>[Lunch 2]</td>
</tr>
<tr>
<td><em>12:00 – 12:25</em></td>
<td>[Lunch 3]</td>
</tr>
<tr>
<td><em>12:25 – 12:50</em></td>
<td>[Lunch 4]</td>
</tr>
<tr>
<td>12:55 – 1:50</td>
<td>Period 6</td>
</tr>
<tr>
<td>1:55 – 2:47</td>
<td>Period 4</td>
</tr>
</tbody>
</table>

*Teachers will follow their regular Wednesday 6th period lunch assignments of: Lunch 1, Lunch 2, Lunch 3, and Lunch 4.*

## Half Day Schedule

- **Mondays, Thursdays and Fridays** 7:30 AM – 11:40 AM
- **Tuesdays and Wednesdays** 8:10 AM – 11:40 AM

Lunch is not served on half days.
The Maple Run Unified School District Board of Directors

Jeff Morrill (Chair) Nina Hunsicker
Nilda Gonnella French (Vice Chair) Steven LaRosa
Susan Casavant Magnan (Clerk) Sally Lindberg
Joanna Jerose Jack McCarthy
Al Corey Alisha Sawyer

BFA and NWTC Administration

Chris Mosca, Principal 802-527-6402 cmosca@maplerun.org
Heather Fitzgibbons, Assistant Principal 802-527-6417 hfitzgibbons@maplerun.org
Sara Kattam, Assistant Principal 802-527-6558 skattam@maplerun.org
Leeann Wright, Director Northwest Technical Center 802-527-6510 lwright@maplerun.org
Lisa Durocher, Assistant Director Northwest Technical Center 802-527-6513 ldurocher@maplerun.org

Department Chairs

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Business and Design Technology: Mary Brouillette 802-527-6520 mbrouillette@maplerun.org
Peter Symula 802-527-6586 psymula@maplerun.org
English Keith Carlton 802-527-6583 kcarlton@maplerun.org
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Guidance Preston Randall 802-527-6576 prandall@maplerun.org
Health Office (North Building) Valarie Lipka, RN 802-527-6405 vlipka@maplerun.org
Information Services Director Alan Steel 802-527-6554 asteel@maplerun.org
Mathematics Richard Berthiaume 802-527-6548 rberthiaume@maplerun.org
Physical Education and Health: Krystal Norton 802-527-6532 knorton@maplerun.org
Science Emily Eldred 802-527-6445 eeldred@maplerun.org
Social Studies Justin Bedell 802-527-6533 jbedeli@maplerun.org
Support Services Program Coordinator Heather Dunigan 802-527-6410 hdunigan@maplerun.org
World Languages and Classics: Lydia Batten 802-527-6560 lbatten@maplerun.org

Other Contacts

Attendance Samantha Morrone 802-527-6409 smorrone@maplerun.org
Dean of Students Matt Bloom 802-527-6503 mbloom@maplerun.org
Health Office (South Building) Jodi Walker, RN 802-527-6594 jwalker@maplerun.org
School Resource Officer (SAPD) Cpl. Paul Morits 802-527-6544 pmorits@maplerun.org

Directory Information Notice and Right of Refusal (MRUSD Policy C01)

BFA may disclose designated directory information on students without the prior consent of the parent or eligible student, and without any record of such disclosure. The following types of personally identifiable information may be designated directory information:

- student’s name and address,
- telephone number,
- photograph,
- date of birth,
- grade level,
- major field of study
- participation in officially recognized activities or sports,
- weight and height of members of athletic teams,
- dates of attendance,
- degrees, honors, and awards received.

Disclosure may include such personally identifiable information contained or reflected in photographs. If you are a student over 18 years of age, or if you are the parent of a student currently attending BFA, you have a right to refuse to permit the designation of any or all of these types of information as directory information. To do this you must provide written notice of your refusal, listing the type(s) of information which you refuse to have so designated to the principal of BFA on or before September 27, 2019. If you are enrolling after this date, this may be done when you enroll.
This annual notification is only a summary of rights. Further details about your access to and limitations on disclosure of your education records are available at The MRUSD office or website, www.maplerun.org (Policies and Procedures) and the Vermont Agency of Education website http://education.vermont.gov

Non-Discrimination Policy (MRUSD Policy A22)

The Board of Directors recognizes its obligation to respect the legal rights of all students and parents. The Board will seek to comply with all applicable Federal and State non-discrimination laws. BFA will not unlawfully discriminate against any person or group on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, political affiliation or marital status in admission or access to, or treatment of employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. See the Policy at www.maplerun.org under Community Resources, Policies and Procedures A22p.

Protection of Pupil Rights Amendment (MRUSD Policy C8)

The Protection of Pupil Rights Amendment, 20 U.S.C. §1232h (PPRA), requires schools to notify parents and get permission from parents to allow their children to participate in certain school activities that are funded in whole or in part, by the U.S. Department of Education. This means parents also have the right to opt-out of having their children participate in certain school activities. These activities include student surveys, analysis, or evaluation that concerns one or more of the following eight areas (“protected information surveys”):

1. Political affiliations or beliefs of the student or student’s parent.
2. Mental or psychological problems of the student or student's family.
3. Sexual behavior or attitudes.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of others with whom respondents have close family relationship.
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers.
7. Religious practices, affiliations, or beliefs of the student or parents.
8. Income, other than as required by law to determine program eligibility.

The PPRA also applies to the collection, disclosure, or use of student information for marketing purposes, and the administration of certain physical exams and screenings. In addition, parents have the right to inspect any survey created by a third party before it is administered or distributed to a student, by submitting the request to inspect in writing and at least 2 weeks in advance of the survey. These rights transfer to the student when the student turns 18 years of age, or is an emancipated minor under applicable Vermont law. Upon request BFA will provide parents:

- A schedule of activities requiring parental notice and consent/opt-out for each school year.
- Advance notice of surveys, etc., with opportunities to review the materials and to opt out.

This does not apply to such areas as school climate, learning opportunities, student assessments, and other surveys that are not of a sensitive nature. Please contact the MRUSD Office, 802-524-2600, if you have questions about the Protection of Pupil Rights Amendment or the procedures.

Transgender and Gender Nonconforming Students

All students need a safe and supportive school environment to progress academically and developmentally. Many questions arise for students and school staff when considering the best supports for transgender and gender nonconforming students. BFA follows the Continuing Best Practices for Schools Regarding Transgender and Gender Nonconforming Students developed by the Vermont Agency of Education (VT AOE), which is designed to provide direction for schools to address issues that may arise concerning the needs of transgender and gender nonconforming students.

Mandated Reporting

As educators and mandated reporters, it is our duty to help protect students from abuse and neglect. Act 60 of 2015 provides that any mandated reporter who reasonably suspects abuse or neglect of a child shall report in accordance with the provisions of Section 4914 of this Title within 24 hours of the time information regarding the suspected abuse or neglect was first received or observed. 33 V.S.A. §4913(c).

New Americans

We have a responsibility to ensure that all our students feel safe and supported. This occurs when we create school cultures that are responsive to the needs of the children in our care, and our families. Under Federal law, undocumented children and young adults have the same right to attend public primary and secondary schools as do U.S. citizens and permanent residents (Plyler vs. Doe, 457 U.S. 202 (1982)). And, under state law, all Vermont children, including undocumented children, are required to attend school until the mandated age of 16. Meeting this obligation means going beyond telling families to enroll their student(s). It includes working proactively to ensure they feel safe, supported, and welcomed.
Public schools may not:
1. Deny or terminate a student’s enrollment on the basis of actual or perceived immigration status.
2. Treat a student differently to verify legal residency in the United States.
3. Engage in any practices that have the effect of discouraging students from enrolling or attending school based on their immigration status.
4. Require students or their parents to disclose their immigration status or inquire of students or parents in ways that may expose their undocumented status.
5. Deny or terminate a student’s enrollment due to the student’s or parent’s failure to provide a social security number.

Housing Information for School-Aged Youth (Homeless / Temporary Housing)

Students that have, or develop, housing issues may have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Please contact the Guidance Office at 802-527-6571, if you require assistance or would like more information.

Child Find and Free Appropriate Public Education

The Maple Run Unified School District (MRUSD), in accordance with Free Appropriate Public Education (FAPE) (34 CFR §300.101), attempts to identify all area resident children between the ages of 3 – 21 years who may be considered to have a disability. These children are entitled to receive an education, regardless of disability, at public expense. It is possible that The MRUSD may not be aware of the residence of all children with disabilities. If you know of a child with a disability, they are entitled to these services, so please notify:

Andrea Racek, Director of Special Education
The Maple Run Unified School District
28 Catherine Street
St. Albans, VT 05478
Telephone: 802-370-3949

Section 504 of the Rehabilitation Act

Civil Rights Act Provisions

In compliance with Section 504 of the Rehabilitation Act of 1973, no otherwise qualified handicapped individual in BFA shall, solely by reason of his or her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination in, any program or activity conducted by BFA. Discrimination or denial of services and/or benefits from any program based on race, color, national origin, sex/gender, is prohibited. If any person believes that BFA or its employees has inadequately applied the principles and/or regulations of (1) Civil Rights Act Provisions, or (2) Section 504 of the Rehabilitation Act, he or she may bring forward a complaint to the principal to begin the procedure for filing a grievance.

School Choice

Vermont Legislative (2012) Act 129, Title 16, Section 822a, allows students in Vermont public high schools to apply to attend any other Vermont public high school in grades 9-12. BFA accepts students from out of the district, and further information is available by contacting Theresa Callan, in the Principal’s Office, at 802-527-6400 or by emailing tcallan@maplerun.org.

Military Recruitment

In accordance with Every Student Succeeds Act (ESSA) BFA will allow military recruiters the same access to students as college and job recruiters. This access includes releasing secondary school students’ names, addresses, and telephone numbers to military recruiters, who can use the information for armed services recruiting and for informing these students of scholarship opportunities. However, students or their parents can request that the information not be released. The request must be submitted by completing the required form available in The Guidance Office.

Academic Guidelines

1. Students are expected to be prepared and on time for all classes.
   a. Bring textbooks, notebooks, completed homework, pens, pencils, and any other materials needed to class.
   b. A Study Skills Program for all students will be provided throughout all academic and career technical center courses.
   c. There is not always time to go to lockers between each class so plan accordingly. It may be necessary to gather the materials for more than one class at a time.
2. Students and parents will be provided grading procedures and grading expectations.
3. If a student has questions about schoolwork, they need to ask their teacher for help. Students may need to schedule a time with their teacher before or after school, or during student work/enrichment time.
4. Students will be expected to do daily homework for the majority of courses at Bellows Free Academy.
5. Academic Honesty is expected in all work. (Refer to page 24 regarding cheating and plagiarism.)
Grading and Scoring

If there is a question about a grade received, please communicate with the teacher. For further assistance we encourage you to make an appointment with the guidance counselor.

Grading is based on the following 4-point scale:

- 4.0 Expanding
- 3.0 Proficient * (This is the standard for graduation.)
- 2.0 Developing
- 1.0 Emerging
- 0.0 Insufficient or No Evidence of Proficiency

All students will need to demonstrate proficiency in the standards for each required course. Additional information is available in the “BFA Proficiency Based Learning Guide”. A copy of this guide may be obtained in any of the administrative offices at BFA.

