

Bell Schedule 2011 - 2012

Period	Times	Green A	Gold B	White C	NWTC	
1-1	7:35 – 8:47	1(A) 3(C)	1(B-C)	1(B-C)	Specialty Courses 1A3C	Prep/ Collab. 1BC
1-2						
2-1	8:52 – 10:04	2(A-B)	2(A-B)	Enrichment 2(C)	AM 2.5-Block Courses	
2-2						
3-1	10:09 – 11:21	3(A-B)	3(A-B)	1(A) 3(C)	Specialty Courses 1A3C	
3-2						
4	11:26 – 11:41	ADVISORY 4(A-C)	ADVISORY 4(A-C)	ADVISORY 4(A-C)	Prep/Collab.	
5-1	11:46-12:10 Lunch 1 12:10-12:33 Lunch 2 12:33-12:56 Lunch 3 12:56-1:20 Lunch 4	5(A-B)	5(A-B)	5(C) 6(A)	PM 3-Block Courses	
5-2						
6-1						
6-2	1:25 – 2:37	5(C) 6(A)	6(B-C)	6(B-C)	2:05 – 2:31 Prep/Collab.	

Half-Day Schedule

Period	Times	Green A	Gold B	White C	NWTC	
1-1	7:35 – 8:20	1(A) 3(C)	1(B-C)	1(B-C)	Specialty Courses 1A3C	Prep/ Collab. 1BC
1-2						
2-1	8:25 – 9:10	2(A-B)	2(A-B)	Enrichment 2(C)	AM 2.5-Block Courses	
2-2						
3-1	9:15 – 10:00	3(A-B)	3(A-B)	1(A) 3(C)	Specialty Courses 1A3C	
3-2						
5-1	10:05 – 10:50	5(A-B)	5(A-B)	5(C) 6(A)	PM 3-Block Courses	
5-2						
6-1	10:55 – 11:40	5(C) 6(A)	6(B-C)	6(B-C)		
6-2						

Student-Parent Handbook 2011-2012

BELLOWS FREE ACADEMY UNION HIGH SCHOOL DISTRICT #48
71 South Main Street
St. Albans, VT 05478

Telephone: 1-802-527-6555
Fax: 1-802-527-6465
Website: www.bfasta.net

Dennis Hill, Principal

Home of the BFA Comets And Bobwhites

This student guide belongs to:

Name: _____

Address: _____

City/Town: _____ Phone: _____

Advisor: _____ Rm.: _____

Locker: _____

Table of Contents

<p>Asbestos Plan..... 22</p> <p>Academic Awards..... 4</p> <p>Academic Guidelines..... 4</p> <p>Academic Honesty..... 18</p> <p>Accountability & Consequences. 15</p> <p>Adult Education..... 11</p> <p>ARISEnet..... 5</p> <p>Attendance Policy..... 11</p> <p style="padding-left: 20px;">Absences..... 11</p> <p style="padding-left: 20px;">Procedure to Excuse Absence... 12</p> <p style="padding-left: 20px;">Class Cutting..... 13</p> <p style="padding-left: 20px;">Dismissals..... 12</p> <p style="padding-left: 20px;">Make-Up Work Procedure..... 12</p> <p style="padding-left: 20px;">Restricted Participation..... 13</p> <p style="padding-left: 20px;">Tardiness..... 13</p> <p>Bomb Threats/Other Threats or Catastrophe..... 18</p> <p>Bullying 20</p> <p>Cafeteria..... 22</p> <p>Cheating 19</p> <p>Cheating and Plagiarism Consequences 20</p> <p>Co-Curricular Programs..... 9-10</p> <p>Computer Network and the Internet..... 5</p> <p>Computing Cumulative GPA..... 5</p> <p>Course Schedule..... 5</p> <p>Course Changes/Withdrawal... 5</p> <p>Detention..... 15</p> <p>Directory Information Notice.... 2</p> <p>Drugs and Alcohol Violations.... 16</p> <p>Due Process..... 15</p> <p>Educational Support System..... 8</p> <p>Educational Support Team..... 8</p> <p>Expulsion..... 20</p> <p>Fire Drills..... 22</p> <p>Graduation..... 6</p> <p>Graduation Requirements..... 6</p> <p>Green & Gold Great Campaign.. 4</p> <p>Guidance Program..... 7</p> <p>Hall Passes..... 23</p> <p>Harassment 20</p>	<p>Harassment, Bullying & Hazing Consequences 21</p> <p>Hazing..... 21</p> <p>Health Services Program..... 8</p> <p>Housing Issues..... 3</p> <p>Law Enforcement 23</p> <p>Library/Information Services 10</p> <p>Lockdown 23</p> <p>Lockers..... 23</p> <p>Military Recruitment..... 3</p> <p>Mission & Expectations..... 1</p> <p>Non-Discrimination Policy..... 3</p> <p>Northwest Technical Center..... 10</p> <p>Personal Property 23</p> <p>Plagiarism 19</p> <p>Progress Reports 7</p> <p>Protection of Public Rights 2</p> <p>Registrar 7</p> <p>Report Cards..... 7</p> <p>Resources Re: Harassment..... 22</p> <p>Rules and Regulations..... 14</p> <p>School Choice 4</p> <p>School Clothing/Dress Guidelines 24</p> <p>School Contacts/Dept Chairs..... 2</p> <p>School Dance/Sport Events..... 24</p> <p>School Property..... 25</p> <p>School Song..... 26</p> <p>Skateboarding 25</p> <p>Special Education Services..... 3</p> <p>Student/Teacher Advisory 5</p> <p>Student Behavior Guidelines..... 14</p> <p>Student E-mail Accounts..... 6</p> <p>Student Guests 25</p> <p>Student Photo/ID 7</p> <p>Student Records..... 7</p> <p>Support Services..... 9</p> <p>Suspension..... 15</p> <p style="padding-left: 20px;">Suspendable Situations..... 16</p> <p>Telephone Calls to School..... 25</p> <p>Tobacco-Free School..... 18</p> <p>Vehicle Parking and Traffic..... 25</p> <p>Weapons 18</p> <p>504 Rehabilitation Act Notice.... 3</p>
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THE CONTENT OF THIS HANDBOOK IS SUBJECT TO CHANGE. ANY SUCH CHANGES WILL BE ANNOUNCED TO STUDENTS, FACULTY, AND ALL OTHERS CONCERNED.

REMINDER: ALL VISITORS MUST REPORT TO THE ADMINISTRATIVE OFFICE, SIGN IN, AND RECEIVE A VISITOR'S PASS.

THE INFORMATION CONTAINED IN THIS HANDBOOK IS INTENDED TO PROVIDE GENERAL INFORMATION. COMPLETE POLICIES ARE AVAILABLE UPON REQUEST.

Bellows Free Academy Mission and Academic Expectations

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 Expectations:

- 1. Students demonstrate effective communication skills across settings.**
- 2. Students demonstrate effective problem solving.**
- 3. Students plan for personal success.**
- 4. Students demonstrate dependability, productivity, initiative, and responsibility in various environments.**

Social Expectation:

- 1. Students demonstrate respect for self and others.**

Civic Expectation:

- 1. Students demonstrate positive involvement in their communities.**

Academics
Communication
Advocacy
Dependability
Empathy and
Motivation for
Youth Empowerment

School Contacts

Board of Directors: Jim Mercier (Chair) Nilda Gonnella-French Al Corey
Bruce Scott Sally Lindberg

Administration: Dennis Hill, Principal 527-6402
Geoff Lyons, Assistant Principal 527-6553
Rebecca Cross, Assistant Principal 527-6417
Linda Keating, Assistant Principal 527-6558
Leeann Wright, Director Northwest Technical Center 527-6510
Dave Kimel, Manager Collins Perley Complex 527-1202