Academic Awards and Recognition:

Beginning with the class of 2020, students will no longer be receiving traditional letter grades. We remain committed to recognizing and celebrating academic excellence within a proficiency-based system. Academic honor roll will be determined using the Transferable Skills indicators of Self-Direction, and Responsible and Involved Citizenship, to determine student honors. We believe these two transferable skills are directly linked to a student’s academic success.

1. **Honors**: Students who earn all 3’s or better on the transferable skills of Self-Direction, and Responsible and Involved Citizenship.
   - **High Honors**: Students who have all 3’s or better, and at least eight 4’s on the transferable skills of Self-Direction, and Responsible and Involved Citizenship.

2. The academic pin awards are based on the percentage of proficiency scores that are “4s”. The percentages are as follows:
   - **Bronze**: 70% of all proficiency scores for the year are “4”.
   - **Silver**: 80% of all proficiency scores for the year are “4”.
   - **Gold**: 90% of all proficiency scores for the year are “4”.
   - **Gold Pen**: 90% of all proficiency scores for all four years are “4”.

3. **National Honor Society**: Open to selected students who meet the academic criteria based on their scores in BFA classes, as well as leadership, character, and community service requirements.

4. **National Technical Honor Society**: Awarded to students in the Northwest Technical Center who demonstrate the qualities of leadership, citizenship, workmanship and academic scholarship.

Graduation Requirements

To receive a Bellows Free Academy diploma and to participate in the graduation ceremony, the administration must certify that a student has successfully completed all requirements for graduation. Parents or guardians of students who will not be participating in the graduation ceremony will be notified by the administration. Students who have not met graduation requirements by the first day of the following school year will have a diploma dated with the following year’s date.

**Required Courses for Graduation = 24 credits**

- English – 4 credits
- Mathematics – 3 credits
- Science – 3 credits
- Social Studies – 3 credits
- Physical Education (PE) – 1.5 credits
- Arts (Art, Music, Drama, or Dance) – 1 credit*
- Health Education – .5 credit
- Career Exploration - .5 credit
- Electives – remainder

*PE can include 1 credit of Dance
* Dance Class cannot be counted as both, PE and Art

All proficiencies in each course must be met to earn credit for graduation.

All students will need to demonstrate proficiency of the standards in the areas of literacy, math content and practices, scientific inquiry content and knowledge, global citizenship, physical and health education, artistic expression, and transferable skills which are also listed as BFA’s schoolwide academic civic and social expectations (Page 1). Additional information is available in the BFA Proficiency Based Learning Handbook, available through any of the administrative offices at BFA and online.
**Class Standing**

Any student that has not passed required courses or attained the necessary number of credits will have to work with their guidance counselor on a graduation plan. All 9th grade students will be promoted to grade 10. For promotion to grade 11, students must have attained 10 academic credits. For promotion to grade 12, students must have attained 17 academic credits. A total of 24 academic credits are needed to graduate with a BFA diploma.

**Course Changes and Withdrawal**

All students must follow their given schedule during Orientation and for the first day of classes. Students may change or withdraw from courses within the first six days of the semester with parent/guardian permission and approval of their guidance counselor. After six days, students are required to remain in a scheduled course until the end of the semester unless a change is approved in writing by the guidance counselor, the course subject department chair, administrator and parent/guardian. If this change occurs after the 30th day of the semester, the teacher will note, “withdraw passing” or “withdraw failing”, on the report card.

**Restricted Participation**

When a health-related disability is such that a student cannot meet the objectives of a course, they need to meet with their counselor and work out an alternative. **Do not stop going to class until a course withdrawal has been processed.** A schedule change may be made to allow earning credit in another class for the semester. A physician's note will be required if a student is to be exempted from a required course for medical reasons. This exemption must be renewed annually and will become part of the student's cumulative folder.

**Course Schedule**

Bellows Free Academy's school year is divided into two semesters. Each semester a student has seven courses, along with an Advisory and Enrichment. Monday, Thursday and Friday, are **Full Schedule Days**, with all classes meeting, as well as Advisory and Enrichment. Tuesday and Wednesday are **Block Schedule Days**, with fewer classes, each for a longer period of time. Any variance from this must be by permission of the administration.

**Guidance Department**

The Guidance Department at Bellows Free Academy supports all students. Each student is assigned a counselor who will assist him/her in academic, career and personal/social development. The counselor will provide various programs for grades 9-12 through individual contacts, group counseling, and group guidance sessions.

**Counselors:**
- Stephanie Hodgeman – 802-527-6576  email shodgeman@maplerun.org
- Chris Pepin – 802-527-6573  email cpepin@maplerun.org
- Preston Randall – 802-527-6572  email prandall@maplerun.org
- Amy Turner – 802-527-6574  email aturner@maplerun.org

**Office Staff:**
- Desiree Gunter – 802-527-6571  email dgunter@maplerun.org
- Kelly Hirss – 802-527-6570  email khirss@maplerun.org

**Substance Abuse Clinician:**
- Laura Companion – 802-527-6492  email lcompanion@maplerun.org

**School Social Worker/SAP:**
- Ashlie Olio - 802-527-6569  email aolio@maplerun.org

All counselors subscribe to the American School Counselors' Association Code of Ethics. Students are guaranteed confidentiality when speaking with a counselor unless the counselor feels that the student is a danger to self or others. Counselors are required under law to report any suspected abuse or neglect to the Department of Children and Families (DCF). The Guidance Department works as a team and, at times, consults with each other regarding students’ issues and services. If there is an emergency problem that you need help with, please check in with the guidance office.

School mailings are automatically sent to the non-custodial parent whose residency is used to allow the student to attend tuition free. Non-custodial parents may request school mailings from our Guidance Office at 802-527-6571. If a parent/guardian would prefer to receive Progress Reports and Reports Cards through the mail, there is a form in the Guidance Office to be completed. This must be submitted **each school year**. Please understand that by viewing PowerSchool you will have more immediate access available to you.

**Residency:**

Legal guardians are responsible for notifying the school of demographic changes, and this must be submitted, in writing, to the secretary in the Guidance Office. The Guidance Office may be reached at 802-527-6571. In cases where residency needs to be confirmed, legal guardians will be required to complete a, **Residency Declaration Form**, and submit proof of physical address.
**Student Records:**
The privacy and confidentiality of student records at BFA shall be preserved. The **Family Educational Rights and Privacy Act (FERPA)** affords parents and eligible students (over the age of 18 years) the following rights:

a. Parents have the right to inspect and review their student’s education records. To do so, submit a written request to an administrator at BFA, identifying the record(s) you wish to review.*
b. Parents have the right to seek changes or amendments to their student’s record if it is inaccurate or misleading, or otherwise in violation of the student’s privacy rights under FERPA. Submit this request in writing, clearly identifying the part of the record they want changed, and specifically state why it is inaccurate or misleading. Once the request is reviewed, if the school decides to not amend the student’s record as requested, the parent or eligible student will be notified and informed of their right to a hearing on the request, and the procedures.
c. Parents have the right to consent to disclosure of personally identifiable student information except to the extent that FERPA authorizes disclosure without consent. Student records within BFA St. Albans, are shared with personnel who have a legitimate educational interest in the student’s records. Upon request BFA will disclose education records without consent to officials of another school in which a student seeks or intends to enroll.
d. If a parent believes the Act has been violated, they have the right to file a complaint with the Family Policy Compliance Office, United States Department Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-4605

*Access to review the student’s records will be arranged within 45 days of receiving the written request. The review of the file shall be in the presence of a guidance counselor or school administrator. The student elementary file will be given to the student/parent when they graduate. Complete policy information is available upon request.

**Access to Records**

*Shared Parental Rights and Responsibilities (15 VSA §670)*

Parent access to records and information pertaining to his or her minor child, including but not limited to medical, dental, law enforcement and school records, are shared parental rights under Vermont Law. The court may order that a parent’s access to all or a portion of the minor child’s records or information shall be denied if access is not in the best interest of the child or if access may cause detriment to the other parent including but not limited to abuse. (Added 1985, No.181 (Adj. Sess.), §8)

**Important Dates from the Guidance Department**

<table>
<thead>
<tr>
<th></th>
<th>Progress Reports on Parent Portal</th>
<th>Parent – Teacher Conferences</th>
<th>Semester Grades on Parent Portal</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Semester</td>
<td>10/23/19</td>
<td>10/30/19</td>
<td>1/24/20</td>
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<tr>
<td>2nd Semester</td>
<td>4/7/20</td>
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<td>6/19/20</td>
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<tr>
<td>SAT’s</td>
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<td>March 14, 2020</td>
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<td>November 2, 2019</td>
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<td>ACT’s</td>
<td>December 14, 2019</td>
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<tr>
<td>PSAT’s</td>
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<td>AP Tests</td>
<td>May 4 – May 15, 2020</td>
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<tr>
<td>College Fair</td>
<td>St. Michael’s College – September 18, and 19, 2019</td>
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<tr>
<td>Move Up Day</td>
<td>BFA Class of 2024 – May 22, 2020</td>
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</table>

**Educational Support Services**

Bellows Free Academy has a continuum of supports and services available for students on Individual Educational Plans (IEPs), students identified in need of accommodations under Section 504 of the Rehabilitation Act of 1973, and students who were previously supported through Title I or building-based Educational Support Systems/Teams. If a student continues to qualify for any of the above and is not receiving any services, contact the Maple Run Unified School District at 802-524-2600. Students, who have not received any of the above in the past but believe their academic or social needs are not being met, should contact the Guidance Office at 802-527-6571, to review options with their counselor, or to request an Educational Support Team meeting.
Multi-tiered System of Support (MTSS)

BFA has constructed a multi-tiered system of support (MTSS) which meets the social, emotional, and academic needs of each student. All students can access our supports throughout their 4 years at BFA. If you would like to learn more about our multi-tiered system of support, or have questions regarding how to access these supports, please contact your child’s guidance counselor. The name of each student’s guidance counselor is listed in the PowerSchool Portal and printed at the top of their schedule.

This system strengthens the support offered each student during their high school career through the joint efforts of the Guidance Counselor, with Advisory and Enrichment. This is why attendance in both, Advisory and Enrichment, is mandatory. It is a connected system of support for each student and is in place to assist each in reaching their potential and provide additional opportunities for achieving proficiency based requirements. Time for each of these has been incorporated into every student’s daily schedule.

Student and Teacher Advisory System

BFA is a New England Association of Secondary Schools and Colleges (NEASC) accredited school that adheres to support standards which guide exceptional learning institutions. In accordance with NEASC standards, our Student and Teacher Advisory System is a program through which each student has an adult in school, in addition to their school counselor, who knows the student well and assists the student in achieving the school’s 21st century learning expectations. This includes support and instruction in developing their Personal Learning Plan (PLP). This program provides our students with strong academic, social, and personal connections during the course of their four years at BFA. Advisory consists of daily scheduled meetings and is designed to meet the needs of all students at each developmental stage in their academic career at BFA. Attendance during Advisory is required.

Health Services Program

Additional informational programs can be found under, “Linking Health and Learning”, on the AOE site, Health Services Section.

The Bellows Free Academy (BFA) and Northwest Technical Center (NWTC) Health Offices are a professional nursing practice that promotes wellness school-wide while providing evidence-based practice care for acute and chronic illness. Please contact Valerie Lipka for questions or comments concerning the BFA/NWTC Health Office at 802-527-6405 or email vlipka@maplerun.org. The Health Offices are open from 7:15 AM until 2:45 PM, Monday through Friday, when school is in session.