Acct. Services Supervisor: Jennifer Letourneau 524-2600

Department Chairs: Athletics - Dan Marlow 527-6536
Business - Elaine Charron 527-6420
Design Technology - Peter Symula 527-6586
English - Keith Carlton 527-6583
Fine Arts - Dee Christie and Joan Grant 527-6584
Guidance - Katharine Hutchinson 527-6576
Health Office - Michael St. Joseph 527-6405
Library/Information Services Director – Alan Steel 527-6554
Mathematics - Richard Berthiaume 527-6548
Physical Education - Michael Mashtare 527-6532
Real Life - Krystal Norton 527-6450
Science Department - Tim Fugere 527-6440
Social Studies - Larry Trombley 527-6593
World Languages and Classics - Paula Johnson 527-6560

Support Services
Program Coordinators: Community Integration Program - Kasia Bilodeau 527-6486
Learning Center Coordinator - Heather Dunigan 527-6410
Alternative Learning Program - Neal Smith 524-6406

Annual Directory Information Notice and Right of Refusal

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, address, telephone number, electronic email address, photograph, date of birth, grade level, participation in officially recognized activities or sports, weight and height of members of athletic teams, dates of attendance, and/or degrees, honors, and awards received.

Disclosure may include such personally identifiable information contained or reflected in photographs. If you are a student 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 concerning your child, or (if you are an eligible student) yourself, by providing 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 16, 2011.

The annual notification is only a summary of rights. Further details about your access to and limitations on disclosure of your education records are contained in the school district's detailed student record policy (available through the FCSU office), and in state and federal law.

Protection of Public Rights Amendment

The Protection of Public Rights Amendment (PPRA) requires schools to notify parents and get permission from parents to allow their children to participate in certain school activities. This means parents can also opt their

children out of participation 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 parents.
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.

This requirement also applies to the collection, disclosure, or use of student information for marketing purposes, and certain physical exams and screenings.

Upon request, schools will provide parents with:

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

That 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 FCSU Office if you have questions about the Protection of Pupil Rights Amendment or the procedures.

Housing Information for School-Aged Youth

Students that have, or develop, housing issues may have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act. Students are to contact the guidance office at 527-6571.

Military Recruitment

BFA will follow No Child Left Behind (Title IX, Part E, Subpart 2, Section 9528) and will allow the same access to students by military recruiters as they do 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 should be made to the Principal.

Special Education Services Available

The Franklin Central Supervisory Union, in meeting the requirements of a Local Education Agency Plan, is attempting to identify any and 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 Franklin Central Supervisory Union may not be aware of the residence of all children with disabilities. If you know of a child with a disability, please notify:

Julie Regimbal, Director of Special Education
Franklin Central Supervisory Union
28 Catherine Street
St. Albans, VT 05478
Telephone: 802-524-2600

Annual Notification of 504 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 under any program or activity conducted by the school. If any person believes that BFA or its employees has inadequately applied the principles and or regulations of (1) Title VII of the Civil Rights Act of 1963 or (2) Section 504 of the Rehabilitation Act of 1973, he or she may bring forward a complaint to the principal.

Non-Discrimination Policy

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, marital status, creed, national origin, sex, sexual orientation, disability, age, or gender identity. (Copies of this complete policy are available in the Main Office.)

School Choice

BFA, Missisquoi Valley Union High School, Lamoille Union High School and Milton High School offer public school choice to high school students. The purpose of school choice is to provide an opportunity for students to attend one of these participating schools. For further information and an application, contact the Principal's Office at 527-6400

Green and Gold Great Campaign

We recognize that what might be good for one person is great for another. *The Green and Gold Great Campaign* seeks to:

1. Search for greatness where it exists.
2. Acknowledge greatness where it is found.
3. Spread greatness to others.
4. Help all students to find the greatness within them.
5. Promote our greatness so as to instill pride in the student body, the staff, and the community.

All members of the BFA community are encouraged to be active participants in this campaign.