The BFA/NWTC Health Office is operated as a Nurse Case Management practice. For routine wellness appointments, students will meet with their assigned School Nurse. Routine wellness appointments are health screenings, nutritional information, and general wellness information. The Nurse Case Management system is assigned by student last name. BFA follows the state Return to Learn protocols for head injuries and concussions. Please contact the Health Office for further information.

Students with last name A – K are assigned to Valerie Lipka, RN. Nurse Val is in the North Building across from the Principal’s Office. Phone 802-527-6405, email vlipka@maplerun.org

Students with last name L - Z are assigned to Jodi Walker, RN. Nurse Jodi is in the South Building on the first floor. Phone 802-527-6594 or email jwalker@maplerun.org.

*The Health Office does not lend equipment or assistive devices such as: crutches, wheelchairs and canes.

Case management for medically required 504 accommodations is assigned to the Health Office.

Students with a fever greater than 100.5 will be sent home. Parents or guardians will be asked to make arrangements for transportation.

An updated Student Health Information Form with emergency contact information must be completed at the beginning of each school year for all BFA/NWTC students. The completed form is to be sent or delivered directly to one of the BFA/NWTC Health Offices. Students that do not have completed health form on file will be referred to the appropriate grade level administrator and the parent/guardian will be contacted to complete the form. Students transferring into our school after the start of the year will be given a form to complete when they register.

A medical note from a primary health care provider is required for students enrolled in Physical Education classes that need to be excused from active participation for a class or classes. BFA/NWTC school nurses cannot excuse a student from active participation in a PE class for more than one class.

When a health-related disability is such that a student cannot meet the objectives of a course, they need to meet with their counselor and work out an alternative. Please refer to the, “Guidance Department” section in this handbook.

Guidelines for prescription drugs and over-the-counter medications:

1) Students needing to take self-administered medications, such as an inhaler or EpiPen, must make arrangements with the nurse to carry these medications for emergencies and these are not to be stored in a locker.
2) The school nurse must be notified if a student is taking prescription drugs. Prescription medication can be administered at school, if accompanied by a consent form signed by a parent/guardian. A physician’s signature is required but can usually be obtained via fax. Medication must be in a prescription bottle clearly labeled with the name of the student, name of the medication, dose, and frequency.
3) Any medications, even over-the-counter medicines, should not be in the personal possession of a student or stored in a student’s locker.
4) No teacher or staff member can provide any form of medication to a student unless instructed to do so by the nurse.
5) Students should never accept any medications from another student.
6) A completed Health Information form is to be completed every year and on file in the Health Office.
7) Students in possession of over-the-counter medications may face disciplinary action. School personnel and law enforcement will be informed as appropriate.

At the request of a BFA/NWTC administrator, the school nurse will conduct a substance abuse assessment. The administrator requesting the assessment is responsible for contacting the parent/guardian.

Information Technology (IT) Department
Responsible Computer, Network and Internet Use

It is the policy of the MRUSD to provide students and staff access to a multitude of information technology (IT) resources including the Internet. These resources provide opportunities to enhance learning and improve communication within our community and with the global community beyond. However, with the privilege of access comes the responsibility of students, teachers, staff, and the public to exercise responsible use of these resources.

- The use by students, staff, or others, of district IT resources is a privilege, not a right. The same rules and expectations govern student use of IT resources as apply to other student conduct and communications, including but not limited to the district’s harassment and bullying policies.
- The district’s computer and network resources are the property of the district. Users shall have no expectation of privacy in anything they create, store, send, receive, or display on or over the district’s computers or network resources, including personal files and electronic communications.
- The superintendent or his/her designee is responsible for establishing procedures governing use of IT resources consistent with the provisions of this policy.
- The district reserves the right to revoke access privileges and/or administer appropriate disciplinary action for misuse of its IT resources. In the event there is an allegation that a user has violated this policy, a student will be provided with notice and opportunity to be heard in the manner set forth in the student disciplinary policy.
- The District will cooperate fully with local, state, or federal officials in any investigation concerning or relating to illegal activities conducted through the use of the District’s electronic resources including the Internet.

ALL ATTEMPTS TO CIRCUMVENT OUR FILTERS ARE CONSIDERED VANDALISM AND WILL BE DEALT WITH ACCORDING TO SCHOOL DISCIPLINARY PROCEDURES.

Student Email Accounts:

- Use this account to send an assignment to a teacher. There are restrictions on the size of attachments, so check out alternative means, such as uploading/downloading files from NetStorage (H: Drive), link found on our webpage, or use flash drives.
- Students who do not have Internet access at home, may use any student computer in school to check their student email. Note: Faculty and office computers are not allowed to be used by students.
- Having an account is a privilege, not a right. There are responsibilities with this privilege. We strongly urge students to use this account for school business only.
- Writing an email is the same as any written document and adheres to the same guidelines. Students are not to use this account to gossip about others, to bully, or to harass, or to do anything else that is inappropriate in school. Such use may give someone grounds for legal action against the sender.
- Also, this account will be treated as a network account. Anything on BFA’s network belongs to BFA. This is true of any network a person uses; the account belongs to the host. If we suspect improper use, we can examine a student account at any time.
- All rules that apply to network accounts will apply to student email accounts as well. If emails of a harassing, bullying, or other inappropriate nature are received, this should be reported immediately to an administrator, a teacher, or the IT staff. We will take immediate action.

Library and Information Services

The BFA Library is student accessible from 7:15 AM to 3:00 PM daily, unless it is in use for a function. Students will be informed when the Library is closed through the daily announcements. Students may choose from a variety of media including books, magazines, data bases, video, and audio media. Books may be checked out for two weeks. Videos and DVDs can be checked out for seven days. All Media Center materials may be renewed. It is very important to return borrowed materials on or before the day they are due. There may be others waiting to use the same materials. Students will be charged a replacement fee for any lost or damaged materials. Underclassmen must return all materials and pay any fees before final exams. Seniors must return all materials and pay any fees before graduation. Your cooperation and consideration for the Library and Information Services materials, equipment, and facilities is appreciated for continued quality.
Co-Curricular and Extra-Curricular Programs

Bellows Free Academy has a diversified co-curricular program comprised of numerous sports, clubs, and activities in which students can participate. Students and parents should recognize that, when exercising the privilege to participate in any co-curricular activity, some additional time and effort is necessary. When participating in co-curricular programs, students must conduct themselves in a manner which is beyond question both in and out of school. Students in these programs have greater responsibilities as school citizens than those who are not participating in co-curricular activities. Complete policies on Interscholastic Sports, School Clubs and Activities, and the Athletic Department's Guidelines for Participants, may be obtained upon request, through the Guidance Office or Athletic Office. If a student has an interest not currently offered in our extra-curricular programs, they are encouraged to speak with an administrator about the possibility of starting a club and the required procedure.

Athletic Eligibility

Athletic eligibility is based on two of the Transferable Skills:

**Self-Direction** - Demonstrate preparation, initiative and responsibility for learning.
**Responsible and Involved Citizenship** - Take responsibility for personal decisions and actions.

1. **Eligible**: If a student has received a 3 (proficient) or 4 (expanding) for their score, they are performing well in their classes and are eligible to play on a team.

2. **Eligible but on Warning**: If a student has received a score of 1 from only one of their teachers, then they are also still eligible to play on a team. If a student receives a 1 there will be a comment. This is considered a warning and will require a follow up by the teacher within a week to determine if progress or growth has been demonstrated.

3. **On Probation**: If a student has received a score of 1 from two or more of their teachers, they will need to be re-assessed by their teachers to determine if the student has displayed positive growth.

4. **Not Eligible**: If the second assessment still does not indicate student growth then the student will continue to be assessed for one more week. If no growth is demonstrated the student is considered ineligible for the remainder of the season.

Students in danger of losing their eligibility will develop a plan for improvement with support from their parents, their coach, counselor and teachers. **Students on probation will have two weeks to improve their scores indicating improvement on their proficiency based on their behavior and work habits in the classroom.**

List of Co-Curricular and Extra-Curricular Programs

**Athletics**

<table>
<thead>
<tr>
<th>Alpine Skiing</th>
<th>JV Volleyball</th>
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<tbody>
<tr>
<td>Baseball</td>
<td>Lacrosse</td>
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<tr>
<td>Basketball</td>
<td>Nordic Skiing</td>
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<tr>
<td>Cheerleading</td>
<td>Snowboarding</td>
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<tr>
<td>Cross-Country Running</td>
<td>Soccer</td>
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<tr>
<td>Dance Team</td>
<td>Softball</td>
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<tr>
<td>Football</td>
<td>Tennis</td>
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<tr>
<td>Golf</td>
<td>Track &amp; Field</td>
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<tr>
<td>Ice Hockey</td>
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</tbody>
</table>

**Clubs**

<table>
<thead>
<tr>
<th>After School Program</th>
<th>Robotics</th>
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</thead>
<tbody>
<tr>
<td>Athletic Council</td>
<td>Scholars Bowl</td>
</tr>
<tr>
<td>Distributive Education Club of America (DECA)</td>
<td>Ski/Snowboarding Club</td>
</tr>
<tr>
<td>Family, Career, and Community Leaders of America (FCCLA)</td>
<td>Skills USA</td>
</tr>
<tr>
<td>Foreign Language</td>
<td>Student Voice and Diversity Club</td>
</tr>
<tr>
<td>Math League</td>
<td>Unified Sports</td>
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<tr>
<td></td>
<td>World of Difference</td>
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</tbody>
</table>
List of Co-Curricular and Extra-Curricular Programs (con’t)

Music & Dramatics
- Chambers Singers
- Jazz Band
- Drama
- Junior Jamboree
- Ensemble – Men
- Mixed Chorus Humane Club
- Ensemble – Women
- One Act Plays
- Fall Drama Production
- Pit Orchestra

Honor Societies
- National Honor Society
- National Art Honor Society
- National Technical Honor Society
- Tri-M Music Honor Society
- International Thespian Society

Publications
- Mercury (School Newspaper)
- Yearbook

PARTICIPATE SUPPORT BE INVOLVED

Northwest Technical Center (NWTC)

The Northwest Technical Center (NWTC) serves high school students from Bellows Free Academy, Missisquoi Valley Union High School, and interested students from the surrounding areas. Students can choose from ten programs: Automotive Technology, Building Trades, Cosmetology, Culinary Arts, Digital Media Studies, Engineering Technologies, Human Services, Medical Professions, Outdoor Technology, and Public Safety & Fire Services. Students are provided with academic subject matter that is relevant to real world experiences, such as employability skills, work-based learning, and career pathways that link secondary to post-secondary education and opportunities to earn industry recognized credentials and college credits in high school. In addition, Driver’s Education is also offered through the Northwest Technical Center. Please call 802-527-0614, for information regarding The Northwest Technical Center or visit www.maplerun.org/o/nwtc.

Adult Education

Bellows Free Academy and the Northwest Technical Center (NWTC) may each accommodate adult students for regular daytime classes. Vermont State Law allows access to high school education for any Vermont resident who does not have a diploma, regardless of age. An adult without a high school diploma is considered a secondary student and may attend high school or the technical center and receive school services. In addition, adults with a diploma may attend academic and technical classes on a space available basis with a reduced tuition charge. If a student has reached the age of nineteen (19), he/she must register and enroll through the Adult Education Office. Adult students are required to comply with all the general policies and procedures of the high school or technical center. The Adult Education Coordinator acts as their advisor, counselor, and mentor. Graduation requirements are the same for adults as their younger counterparts. The Adult Education Office is located in the Northwest Technical Center. Lisa Durocher is the Assistant Director and Adult Education Coordinator and can be contacted at 802-527-6513 or ldurocher@maplerun.org.
ATTENDANCE PROTOCOL AND EXPECTATIONS

It is the policy of the Maple Run Unified School District (MRUSD) to set high expectations for consistent student school attendance in accordance with Vermont Law 16 V.S.A. §§1121, in order to facilitate and enhance student learning. Students between the ages of 6 years and 16 years, and who are enrolled in MRUSD schools, are required to attend school for the full number of days that school is held unless they are excused from attendance as stated below (*Excused Absences*). Students who are over the age of 16 years and enrolled in MRUSD schools are required to attend school continually for the full number of the school days for which they are enrolled, unless they are mentally or physically unable to continue, or are excused by the superintendent in writing. The responsibility of compliance with compulsory attendance laws falls to the parent/guardian, in that the state recognizes their duty to cause their student to attend school. Bellows Free Academy believes that students must attend school regularly in order to ensure the best possible learning opportunities. Instructional activities and daily interaction between teachers and students is essential for academic growth. When a class is missed, students miss out on specific classroom instruction and subsequent dialogue. Excessive absences may result in a loss of credit. In the case of extended absence due to illness, a physician’s note is required. Students and parents have the responsibility of monitoring absences per semester as it is applicable to each class. Be advised of the following:

- Parents can review student attendance by reviewing PowerSchool.
- Removal from a course due to attendance related issues will be at the discretion of the administration.
- Accommodations for students with disabilities will be reflected in the student’s Individual Education Plan (IEP).
- The Northwest Technical Center maintains its own attendance. There is a specific procedure used by the NWTC included in the NWTC Student Handbook. Please call 802-527-6433.
- **Enrichment and Advisory** – Please note missing Enrichment and/or Advisory is considered a class cut and subject to disciplinary action as such, unless excused by the grade level administrator. These programs are a part of our multi-tiered system of support and a necessary resource for all students. Each student receives support through the collaborative efforts of their Guidance Counselor, Advisor, and Enrichment teacher. The Enrichment block provides opportunity to work on increasing student proficiency, as well as making up missed classwork assignments due to absences.

**Procedures for Excused Absences**

1. Upon returning to school from an absence, students are to report to the Student Attendance Monitor and present a parental note to excuse their absence. Notes must be presented within two (2) days of student’s return to school. Notes presented past the two (2) days may not be accepted.
2. No student may sign themselves out of school unless they have obtained emancipation status from the court and provided such documentation to BFA.
3. A student who has reached the age of 18 years may sign themselves out of school only by reporting to the Main Office Attendance Monitor to do so. **Phone calls or emails will not be accepted or excused.** As with all students, parents of 18 year old students will be notified of absences, early dismissals, and late arrivals.
4. The school will make attempts to contact the parent(s)/guardian(s) of students who are absent when a call has not been received.
5. 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 may be required to 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 regards to the absence(s) being excused or unexcused.
6. Students who are absent from school are not allowed to participate in or attend after school activities for that day, unless excused by the principal or designee.
7. **Please be advised of the following acceptable reasons for a student’s absence from school as directed by the Vermont Agency of Education (VTAOE).** These may be excused by BFA Administration and MRUSD:
   - Illness or Medical Appointment (A note from your medical provider will be requested upon return.)
   - Religious Observances
8. **Please be advised that these procedures also apply to students who are 18 years of age.**

Parents/guardians are responsible for calling the school whenever a student is going to be absent. Please call the attendance line at 802-527-6409, or email bfaattendance@maplerun.org at the beginning of the day.
Expectations and Procedures to Dismiss Early

We consider that a student's first and main responsibility is going to school. No jobs or outside activity should interfere in any way with this responsibility. We believe that it is as important for a student to fulfill his/her school obligations as it is for an adult to fulfill his/her employment obligations. Please adhere to the following protocol if you wish to dismiss your student from school prior to the end of the school day:

- The Attendance Office must receive a written note or phone call at the beginning of the school day, for a student to be dismissed early. A student may only be dismissed through the Health Office or the Attendance/Main Office.

- During Assessments, students are expected to remain in class for the entire assessment period.

- Students are not to be dismissed to pick-up or eat lunch off campus, or during an assembly. Students who leave school campus during these times will be deemed to have left without permission and addressed in accordance with school rules.

A student leaving class or campus before the school has received proper notification is also considered to have left campus without permission (LWOP) and will be subjected to disciplinary action.

Illness During the School Day

If a student becomes ill during the school day, they are to go to the nearest Health Office. If the nurse determines that they should be sent home, a parent/guardian will be contacted. In cases where the criteria for the nurse to send a student home isn’t met, the student may place a call from the Health Office and the parent can give their permission for the student to be dismissed. If the nurse is not available, students are to report to the Attendance/Main Office where they can place a call home or sign out with an Administrator. No student is to leave school without following this protocol.

Unexcused or Excessive Class Absences

Missed Classes - Students who are truant from class may lose credit for that day’s work. Students assume full responsibility for meeting with teachers about instruction or assignments that were missed.

Tardiness - Getting to school every day, arriving at school on time, and getting to all classes on time, are things that all students can attain and are required to do.

**TARDY TO CLASS**

If a student is tardy to class due to being detained by a staff member, stopping at the Health Office, or being in the Guidance Office, they will need to get a pass from the respective staff member to present to the classroom teacher in order to have the tardy arrival excused and be admitted to class. If a student arrives within 10 minutes late to class due to their own actions (i.e. lingering in the halls, unnecessary stops, seniors not returning from lunch on time) they are to go directly to class where they will be admitted and the tardy recorded as unexcused.

**CONSEQUENCES**

1st unexcused tardy to class – teacher warning to the student
2nd unexcused tardy to class – teacher communicates with parent/guardian via phone or email
3rd unexcused tardy to class – teacher refers the student to the Main Office; a detention is assigned
4th unexcused tardy to class - teacher refers the student to administration; possible interventions may include but are not limited to parent meeting/restorative conference, detention, internal school support (ISS), loss of class credit toward proficiency in the subject matter.
Students who will be absent from school for three (3) or more days should call the Guidance Office to arrange for homework assignments. Phone: 802-527-6571

Procedure for Making up Missed Work

Students assume full responsibility for meeting with teachers upon their return to school from an absence to make arrangements for any missed or late assignments, and to make up that work. A student will be allowed 2 school days to make such arrangements for work missed during his/her excused absence regardless of length of absence. If the absence is related to a school function (field trips, conferences, cultural exchanges), the work that is due the day the student is absent will be due on his/her first day back; but the student will be allowed two school days to make arrangements for any work missed during the school-related absence that was done or assigned when the student was absent. Administrative/teacher approval must be granted for students with just cause, needing to exceed the ten successive school make-up day limit for each course. All incomplete grades must be made up by three school weeks after grade cards are due. Any exceptions to this policy must be submitted with a written plan to administration and the department head, and an alternative deadline submitted to the Guidance Director. It is strongly suggested that all make-up work be completed as soon as possible within the make-up framework outlined.

All staff have full schedules, and the Guidance Office needs sufficient time to contact the necessary teachers and allow time for those teachers to submit work in between their classes. We require 24-hour notice to complete the process of gathering assignments and materials. Students may also contact their individual teachers through their student email account.

Extended Illness: If a student has a serious illness or condition, which will keep them from attending school for five or more consecutive days, parents should immediately contact the Attendance Monitor (527-6409), and the Guidance Office (527-6571), who will make arrangements for homebound instruction. Have your doctor write a letter indicating the student has a condition that will preclude attending school. In that same letter, your doctor should request homebound instruction if he/she feels it is necessary. Special arrangements for continuing your education outside the regular school environment may be arranged, if desired, through your guidance counselor and administration.

Bellows Free Academy Attendance and Truancy Chart

VS Title 16, § 1121. Attendance by children of school age required
A person having the control of a child between the ages of six and 16 years shall cause the child to attend a public school, an approved or recognized independent school, an approved education program, or a home study program for the full number of days for which that school is held.

VS Title 16, § 1122. Students over 16
A person having the control of a child over 16 years of age who allows the child to become enrolled in a public school shall cause the child to attend the school continually for the full number of the school days of the term in which he or she is enrolled.

MINIMUM 5 DAYS
Excused and Unexcused

BFA maintains communication with families through the Attendance Monitor in the Main Office. If the school has not been notified that a student will be absent, and the student is missing from class, a call will be made to the parent/guardian. 5 absences is the benchmark used to begin tracking individual student attendance. Mail correspondence gins when a student has between 5 and 8 missed school days. Included with this letter is a printout of missing work and assignments that may have resulted from the absences.

MINIMUM 10 DAYS
Excused and Unexcused

When any student misses 10 or more days of school and truancy is perceived, a Truancy Intervention Meeting is scheduled for the parent and the student. This meeting is to address the cause of the absences and develop a plan to improve attendance. This is a proactive measure in which the school and family explore possible options and areas of support that may be available. Ideally, as a result, attendance will improve and truancy will not be an issue.

When any student misses 20 or more days of school and is determined to be truant, BFA may file a report with DCF for an assessment.

The school may also, at this time, submit an affidavit to the Franklin County State’s Attorney requesting that a petition be filed with Family Court for judicial intervention.

*Regardless of age, a student with 10 or more unexcused absences is considered truant. Any student absent without an acceptable excuse (see list for acceptable absences on page 15) for 10 consecutive school days will be removed from the register on the 10th day.

- Vermont AOE Elementary/Secondary School Register
**Student Conduct and Discipline**

BFA is a school that fosters students’ individual growth within the context of a safe social, emotional, and academic environment. Students will learn to take responsibility for their own actions and continually work towards making appropriate behavioral choices. Helping students understand their behavior also helps them learn how to manage it. Using the Student Success Model based on William Glasser’s Choice Theory, BFA promotes respectful resolution when dealing with conflict by all members of our school community.

Be Respectful
Feel Safe
Achieve Academically

**Guidelines for Student Behavior**

- Respect and be aware of the rights of others.
- Respect and be considerate of your own property and the property of others.
- Be responsible for following your assigned daily schedule.
- Respect the rules of specific areas such as the library, cafeteria, offices, classrooms, and co-curricular activities.
- Appointments with guidance counselors, teachers, and the nurse, should be scheduled on an as needed basis and students must obtain a pass from the administration, faculty, or staff member.

**Behavior Expectations**

Below is a listing of expectations that must be adhered to in school and at school related activities to maintain our guidelines for student behavior. It is the responsibility of the students and parents / guardians to familiarize themselves with these expectations. Be advised that BFA Administration reserves the right to make decisions related to behaviors not explicitly covered in the following list. Violations for non-compliance will result in disciplinary consequences as listed on the following page (20).