Academic Guidelines

1. Be prepared and on time for all classes.
2. Bring textbooks, notebooks, completed homework, pens, pencils, and any other materials needed for class. A Study Skills Program for all students will be provided throughout all academic and technical center courses.
3. Students and parents will be provided grading procedures and grading expectations.
4. If you have questions about your schoolwork, ask your teacher for help. You may need to schedule a time with your teacher before or after school or during student work/enrichment time.
5. You will be expected to do daily homework for the majority of your courses at Bellows Free Academy.
6. Letter and numerical equivalents are: Grading Scale
A+ 4.33 (97-100) B- 2.66 (80-82) D 1.00 (63-66)
A 4.00 (93-96) C+ 2.33 (77-79) D- 0.66 (60-62)
A- 3.66 (90-92) C 2.00 (73-76) F Below 60
B+ 3.33 (87-89) C- 1.66 (70-72) P Passed
B 3.00 (83-86) D+ 1.33 (67-69) I Incomplete

If you have a question about a grade received, see your teacher. For further help, see your guidance counselor.

Academic Honesty

(Please refer to page 19, "Cheating" and "Plagiarism")

Academic Awards

1. Honor Roll: High Honors = 3.8 – or higher
Honors = 3.5 – or higher
2. Pro Merito recognition is given to students with an average of 3.3 (88) or better after 3 1/2 years of high school at graduation.
3. Academic A's: Academic Letters are awarded to Juniors who have achieved a 3.5 or above GPA
4. Semester A Pins: For students who have received:
14 semester A's = Bronze Pin 34 semester A's = Gold Pin*
26 semester A's = Silver Pin 41 semester A's = Pen*
(* Received at graduation)
Each ½ (.5) credit will count as one (1) A. Any ¼ (.25) credit course will not count towards the number of semester A's.
5. Green & Gold Society: Presented to Seniors who have an average of 3.0 (85) or better and have completed their first three years at Bellows Free Academy.
6. National Honor Society: Open to selected students who have a minimum scholastic average of 88 and who meet the criteria for leadership, character, and community service.

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

Computing Cumulative GPA

Only courses taken in 9th grade and up are computed into the student's Grade Point Average. No courses taken as 7th or 8th graders are included, nor are any summer courses, regardless of the grade level in which they are taken.

Computing Cumulative Earned Credits

All courses taken at BFA, including those taken as 7th or 8th graders, are included in computation of a student's earned credits. Courses taken elsewhere, (eg. transfer courses, VHS, CCV, etc.), as determined by counselors, will be included.

Course Changes/Withdrawal

You may change or withdraw from courses within the first six days of the semester with signed permission from your parent/guardian and the approval of your counselor. After six days, you are required to remain in a scheduled course until the end of the semester unless a change is approved in writing by your counselor, the course subject department chair, administrator and your 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.

Course Schedule

Bellows Free Academy's school year is divided into two semesters. Each semester a student has seven courses, five of which meet daily. We have a three day rotation of classes with each class meeting twice over three days. Students will have a daily advisory period. Each class is seventy (70) minutes long; each advisory is fifteen (15) minutes long. All students must take seven classes for a total of seven (7) credits. Advisory earns a .25 credit each year. Any variance from this will be by permission of the administration.

Student/Teacher Advisory System

The Student/Teacher Advisory Program provides students at BFA with better academic, social and personal connections during the course of their four years at BFA. The advisory program will ensure that each student at BFA has an adult faculty member to advise them in the course of their education at BFA. The advisory program 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 is required and students will earn credit for advisory.**

ARISEnet

Enrichment period occurs every three (3) days in BFA's schedule. Enrichment periods provide time in the school day for faculty to collaborate and students to experience enrichment learning opportunities. Assigning students to specific staff for assistance is not possible given the variable nature of the rotating schedule. Students will be assigned to specific study skills rooms and use ARISEnet, a web based system whereby students can register for enrichment activities. Enrichment activities include individual/group tutoring, attending school library, as well as attending math, science, English, computer labs or other enrichment activities staffed by BFA faculty.

Computer Network and the Internet

Students are expected to follow all Franklin Central Supervisory Union Board approved policies, including the, "Acceptable Use of Electronic Resources and the Internet". The link to FCSU policies is: <http://www.fcsuvt.org/policy/policies-and-procedures>.

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

The following rules for network use must be followed:

1. Users will respect the rights of other users and will accept responsibility for their own use of the network.
2. Users doing academic research will be given priority over any other user.
3. Student accounts will be treated in the same manner as student lockers with respect to privacy. Accounts will remain private, unless there is reason to believe that the network is being inappropriately used. Should BFA and/or NWTC suspect the rules regarding network use are being broken, BFA and/or NWTC reserve the right to read a student's e-mail and network files.
4. Inappropriate materials brought into the school via the network will be treated as if the materials were physically carried into the school.

5. Any unauthorized modification of computers (downloading programs, installing programs, changing computer or network settings, use of proxy bypass sites) will be treated as vandalism and will result in loss of network privileges and disciplinary action.

Because all network transactions are logged and randomly scanned, attempts to access and/or transmit inappropriate materials will eventually be uncovered.

Student E-mail Accounts

All BFA students have e-mail accounts. Your e-mail account may be accessed through the BFA webpage; click on the *Student Webmail* link to start. Use your school network login username and password for login codes. There are no restrictions on whom you can send e-mails to: faculty, other students, colleges, family and friends; and they can e-mail you. You can also e-mail yourself. Why would you want to do that? To send a paper, assignment, or project that you've worked on at home and want to print, finish, etc., at school. You can also use it 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. Don't have Internet access at home? You may use any student computer in school to check your student e-mail. Note: Faculty and office computers are not allowed to be used by students.

Having an account is a privilege, not a right. What are your responsibilities? We strongly urge you to use your account for school business only! Because writing an e-mail is the equivalent of writing with pen and paper, watch your language. You need to be very careful that you don't use your 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 you. Also, this account will be treated like your network account. Anything on BFA's network belongs to BFA. This is true of any network you use; your account belongs to the host. If we suspect improper use, we can examine your account at any time. All rules that apply to network accounts will apply to your e-mail account as well. If you receive harassing, bullying, or other inappropriate e-mails, please report this to your grade-level administrator, a teacher, or the IT staff. We will take immediate action.

Graduation

In order to receive a Bellows Free Academy diploma and to participate in the graduation ceremony, the administration must certify that you have 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 September 1st of their year of graduation will have a diploma dated with the following year's date.

Required Courses for Graduation = 17.5 credits

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

Total Credits Required for Graduation: 25

All ninth grade students will be promoted to sophomore status after their first year in high school. At the end of the sophomore year, they must have attained 10.5 credits to attain junior standing. For promotion to grade 12, students must have attained 17.75 credits. Each senior must complete a minimum of 10 hours of community service between the end of their junior year and graduation. School policy allows only those students who have met all graduation requirements to participate in the graduation ceremony and receive a diploma. Any student who would like early graduation must request approval from the Principal.

The Guidance Department will contact students and parents/guardians to notify them if the student is falling behind in necessary credits. Counselors will meet with these students at the beginning of each school year to help plan for making up the credits that are missing. Dropout prevention plans will be put into place to assist a student in catching up. Parents/guardians will be informed whenever graduation "on time" is compromised. Some students, who are experiencing academic difficulties, may enroll at Vermont Adult Learning for course work. If interested, students and parents may contact their school guidance counselor for further information at 527-6571.

Guidance Program

The Guidance Program at Bellows Free Academy is available to 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.

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 you have an emergency problem that you need help with, go to the guidance office.

School mailings are automatically sent to non-custodial parents who reside in St. Albans City, St. Albans Town or Fairfield. Non custodial parents, who reside in one of our sending communities, may request school mailings from our Guidance Office at 527-6571.

Registrar/Residency

Legal guardians are responsible for notifying the school of demographic changes, and this must be submitted, in writing, to the Registrar in the Guidance Office. The Guidance Office may be reached at 527-6571, and a form will be mailed to you. In cases where residency needs to be confirmed, legal guardians will be required to complete a, "Residency Declaration Form", which must be notarized.