1. There shall be no use of tobacco products on school property at any time.
2. The possession and use of drugs or alcoholic beverages on school property or at any school function regardless of location or time is prohibited. (Being under the influence of a substance or alcohol would be indicative of use.)
3. There shall be no fighting or assaultive behavior of any type on the school premises or at any school function, regardless of location.
4. There shall be no lying, stealing, trespassing, vandalism or fraudulent behavior in any school related activity. This includes willful creation of any safety hazard such as the activation of a fire alarm.
5. Do not bring matches, lighters, or incendiaries on school property at any time.
6. **Harassment, bullying and hazing in any form is prohibited by law.**
7. You are expected to be courteous and respectful of staff, faculty, and one another. Threats or intimidation of any kind will not be tolerated. These behaviors are counterproductive to a safe learning environment.
8. The North Building of BFA houses the cafeteria, and is open every day at 7:00 AM. The South Building is open at 8:00 AM. on Tuesday and Wednesday morning; at 7:00 AM Monday, Thursday, and Friday. Students can only enter the South Building at those times.
9. Throwing snowballs on or near the school grounds is prohibited.
10. Students dismissed from a room for disciplinary reasons, must report to the Main Office or the department office immediately, as directed by the teacher.
11. Students are expected to respond appropriately when asked their name by a faculty or staff member. Students are expected to follow all reasonable requests.
12. Students are to refrain from the use of improper, offensive, or profane language in school.
13. Students are not to leave campus at any time during the school day without administrative permission. This includes lunchtime and the time between classes.
14. Behaviors that threaten to interfere with the orderly process of the educational experience will not be tolerated. Unsafe behaviors in classes including but not limited to science labs, auto and shop classes, and driver’s education may result in removal from the class and loss of credit.
15. Use of a drone on the campus of BFA is prohibited.
16. Use of laser devices is prohibited.
17. The use of cell phones and electronic devices is explicitly outlined by the Maple Run Unified School District Administration and is displayed in its entirety on page 27; **Cell Phone Use.** Please familiarize yourself with those expectations.

**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.**
**Due Process**

Students are not subject to arbitrary decisions and are guaranteed individual rights within the limits of the high school environment and code of conduct. Protecting individual rights and ensuring fair judgment is called due process. This provides for:

- notification of the charges against the student.
- notification of the facts on which the charge is based.
- the opportunity for the accused to be heard and to present his/her position.
- an impartial decision-maker.
- the accused to be informed of the decision.
- the right to appeal.

**Consequences for Student Conduct Violations**

The need for consequences in school and at school sponsored activities focuses around the well-being and safety of everyone. The ultimate goal of consequences is the growth and development of individual responsibility and self-control. It should be noted that not all disciplinary issues or their consequences can be predicted or outlined. However, administrators will deal with these issues as they occur. **Addressing inappropriate behaviors is the responsibility of the staff and administration and will result in individually determined consequences.** Disciplinary consequences may include, but are not limited to:

- Verbal warning
- Seating change
- Temporary removal from class
- Guidance referral
- Conference with the student
- Written plan or contract for improvement
- Teacher assigned detention
- Parent contact
- Parent conference
- Referral to, or conference with the Dean of Students
- Mediation or conflict resolution
- Restorative conference / use of restorative circle
- Referral to, or conference with the appropriate administrator
- Loss of specific privileges
- Restricted movement within the building
- Referral to outside agencies or individuals
- Administrative detention
- Alteration to schedule
- Suspension or appropriate alternatives
- Recommendation for a long-term suspension or expulsion

**Detention**

Detention is a period of time set aside for students who find it difficult to participate properly in the regular school setting. Students may be assigned a detention by a teacher or an administrator. Any student assigned a detention should plan to bring homework or appropriate reading material. Twenty-four-hour notice will be given for assigned detention. Excessive detentions may result in further disciplinary action. Transportation home after detention is the responsibility of the student and family. Administrative detentions are one hour in length. Failure to attend an assigned detention may result in a suspension. Detentions begin immediately after school at 2:50 PM. Please be aware that electronic devices, including cell phones, are not permitted for use while serving detention. Any transportation arrangements should be made prior.

**Internal School Support (ISS)**

Internal School Support (ISS) may be assigned for behavior violations. It provides time in a designated area with a trained staff member who assists with processing, understanding, and correcting the specific behavior violation. Once a plan is in place to move forward, the student returns to their classes as scheduled.
Suspension

Suspension may be used to bring about a desirable behavior change in a student. The staff and administration will make every effort to bring about desirable behavior adjustments, but failure on the part of the student to make the needed corrections will result in suspension from school. Students may be suspended for up to ten consecutive days without approval of the Board of Directors. In all cases of suspension, the following process will be followed:

1. Students and parents must be notified of the reason for the suspension.
2. Opportunity must be given for the student and parent to explain their side of the case. This will occur before the suspension, unless the continued presence of the student endangers property or others, or threatens to disrupt school operations.
3. Students under suspension may not attend any school functions nor may they participate in any school related events. Parents are expected to assume the responsibility for the student during the suspension period. When the student returns to school, it will be necessary that commitments for corrective behavior be made to an administrator.
4. Students are responsible for work missed during a suspension.
5. Right of Appeal: Any suspension may be appealed to the Principal and, if not resolved to your satisfaction, to the Superintendent.

The following behaviors will result in a suspension from school. This is not an all-inclusive list, as other inappropriate behaviors may result in a suspension:

- weapons possession, threat to use, or actual use
- causing false fire alarms or setting fires
- possession or use of drugs and alcohol
- bomb threats
- gross disrespect
- physical aggression
- theft or possession of stolen property
- jeopardizing the safety of others

If school is cancelled on a day that a student has been suspended, the day for the suspension will then be served on the first school day following the cancellation. Similarly, if school is cancelled during a multiple day suspension, the cancelled school day will be made up on the first school day following the original suspension end date and attendance in PowerSchool will be adjusted. The school will notify the family in such cases.

Expulsion

The Administration may recommend for expulsion, any student whose misconduct makes the continued presence of the student harmful to the welfare of the school. A student may be expelled only after a majority vote of the Board of Directors supporting the recommendation of the Administration, preceded by notice and a due process hearing.

Alcohol and Drugs

District Procedure - MRUSD C02p

Use or Possession Violations

It is the legal and social responsibility of the MRUSD Board of Directors to establish school policy and encourage administrative action which is educational, preventative, and pro-active, in coping with substance use at BFA. Furthermore, these policies will promote a school environment free from the use, possession, or distribution of drugs of any kind. (The MRUSD policy states the term “drugs” includes legal, illegal, and controlled drugs and alcohol). The Board encourages educational programs that provide every student with an understanding of the physical, psychological, social and legal dangers associated with drug use.

BFA believes that chemical use and dependency are treatable health problems and are primarily the responsibility of the home and community. However, the community and BFA share in this responsibility because chemical problems interfere with behavior, learning, and the fullest possible development of each student. To this end, BFA can access the Canine Narcotics Unit of the SAPD, as well as an onsite substance abuse clinician (SAC) in partnership with Northwest Counseling and Support Services (NCSS).

When the school administration has sufficient information as a result of observation, information, or referral, to suspect that a probable violation of this policy has occurred, the student(s) will be expected to cooperate fully with the administration. Failure on the part of the student to provide complete cooperation will constitute a violation of this policy and, for purposes of a consequence be treated as a possession violation. Students found under the influence must be picked up by parent/guardian or will be placed with appropriate law enforcement agency.

The use or possession of drugs (prescription, over the counter, or illegal drugs) alcoholic beverages or drug paraphernalia on the property of Bellows Free Academy, Northwest Technical Center, Collins Perley Sports Center, and any other location where a school sponsored event is taking place or where you are representing this school, is prohibited. When administration has determined there is a violation of the student alcohol and drug policy the consequences are as follows:

(Please see page 11 under Health Services, for guidelines around prescription and over-the-counter medications.)
First Offense: (Grades 9-12)

1. Notification of parent/guardian and counselor. The student will be treated as an ill child and will be monitored until parent/guardian arrives to pick them up from school.
2. Student will be suspended (in-school or out of school) for a **minimum of three (3) days**. The student will lose the privilege of attending and/or participating in all school sponsored activities for a period of time determined by the Principal/Tech Director/designee.
3. The appropriate law enforcement agency will be notified.
4. The parent/guardian will be required to work with school officials to develop and implement a drug and/or alcohol education plan for the student which may include, but is not limited to, an assessment by a certified drug and alcohol counselor.
5. The Principal/Tech Director/designee shall monitor the implementation of the drug and/or alcohol education plan. Failure on the part of the student to participate in the drug and/or alcohol education plan could result in additional days of in-school or out-of-school suspension and further loss of attending and/or participating in school sponsored activities as deemed appropriate by the Principal/Tech Director/designee.
6. Given the cooperation of the student and family in the developing and implementing of the drug and/or alcohol education plan, the Principal/Tech Director/designee may reduce the loss of attending and/or participating in school sponsored activities.

Second Offense: (Grades 9-12)

1. Notification of parent/guardian, counselor, and Superintendent of Schools. The student will be treated as an ill child and will be monitored until parent/guardian arrives to pick them up from school.
2. Student will be suspended (in-school or out of school) for **up to five (5) days**. The student will lose the privilege of attending and/or participating in all school sponsored activities for a period of time determined by the Principal/Tech Director/designee.
3. The appropriate law enforcement agency will be notified.
4. The parent/guardian will again be required to work with school officials to develop and implement a drug and/or alcohol education plan for the student which may include, but is not limited to, an assessment by a certified drug and alcohol counselor.
5. The Principal/Tech Director/designee shall monitor the implementation of the drug and/or alcohol education plan. Failure on the part of the student to participate in the drug and/or alcohol education plan could result in additional days of in-school or out-of-school suspension and further loss of attending and/or participating in school sponsored activities as deemed appropriate by the Principal/Tech Director/designee.
6. A hearing will be held before the Superintendent of Schools. The parent/guardian shall be notified and required to attend the hearing. The student must attend the hearing as well. Such a hearing will be held within seven (7) school days. The Superintendent shall determine if any additional discipline or other action is to be taken. The Superintendent’s decision shall be issued no later than three (3) school days after the hearing.

Further Violations:

1. Notification of parent/guardian, counselor, and Superintendent of Schools. The student will be treated as an ill child and will be monitored until parent/guardian arrives to pick them up from school.
2. Student will be suspended (in-school or out of school) for **up to ten (10) days**. The student will lose the privilege of attending and/or participating in all school sponsored activities for a period of time determined by the Principal/Tech Director/designee.
3. The appropriate law enforcement agency will be notified.
4. The parent/guardian will again be required to work with school officials to develop and implement a drug and/or alcohol education plan for the student which may include, but is not limited to, an assessment by a certified drug and alcohol counselor.
5. The Principal/Tech Director/designee shall monitor the implementation of the drug and/or alcohol education plan. Failure on the part of the student to participate in the drug and/or alcohol education plan could result in additional days of in-school or out-of-school suspension and further loss of attending and/or participating in school sponsored activities as deemed appropriate by the Principal/Tech Director/designee.
6. A hearing will be held before the Superintendent of Schools, or the Superintendent may direct a hearing before the District School Board of Directors should possible expulsion be considered for any violation. The parent/guardian shall be notified and required to attend the hearing. The student must attend the hearing as well. Such a hearing will be held within seven (7) school days. The Superintendent or District School Board shall determine if any additional discipline or other action is to be taken. The Superintendent’s decision shall be issued no later than three (3) school days after the hearing.

Sale and/or Distribution Violations

1. Notification of parent/guardian, counselor, and Superintendent of Schools. The student will be treated as an ill child and will be monitored until parent/guardian arrives to pick them up from school.
2. Student will be suspended (in-school or out of school) for **up to ten (10) days**. The student will lose the privilege of attending and/or participating in all school sponsored activities for a period of time determined by the Principal/Tech Director/designee.
3. The appropriate law enforcement agency will be notified.
4. The parent/guardian will again be required to work with school officials to develop and implement a drug and/or alcohol education plan for the student which may include, but is not limited to, an assessment by a certified drug and alcohol counselor.
5. The Principal/Tech Director/designee shall monitor the implementation of the drug and/or alcohol education plan. Failure on the part of the student to participate in the drug and/or alcohol education plan could result in additional days of in-school or out-of-school suspension and further loss of attending and/or participating in school sponsored activities as deemed appropriate by the Principal/Tech Director/designee.

6. A hearing will be held before the Superintendent of Schools, or the Superintendent may direct a hearing before the District School Board of Directors should possible expulsion be considered for any violation. The parent/guardian shall be notified and required to attend the hearing. The student must attend the hearing as well. Such a hearing will be held within seven (7) school days. The Superintendent or District School Board shall determine if any additional discipline or other action is to be taken. The Superintendent’s decision shall be issued no later than three (3) school days after the hearing.

All violations of MRUSD Policy Code C02, Student Alcohol and Drugs, accumulate over the high school career. Additional consequences will be applied for students under an athletic or activity contract which prohibits alcohol or drug use at any time (school-time or non-school time). Students enrolled in the Northwest Technical Center may face additional consequences. Any student who violates this policy will not be eligible for Driver’s Education for the entire school year. If they are in Driver’s Education at the time of the violation the student will be removed immediately and withdrawn from the course.

Self-Referral and Seeking Help for Others

Students should seek help and discuss any alcohol or drug problem with their guidance counselor or staff member. Students may share this concern with the substance abuse clinician as well. The decision to seek help for yourself or others could save a life. The school will do whatever it can by providing educational materials, counseling services, and referrals to outside agencies. Confidentiality will be maintained as long as the student is not a danger to him/herself or others.

In addressing drug and alcohol situations all students will be treated as individuals and every effort will be made to promote responsible decisions, alleviate stress, rehabilitate rather than punish, and seek assistance from outside sources as necessary. When outside agencies, professional specialists, or law enforcement officials are involved, the school shall cooperate and furnish the necessary information required by these officials whenever appropriate and consistent with the student’s rights and school policies and procedures. (A complete copy of the District Alcohol and Drug Policy is available in the Main Office.)

Tobacco-Free School

Vermont State Law requires all school personnel to report incidents of underage (under 18 years of age) smoking to the police department. Violators will be issued a citation and fined in accordance with Vermont Law. In addition, the use or possession, by students, of any tobacco products or smoking paraphernalia, including chewing tobacco, electronic cigarettes, vape pens and pipes, in the buildings or on the grounds of Bellows Free Academy, Northwest Technical Center, or Collins Perley Sports Center, is prohibited. All product(s) and smoking paraphernalia will be confiscated.

1st Offense – Development of a plan to address the behavior with Internal School Support (ISS).
Referral to SAP Counselor
ALL subsequent tobacco violations will result in suspension from school for one day.

* Vermont law bans all tobacco use and the use of tobacco substitutes (e.g. e-cigarettes) on the grounds of public schools and at school-sponsored events at all times and by all persons.

Weapons

The possession of any dangerous or deadly weapon on the property of Bellows Free Academy, Northwest Technical Center, Collins-Perley Sports Center, or any off-campus site of a school sponsored activity, without prior permission of the administration, is strictly prohibited. Any incident involving the possession of a dangerous or deadly weapon on such property will be reported immediately to the administration. All such incidents will be reported to the appropriate law enforcement agencies for their information and possible action. For further clarification refer to MRUSD Policy Code C05: Firearms, and C51: Weapons.

In accordance with State and Federal laws, should the weapon described above be a gun, the student will be expelled from school for not less than one year. (The Board may modify the expulsion on a case-by-case basis.) All such gun related incidents will be reported to the Vermont Commissioner of Education.

Threats

The penalty in Vermont for persons who initiate or willfully circulate a warning of a false bomb threat, or other offense or catastrophe, may be imprisoned for up to two years and/or fined up to $5000. Any student, who participates in a false bomb threat, or other offense or catastrophe, will be suspended from school immediately, and the Principal will recommend to the Board of Directors that the student be expelled.
Academic Honesty

BFA values academic honesty and expects all students to demonstrate high moral and ethical standards in the preparation and presentation of their academic assignments. Teachers will clarify what constitutes a violation of Academic Honesty in their class. This should include an explanation of:

1. The extent to which collaboration or group participation is permissible in preparing term papers, laboratory exhibits or notebooks, reports of any kind, tests, quizzes, examination, homework or any other work.
2. The extent to which the use of study aids, memoranda books, data, or other information is permissible to fulfill course requirements.
3. Guidelines on what constitutes plagiarism, including requirements for citing sources.
4. Expectations for multiple drafts of a research project, including proof of original research and notes from sources.

Cheating is defined as follows:
1. The willful giving or receiving of an unauthorized, dishonest, or unscrupulous advantage in academic work.
2. The above may be accomplished by any means whatsoever, including, but not limited to, the following: fraud, duress, deception, theft, talking, signs, gestures, copying from another student, unauthorized collaboration, and the unauthorized use of study aids, memoranda, books, technology, internet or electronic programs, data or other information.
3. Attempted cheating (as defined above)

Plagiarism* is defined as follows:
1. Deliberate plagiarism is claiming, indicating, or implying that the ideas, sentences, or words of another are one’s own. It includes copying the work of another, or following the work of another as a guide to ideas and expression that are then presented as one’s own.
2. Accidental plagiarism is the improper handling of quotations and paraphrases without a deliberate attempt to deceive.

*College Board [http://mseffie.com](http://mseffie.com)

Guidelines for Avoiding Plagiarism

- Indicate clearly when you use anything from another writer’s work, even if only a phrase or single key word, by using quotation marks.
- When summarizing or paraphrasing, distinguish clearly where the ideas of others end and your own comments begin.
- When using a writer's idea, credit the author by name and also cite the work in which you found the idea.
- Provide a new citation when using additional information from a previously cited work.
- Err on the side of caution by giving credit whenever you suspect you are using information, other than general knowledge, from a source.

**DO NOT:**
- Use facts, details, language, or ideas from a source without indicating in some way that you are doing so.
- Confuse your own ideas with others’ ideas discovered during your research. Even if your idea resembles another writer’s, you must credit that writer and the work in which the idea is shared.

(Adapted from the George Mason University Honor Code, Lexington High School, South Burlington High School Student Handbook, Champlain Valley Union High School Handbook, and Writer's Inc.)

Disciplinary Process for Cheating

To begin this process, the teacher will substantiate plagiarism or cheating by citing and documenting evidence to support the claim. This documentation will be presented to the department head, and the following guidelines will be adhered to:

First Offense:
A conference will be held with the student, teacher, and department head, to review the circumstances of the incident. The consequence for the first offense is at the discretion of the teacher and the department head. Based on the severity of the incident the department head will have the option to forwarding the infraction to administration.

Second Offense:
A parental conference will be held with the student, teacher and administrator to review the plagiarism/cheating circumstances. Upon the determination of the incident being either plagiarism or cheating, the student will serve a day in In School Support and be given an assignment to educate and support the student on their infraction. How or if credit for the assignment will be awarded, will be determined during the conference.

Third Offense:
A parental conference will be held with the student, teacher and administrator to review the plagiarism/cheating circumstances. The student’s case will go before the academic integrity panel for review and for a determination of consequences. The consequences may range from, but are not limited to: In School Support, suspension, or losing credit for the enrolled course.

*A violation of Academic Honesty may impact Transferable Skills scores.
* HAZING - HARASSMENT – BULLYING – RETALIATION
16 V.S.A. § 570.

Bellows Free Academy is a school that is legally compliant with The Vermont Agency of Education Policies and Procedures on the Prevention of Hazing, Harassment, Bullying (HHB), and Retaliation. All students need a safe and supportive school environment to progress academically and developmentally. BFA recognizes its responsibility to provide such an environment, and is committed, along with the VT AOE, to ensure that there is equity and opportunity for every learner in the public education system.

“It is the policy of the State of Vermont that all Vermont educational institutions provide safe, orderly, civil, and positive learning environments. Harassment, hazing and bullying have no place and will not be tolerated in Vermont schools. No Vermont student should feel threatened or be discriminated against while enrolled in a Vermont school.

If any student in Vermont feels afraid or unsafe in their learning environment, it can create an adverse effect on their attendance, compromising their ability to learn and thrive. All children benefit from a healthy school environment and are better able to learn when they feel safe and supported. No student should fear that any part of their identity will cause other people to do harm. That is a core right of all our Vermont students.”

- Vermont Agency of Education 2017

* Hazing

It is the policy of Bellows Free Academy (BFA) to provide a safe, orderly, civil and positive learning environment at all times. Hazing has no place at BFA and will not be tolerated. Accordingly, the Maple Run Unified School District has adopted a policy and procedures to prohibit hazing and will ensure the enforcement thereof.

Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with BFA, and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. The act in question may or may not occur on school grounds.

Conduct which constitutes hazing will be subject to disciplinary action up to and including expulsion. In addition to school consequences, you may face legal charges or be subject to civil penalties.

Students or staff who have reason to believe that an incident of hazing might occur, or has occurred, shall report verbally and in writing, such belief to any coach/advisor of an extracurricular activity, teacher, school nurse, guidance counselor, or school administrator.

* Harassment

Bellows Free Academy is opposed to, and prohibits without qualification, all forms of harassment in our school. Harassment violates an individual’s basic civil rights, undermines the integrity of the school environment, and adversely affects students, teachers and other school personnel whether they are direct subjects of harassment.

Harassment means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from, or interfering with, a student’s educational performance or access to school resources; or creating an objectively intimidating, hostile, or offensive environment. For example, harassing a student for failing to conform to stereotypical masculine or feminine notions or behaviors constitutes sex discrimination/harassment, and complaints will be handled in accordance with our Prevention of HHB Policy.

Other types of harassment that may not meet the criteria for unlawful harassment are also prohibited at BFA. Conduct which constitutes harassment will be subject to disciplinary action up to and including expulsion. In addition to school consequences, you may face legal charges.
Investigation Time Frame:
The school is required to initiate an investigation no later than one school day after Notice to a designated employee, when the designated employee determines there is reasonable belief that a policy violation may have occurred. The investigation is to be concluded no later than five days from Notice, unless special circumstances are present and documented.

Independent Review:
1. “An independent review is only available in cases where there has been an allegation of harassment and the complainant (person making the complaint) is either dissatisfied with the final determination as to whether harassment occurred or believes that, although a final determination was made that harassment occurred, the school’s response was inadequate to correct the problem.”

2. “An independent review can only be requested by a person who has complained that he/she is a victim of harassment and one of the above criteria is satisfied (i.e.: dissatisfaction that no harassment finding was made or dissatisfaction with the remedial action taken to correct the problem, after a finding by the school that harassment did occur.)”

3. “A complainant may request an independent review within thirty calendar days of a final determination if he/she: (1) is dissatisfied with the final determination as to whether harassment occurred, or (2) believes that although a final determination was made that harassment occurred, the school’s response was inadequate to correct the problem.

* Bullying
Bellows Free Academy recognizes that students should have a safe, orderly, civil and positive learning environment and that bullying has no place and will not be tolerated in the school.

Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying is defined as any overt act, or combination of such acts, including any act(s) conducted by electronic means, directed against a student (or students) by another student or group of students and which:

- occurs during the school day on school property, on a school bus, or at a school-sponsored activity,
- occurs before or after the school day on a school bus or school-sponsored activity;
- does not occur during the school day on school property, or on a school bus, or at a school-sponsored activity, and can be shown to pose clear and substantial interference with another student’s right to access educational programs or resources;
- is intended to ridicule, humiliate, or intimidate the student;
- is repeated over time.