Student Records

The privacy and confidentiality of student records shall be preserved. Access to your student file is guaranteed to you or your parent/guardian. The review of the file shall be in the presence of a guidance counselor or school administrator.

Student Photos

All students are required to have their picture taken for security and liability purposes. Each student will be issued a BFA picture I.D. and this student picture will appear in PowerSchool within the Attendance Module.

Important Dates From the Guidance Department

	<u>Progress Reports</u>	<u>Parent – Teacher Conferences</u>	<u>Report Cards</u>
1 st Semester	10/26/11	11/03/11 and 11/04/11	1/24/12 in Advisory**
2 nd Semester	3/28/12	04/05/12 and 04/05/12	6/22/12 mailed home

<u>SAT's</u>	October 1, 2011 November 5, 2011 December 3, 2011	January 28, 2012 March 10, 2012 May 5, 2012	June 2, 2012
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<u>ACT's</u>	December 10, 2011 April 14, 2012
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<u>PSAT's</u>	October 15, 2011
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(Dates from the Guidance Office con't)

"Paying for College Night"- VSAC - December 1, 2011

College Fair - UVM - September 14, 2011 6:00pm - 9:00pm

September 15, 2011 9:00am - 11:30am

CVU - TBA

Awards Assembly - May 18, 2012

8th Grade Orientation - May 25, 2012

The Educational Support Team (EST)

The EST acts as an intake for students having academic or behavioral challenges in the school setting. After brainstorming solutions, the EST acts as an advocate to match the student with the services available in our community or school. Referrals are made to the student's counselor. Parents, students or teachers can refer someone to this team.

BFA's Educational Support System (ESS)

- Health Services (see below)
- Support Services (see below)
- Student Assistance Professional (SAP/Social Worker)
- Student Support Center
- Skill Building
- Alternative Learning Program

Health Services Program

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 Michael Saint Joseph, MSN/ED, RN for questions or comments concerning the BFA/NWTC Health Office at 524-6405 or email msaintjoseph@bfasta.net. The Health Offices are open from 7:15am until 2:45pm, Monday through Friday.

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. **The Nurse Case Management system is assigned by student last name:**

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

A - F, are assigned to Michael Saint Joseph, MSN/ED, RN. His office is located in the North Building next to the cafeteria. Phone 527-6405 or email msaintjoseph@bfasta.net.

G - M, are assigned to Melanie Sartwell, ASN, RN. Her office is located in the South Building on the first floor. Phone 527-6594 or email msartwell@bfasta.net.

N - Z, are assigned to Rachael Hardy, ASN, RN. Her office is located in the South Building on the first floor. Phone 527-6594 or email rhardy@bfasta.net.

Routine wellness appointments are health screenings, nutritional information and general wellness information.

Students who have an immediate need or require more urgent care, may see any nurse that is available.

Students in classes located in the North Building are to report to the Health Office in the North Building; students in classes located in the South Building are to report to the Health Office in the South Building.

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 (1) class.

The completion of a student health form with emergency contact information is **required** for all BFA/NWTC students. The form is sent out to each student during the summer and the completion of a new form is **required each school year**. 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 with a fever greater than 100.5 will be sent home. Parents/guardians will be asked to grant permission to have a student with a fever sent home and the parent/guardian will make arrangements for transportation.

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.

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

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 are not to be stored in a locker.
2. The school nurse must be notified if you are 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. You 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.

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 you continue to qualify for any of the above and are not receiving any services, contact the Franklin Central Supervisory Union at 524-2600. If you have not received any of the above in the past but believe that your academic or social needs are not being met, contact your guidance counselor at 527-6571, to review options or to request an Educational Support Team meeting.