Conduct which constitutes bullying, meeting any of the criteria above, and those involved, will be subject to disciplinary action up to and including expulsion. In addition to school consequences, you may face legal charges.
If you believe that you have been subjected to harassment or bullying at BFA, please report the incident(s) at once to a teacher, counselor or administrator in order to begin the process of any necessary investigation in a timely manner, as directed under MRUSD Policy Code C10.

* Retaliation
It is unlawful for any person to retaliate against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated. The District will take reasonable steps to prevent any retaliation against the student who made the complaint (or was the subject of the harassment), against the person who filed a complaint on behalf of a student, or against those who provided information as witnesses. At a minimum, this includes making sure that the students and their parents, and those witnesses involved in the school’s investigation, know how to report any subsequent problems and making follow up inquiries to see if there are any new incidents or any retaliation.

* A complete copy of MRUSD Policy Code C10, The Prevention of Harassment, Hazing, and Bullying, is available upon request in the BFA Main Office, and on the MRUSD website, www.maplerun.org BFA also utilizes an online means of reporting incidents. This is available on our website www.maplerun.org on the BFA page under Student/Parent link: Anonymous Online Incident Reporting.
Right to Appeal:
"Any person determined to have engaged in an act(s) of hazing, harassment, and/or bullying may appeal the determination and/or any disciplinary action(s) taken, directly to the district school board. Appeals must be made to the district school board within ten (10) calendar days of a student receiving the determination that an act of hazing, harassment or bullying has occurred and/or any announced discipline."

The school has the duty, by law, to take appropriate action against any student who retaliates against any person who makes a report of hazing, harassment, or bullying, or for participating in any investigation or other part of the process established by BFA/NWTC.

Consequences for Hazing, Harassment, Bullying - General Guidelines

When a violation cannot be resolved informally, or violations continue to occur after administrative intervention or the violation is severe in the opinion of the administrator, the following general guidelines apply:

First Offense:
- Notification of parent/guardian
- A meeting with the student
- A firm, explanatory warning with possible detention, Internal School Support (ISS), out of school suspension (OSS), and/or Restorative Conversation.

Second Offense:
- Notification of parent/guardian
- A meeting with the student
- A minimum of three days suspension
- The development of a learning project/contract that encourages the student stop the behavior. Failure to participate in the learning project/contract will result in a minimum five day suspension.

* BFA reserves the right “to impose strict discipline immediately for first offenders where the situation or circumstances warrant it.”

Further Violations:
- Notification of parent/guardian
- A minimum of ten days suspension
- A meeting with the student, parent/guardian, administrator, guidance counselor, and principal
- Consideration of a further learning project/contract, or referral to the District Board of Directors for possible expulsion and/or educational contingency plans.

In addition to school consequences, you may face legal charges.

Other Resources Regarding Harassment

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT  05633-6301
(800) 416-2010
(802) 828-2480
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
US Department of Education
8th Floor
5 Post Office Square
Boston, MA  02109-3921
(617) 289-0111 (voice)
(617) 289-0150 (fax)
Email: ORC.Boston@ed.gov
**Additional Topics of Concern**

**Asbestos Plan**

Any parent or student, who would like to view a copy of BFA’s Management Plan for the safe control and maintenance of asbestos-containing materials that may be found, may request to do so at any of the administrative offices.

**Building Access and Alarmed Doors**

The North and South Buildings of BFA, along with The Northwest Technical Center, are locked during the school day and monitored with a video intercom system.

- Use the “call” button on the outside to alert office staff of your presence. (The door will not release immediately.)
- Office staff will activate the door internally upon identification/recognition, or they may first respond via the intercom.

Alarmed doors throughout the campus are clearly marked. Students should only enter and exit doors that are not alarmed. A student that exits an alarmed door will face disciplinary consequences.

**Cafeteria**

The cafeteria is open daily for breakfast before school and for lunch. The cafeteria is an excellent place for developing positive personal relationships. Students are assigned to specific lunch times determined by the class they are in for that time period. Students may use their cell phones during their lunch time. BFA Guidelines for Student Behavior (p.22), are applicable throughout the school. While in the cafeteria, students are expected to:

- be respectful of all students and staff.
- refrain from using profane, offensive, or abusive language.
- not speak loudly or exhibit boisterous behavior.
- sit at the tables or counters provided in the cafeteria (not in the halls or lobbies).
- leave the table and surrounding area clean, return chairs as they were, and put trash in the proper containers.
- not litter or throw food.
- remain in the cafeteria for the duration of your assigned lunch, until dismissed.

Students in violation of these guidelines will be subject to disciplinary action.

NOTE: ALL STUDENTS WILL RECEIVE UP TO FIVE MEALS PRIOR TO THE INITIATION OF THE COLLECTION PROCESS. NO STUDENT WILL BE DENIED A MEAL.

**Cell Phone Use**

*9th – 12th Grade District Procedures*

- Cell phones are only permitted during scheduled passing times and assigned lunch times.
- Teachers have the right to ask students to turn in their phones at the start of the class.
- During Advisory, faculty and staff may use their professional discretion as to when cell phone use is allowed.
- Cell phones are permitted for use in classrooms for instructional purposes only with explicit direction from the classroom teacher. This includes Enrichment times as per the individual teacher.
- Students are not permitted to have their phones when utilizing a pass to go to their locker, bathroom, nurse, etc.
- If a student is observed using a cell phone outside of their classroom but during class time, it will result in a disciplinary referral and loss of phone privileges for the remainder of the day by turning in their phone to the appropriate Administrative Office. If a student is non-compliant and refuses to turn in their phone it will result in further disciplinary action.
- If a student is inappropriately utilizing a cell phone during class time, the teacher 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.

A warning is given to a student only one time. There should be no need to warn an individual student each school year, once they have been made aware of the policy.

*The Maple Run Unified School District Administration recognizes its responsibility to support a safe, responsible, and respectful learning environment, and to that end has developed district-wide procedures for cell phone use.

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.
Dress Expectations

Students are expected to dress appropriately while at school. It is expected that each student’s clothing and appearance meet generally accepted standards of taste and common sense. In specific instances, a building administrator will determine the suitability of a student’s attire. Styles of clothing that are disruptive to the educational process, or pose a threat to the safety and health of self or others, will not be permitted in school.

The Vermont Agency of Education (AOE) provides schools with best practices for school dress which is equitable to all students, limiting restrictions to those necessary to support the overall educational goals of the school. The basic principle being that there are certain body parts that must be covered for all students. A school dress expectation should not create an unnecessary barrier to school attendance, should never embarrass or shame a student, particularly in front of others, and should not be disproportionate due to race, gender, body size, or body maturity.

1. Students MUST Wear:
   - Tops: shirt, dress
   - Bottoms: pants, sweatpants, shorts, skirt, dress, leggings
   - Shoes (activity specific shoe requirements are permitted, for example, sports, and PE) *With regard to footwear, many fashion shoes are not practical for daily wear in the school setting. Students pass back and forth, outside between buildings on campus, as well as numerous staircases within the buildings. It is important to be aware and be safe.*

2. Students MAY Wear:
   - Hats, including religious headwear
   - Hoodie sweatshirts (over head is allowed)
   - Fitted pants, leggings, yoga pants
   - Ripped jeans, as long as underwear is not exposed
   - Tank tops, spaghetti straps
   - Athletic attire
   - Clothing with commercial or athletic logos

3. Students CANNOT Wear:
   - Clothing with violent language or images
   - Images or language depicting drugs or alcohol (or any illegal item or activity) or the use of the same
   - Hate speech, profanity, pornography
   - Images or language that creates a hostile, intimidating, or offensive environment
   - Visible underwear (waistband or straps on undergarments worn under other clothing are not a violation)
   - Midriff baring shirts
   - Bathing suits
   - Helmets or headgear that obscures the face (except as a religious observance)

The items that have been listed are consistent with supporting our educational goals.

Eighteen Year Old Students

Permission slips for participation in field trips or other school activities may be signed by the student if they are 18 years of age. In addition, 18 year old students may sign their own absence and late notes, but parents will be notified of these absences and tardy incidents on the same basis as other students, unless communications from the school are limited to the student only in accord to policy.

When a student has reached 18 years of age and has not been declared emancipated by court order, they are required to meet with the Dean of Students to review expectations on the part of the student at this point. There is a Statement of Understanding and Acknowledging 18 Year Old Rights and Responsibilities that is to be signed by the student and parent/guardian. This form may be picked up from the Dean of Students in the Main Office.

Emergency Alert Notifications and Messages

BFA/NWTC and MRUSD utilize the Blackboard Connect System© for mass notification to enhance parental communication. This service allows us to send a voice and/or email message to all students’ parents/guardians within minutes, if an emergency occurs at school. Blackboard Connect is also used for school cancellations, delays, early closings, and cancellation or modification of school events. It is imperative that the school has the most current contact information. On each Student Information Verification form, there is a place to specify who is to be contacted and their phone number. Please include all who should receive this notice. It is the responsibility of families to be sure BFA has this information.
Emergency Response Situations

Lockdown – Secure the School – Evacuation – Emergency Dismissal

The safety of students is always the priority when developing our Emergency Response Plans. Drills are conducted throughout the school year, as directed by the State of Vermont. These drills serve to keep staff and students familiar with protocol and expectations. It is also important that parents familiarize themselves with this information and understand their role in allowing the school to carry out these drills and reinforcing our practices. For safety reasons parents will be notified of an Emergency Response, as information is available, by use of mass notification through Blackboard Connect.

LOCKDOWN

A lockdown procedure occurs when an emergency exists somewhere within the school or in the immediate area outside the school, where the presence of students and staff could place them in danger. Lockdown means all students and staff exit the hallways. Students should go to the nearest secure area. Staff will lock the doors, turn off lights and draw shades. Once the doors to a room have been locked, THEY ARE NOT TO BE OPENED. Remain away from internal and external windows and doors. No cell phone use. A lockdown will remain in effect until students and staff are released by a law enforcement official.

Blue Lights – Blue flashing lights indicate that a lockdown is in progress. Students and staff are to go to the nearest secure area as stated above. If you are outside you need to be aware of these blue flashing lights and their indication that the BFA buildings have been locked. Students and staff who find themselves outside during a lockdown need to immediately move away from the building and report to the designated relocation site. It is important to realize that when the doors are activated for a lockdown they cannot be overridden. There is NO building access. Any buses arriving during a lockdown will go to a designated location and await instructions. Students will not be allowed off a bus during a lockdown.

SECURE THE SCHOOL

BFA will use Secure The School command for specific situations. These may include emergency transport and /or medical attention where responders would need clear access in the halls or if there is a need to conduct a search within the building. During Secure The School, doors to the halls, classroom doors and blinds are closed. Students and staff remain in their respective buildings and classroom instruction continues. The exterior doors to the buildings are locked and administrators or their designated person will be posted at these locations. There will be instruction before transitioning to the next class.

EVACUATION

There are two commands that involve leaving the building. The first command is an Evacuation. In the event of an Evacuation students will leave with their class using the designated exits. They are to remain with their class and away from the building. Once authorities have determined it is safe to return to the building, staff and students will do so. If it becomes necessary to relocate, BFA will follow a specific plan that has been developed with local authorities. Staff members will follow the instructions they have to relocate with their students. Any students who find themselves in a location where no directions are available are to proceed to the nearest marked emergency exit and report to a designated BFA staff member wearing a pink visibility vest, for accountability purposes. During an Evacuation, traffic will not be allowed on or off campus until officials have made a determination that the building is safe.

EMERGENCY DISMISSAL

An Emergency Dismissal is the second command that involves leaving the building. In the event of an Emergency Dismissal, the BFA and NWTC staff will provide support and direction for student dismissal. An Emergency Dismissal could occur due to a sudden severe weather advisory, a power outage, possible gas leak, or in order to allow a thorough search of the building by law enforcement. Students who drive to school should always keep their keys with them, as they will need to leave immediately and not return to classrooms or lockers. Buses will transport students to the Collins-Perley Sports Center, where they will have access to phones and WiFi to make arrangements for pick up transportation. Staff will remain with students during this time and will have access to PowerSchool to assist students if needed. Students who regularly arrive at school by bus will take those buses home, provided there is nothing to prohibit such. The priority will be keeping the students safe and making certain they connect with parents/guardians.

Again, it is important to remember that families will be notified of an Emergency Response, as information is available, by Blackboard Connect notification service. For this reason it is imperative that the school always have the most updated contact information. Parents should NOT try to contact the school or their child during a lockdown or drill. Students are directed to not use their phones. In an emergency situation, this could compromise the safety of the students and staff.

- Safety requires NO TALKING while exiting and moving promptly but NO RUNNING.
- Leave books and materials in the room. You may take purses and other valuables with you.
- First person through an exit door should hold it for those who follow.
- Watch and listen for any change in plans indicated by the close of an exit for practice/emergency purposes.
- Maintain order in exiting and returning to your room.
- Keep driveways clear for emergency vehicles.
- An administrator will signal when to return to class.
- Stay with your class throughout the evacuation.
- Inappropriate behavior during Emergency Response Situations will result in disciplinary action.
- Students and faculty must stay at least fifty (50) feet away from the building.
Hall Passes

Prior to leaving class, students must have a BFA staff-issued and signed pass. Passes for prearranged meetings with Guidance, Nurse, or other staff, may be issued prior to the meeting. This pass is presented to the teacher of the class which the student is leaving. Misuse of a pass will result in loss of the pass privilege and other possible disciplinary action.

Law Enforcement Officials

If a law enforcement officer needs to interview a student who is suspected of violating the law or needs to detain the student at school, or remove the student from school, school officials will make every attempt to notify parents/guardians. If they cannot be reached, school personnel will be present during the interview. All State and Federal laws will be followed when law enforcement is involved.

Lockers

The school will assign each student a locker at the beginning of the school year. **Students should not be in any locker other than the one assigned to them by the Main Office.** Failure to comply with this expectation could result in disciplinary action. Combinations to lockers are only given to the student assigned to the locker as listed in PowerSchool. **ALL STUDENTS ARE ADVISED TO KEEP THEIR ASSIGNED LOCKERS LOCKED AT ALL TIMES AND DO NOT GIVE THE COMBINATION TO OTHERS.**

School lockers belong to the school and routinely lockers are checked. The school reserves the authority to search lockers without the consent of the student to assure the safety and welfare of the school. Students, therefore, should have no expectations of privacy regarding the contents in their lockers. You are responsible for the contents of the locker assigned to you. Students may be moved from their lockers for disciplinary reasons, at any point during the school year, at the discretion of Administration.

Personal Property

BFA does not carry insurance which covers replacement of, or repairs to, lost, stolen, or damaged property belonging to students. Students must carry their own insurance if those items are to be covered. A lost and found area is located in the lobby outside the Main Office. If you find something that does not belong to you, please turn it in to the Main Office. Likewise, if you have lost something, check to see if it has been turned in. **PLEASE, DO NOT BRING LARGE AMOUNTS OF MONEY, OR ITEMS OF VALUE** (such as electronic devices) to school. **BFA and NWTC are not responsible for lost or stolen items.**

Phone Calls and Messages to Staff or Students

Telephone calls may be made to the school offices or individual teachers between the hours of 7:00 AM and 3:30 PM. Calls to teachers will be forwarded to the teacher’s voicemail. Calls are not put through directly to classrooms. Whenever a class is interrupted, it disrupts the learning environment of each student in that room. The following procedures will be used.

1. The office will **not** put a call through to a classroom. Only emergency messages will be delivered immediately. The caller must be willing to state the nature of the emergency to an administrator.
2. No one should interrupt a class to give a message or materials to a student. If there is an emergency, come to the Main Office and state the nature of the emergency to an administrator. An administrator will get the student from a classroom if necessary. Materials that need to be given to a student must be brought to the Main Office and the student will be called in between classes, during passing time.
3. The Main Office pages students at passing times (in between classes) to give messages. Messages received after 1:00 PM cannot be delivered before the end of the school day.
4. There is a phone in the Main Office, BFA South Building, which students may use if they need to call home.

Public Displays of Affection Prohibited

Behaviors displayed in public must be appropriate at all times and in line with our expectations for student behavior. BFA is an educational institution and public displays of affection and inappropriate physical contact are not acceptable behavior. These behaviors create an uncomfortable atmosphere for everyone, as well as staff. Physical, public displays of affection do not align with our educational goals. Students are expected to respond appropriately and respectfully if addressed by a faculty or staff member with regard to such behavior. Failure to do so may result in disciplinary consequences.

School Cancellation for Co-Curricular and Extra-Curricular Activities

When school is not in session due to a cancellation, there will be NO co-curricular or extra-curricular activities held unless all of the following conditions are met:

1. There are extraordinary circumstances that would necessitate a practice or event, e.g. playoff game, musical dress rehearsal, etc.
2. The superintendent, principal, or assistant principal and affected activity director are all in agreement it would be safe to conduct such an event or activity.
3. The activity will be held on an optional basis allowing students, particularly those from remote areas, the choice of not participating without penalty.

All decisions will be based on clearing conditions in the event of weather or a significant improvement regarding whatever condition led to the cancellation.
School Dances and Sporting Events

As with all BFA extracurricular activities, student behavior at school dances and sporting events follows the guidelines that have been set on page 19. For school dances, the administration will determine what is appropriate for dancing. Any violation of these expectations may result in the student or students being removed from the dance or event. Parents will be notified if this occurs. *The Winter Ball and Junior Prom are the only dances that non-BFA students may attend. In each case no person 21 years of age or older may attend. In addition, all guests must be approved by administration and bring a valid ID, with photo and date of birth, to the event.*

School Property

You are responsible for the care of all school property. Vandalism or damage will not be tolerated and will be treated as a disciplinary issue. You will be required to pay for any textbooks, lockers, athletic equipment or other materials damaged or lost while assigned to you. Be respectful of property at BFA, NWTC, and Collins Perley Sports Center (CPSC). Please be respectful of school property.

School Resource Officer (SRO)

Corporal Paul Morits, of the St. Albans Police Department, serves as the resource officer for BFA and NWTC. Cpl. Morits can be reached at 802-527-6544, when he is at BFA, or through the St. Albans Police Department at 802-524-2166. The School Resource Officer is located within The Main Office in the South Building and students are encouraged to see him with questions or concerns.

Searches

To maintain a safe atmosphere, school administrators reserve the right to search students if there is reasonable suspicion to do so. The search may include the student, the student’s locker, purse, and backpack. Parents/guardians will be notified if their student is subjected to a search. Vehicles parked on school campus (BFA, Northwest Tech Center, and Collins-Perley) can be subjected to searches. Please refer to *MRUSD Policy Code 21.*

Seclusion and Restraint

In compliance with The Vermont State Board of Education, BFA promotes the use of positive behavioral strategies and supports, in order to avoid the use of physical restraint or seclusion, to address targeted student behavior. With the exception of certified law enforcement officers (which includes our SRO), persons who impose a restraint or seclusion must report its use to the school administrator no later than the end of the school day. Parents will be notified within 24 hours of any use of restraint or seclusion, and they will be afforded an opportunity to participate in a review of the incident.

Skateboarding (Prohibited)

NO skateboarding is allowed on school property (including The Collins Perley campus) before, during or after school. When a violation occurs, the following steps will be taken:

- The first violation will be a warning
- The second violation will be a school detention
- A third violation a **citation will be issued by the School Resource Officer, SAPD** ($25 fine)
- Additional violations may result in a citation and a $50.00 fine.

Student Guests

Only students interested in transferring to BFA are allowed to visit the campus during the school day. This requires prior parent and administrative approval. A one-week notice is required with permission from parents/guardians, sending school administration, and teachers. A form is required and is available in the Guidance Office where arrangements may be made to shadow a BFA student. **BFA students are not allowed to bring visiting friends or relatives to school with them for the day.**

Student Photo ID

All students are required to have their picture taken for security purposes. Each student will be issued a BFA picture I.D. and this student picture will appear in PowerSchool within the Attendance Module. There is no charge to the student or family for their picture I.D.

Surveillance Cameras

There are video cameras in use on the BFA, NWTC, and CPSC campuses. These video cameras are for the safety of the BFA students, faculty, staff, and community members, and footage may be reviewed if needed in investigations. The video cameras are not to be altered in any manner and any attempt to do so will result in disciplinary action.
Vehicle Parking and Traffic
STUDENT PARKING IS NOT ALLOWED ON THE BFA CAMPUS.

Presently the school campus at BFA cannot accommodate student parking. Parking in the downtown community is limited. Students are strongly encouraged to park at the Collins-Perley Sports Center and access the BFA shuttle bus service running prior to the start of the school day and at the end of the school day. Bus service is also available between classes for those students who have been excused to leave school during the day. The speed limit at BFA and the Collins-Perley Sports Center is 5 mph. Failure to obey speed limits or otherwise driving in a dangerous manner, or failure to obey parking/no-parking zones, may result in the loss of driving privileges at BFA/NWTC and the Complex.

Parking Violations – Consequences

Unauthorized vehicles parked on the BFA/NWTC campus will be ticketed. The first offense for a parking violation will result in a traffic ticket being issued. At such time, the student will be required to remove the car from school grounds. Each subsequent offense will result in a ticket, and the student having to remove the vehicle. In addition, BFA Administration will assign a one-hour detention and notify the parent or guardian.

All tickets are issued by the St. Albans Police Department.

Students are not allowed to drive to or from school sponsored events or field trips at any time during the school day. This includes driving to and from PE classes that are held at the Collins Perley Sports Center.

Weather Related Information

The BFA administration reserves the right to take appropriate safety measures relating to all weather emergencies. Notification will be made through Blackboard Connect when necessary. Again, it is imperative that the school has updated contact information for you to receive these notifications.

Website

BFA’s website is accessed via www.maplerun.org On the Maple Run home page, select BFA campus. The BFA page will display, and then select MENU in the upper left corner. Much of the school’s information can be found here. Along with helpful links, you will find our staff directory, PowerSchool Parent Portal Guide, and the Daily Announcements. Please note the additional information listed at the bottom of the page. The site is continuously being updated, so please check frequently and call with any questions or concerns. Parent input is appreciated.
# 2019-20 School Year

Maple Run Unified School District Joint Calendar

**BFA St. Albans - NWTC - Fairfield Center School - St. Albans City School - St. Albans Town Educational Center**

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**Total Days: 3 6**

**First & Last Day of School**

**In-Service Days/Non Student Days**

**Non-Student Days**

**Holidays**

**Possible Snow Day Make-up**