Co-Curricular/Extra Curricular Programs

Bellows Free Academy has a diversified co-curricular program composed of numerous sports, clubs, and activities in which you can participate. You and your parents should recognize that when you exercise your privilege to participate in any co-curricular activity, some additional time and effort is necessary. To qualify for participation, academic co-curricular eligibility standards must be met. If you have a course failure or more than 50% of grades below C- for the previous semester or at the midpoint of regular season games, you will not be allowed to participate in an interscholastic sport or activity without signing a plan for improvement. If you have two failures, you must be on an improvement plan and will not be allowed to participate in games or public performances. Academic progress will be reviewed at a designated semester report time.

When you participate in co-curricular programs, you must conduct yourself in a manner, which is above question both in and out of school. You 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. Please call the Main Office.)

Clubs

- After School Program
- Athletic Council
- Buddy Program
- Chess Club
- Distributive Education Club of America (DECA)
- Diversity Club
- Family, Career, Community Leaders of America (FCCLA)
- Foreign Language
- Green Mountain Teens (GMTs)
- Humane Club

Music & Dramatics

- Brass Ensemble
- Chambers Singers
- Concert Band
- Ensemble - Men
- Ensemble - Women
- Guitar Club
- Jazz Band
- Junior Jamboree
- Marching Band
- Mixed Chorus

Indoor Track
 Leadership Project
 Math League
 Mountain Bike Club
 Pride Alliance
 Reach Out
 Scholars Bowl
 Skills USA
 Ski & Snowboard Club
 Students Against Destructive Decisions (SADD)
 Unified Sports
 World of Difference
 YRBS Action League

Pep Band
 Percussion Ensemble
 Senior Play
 Stage Band
 Student Directed Plays
 Woodwind Ensemble

Honor Societies

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

Class & School Officers

Freshman Class
 Sophomore Class
 Junior Class
 Senior Class
 Student Council

Sports

Alpine Skiing	Ice Hockey
Baseball	Lacrosse
Basketball	Nordic Skiing
Cheerleading	Soccer
Cross-Country Running	Softball
Dance Team	Tennis
Football	Track
Golf	

Publications

Mercury (School paper)
 Yearbook

Library/Information Services

The Library is open for your use from 7:15am – 3:30pm daily, unless it's being used for a meeting. Students will be informed when the Library is closed through the daily announcements. You may choose from a variety of media including books, magazines, data bases, video and audio media. Books may be checked out for two (2) weeks. Reference books may be checked out overnight but must be returned the next day. Videos, DVDs can be checked out for seven (7) days. All Media Center materials may be renewed. It is very important that you return borrowed materials on or before the day they are due. There may be others waiting to use the same materials. You will be fined for materials turned in late at a rate of \$.05 per day for every school day your book is overdue, \$.50 per day for reference books and videos. You will be charged the replacement cost for lost or damaged materials.

Underclassmen must return all materials and all fines must be paid before final exams. Seniors must return all materials and all fines must be paid before graduation.

Your cooperation and consideration for the Library/Information Services materials, equipment, and facilities is necessary for continued quality service for all.

Northwest Technical Center

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 eleven programs: Automotive Technology, Building Trades, Cosmetology, Culinary Arts, Digital Arts, Engineering Technologies, Emergency & Fire Services, Human Services, Marketing, Medical Professions, and Video Production. Students are provided with academic subject matter that is relevant to real world experiences, such as

employability skills, work-based learning (Co-op), career pathways that link secondary to post-secondary education, and opportunities to earn college credits in high school. To reach the Northwest Technical Center, please call 527-6517.

Adult Education

Bellows Free Academy and the Northwest Technical Center 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 Services Office. Adult students are required to comply with all of the general policies and procedures of the high school or tech center. The Adult Services Coordinator acts as their advisor, counselor and mentor. Graduation requirements are the same for adults as their younger counterparts. The Adult Services Office is located in the Northwest Technical Center and Marilyn Savoy can be contacted at 527-6513.

Attendance Policies and Procedures

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.

There are times when you may need to be absent for various unavoidable reasons. All absences, with the exception of school-related events, require a parental note. Seven (7) or more absences per semester may result in a loss of credit. In the case of extended absence due to illness, a physician's note may be required. **Students and parents have the responsibility of monitoring the absences per semester limit as it applies to a particular class.**

Student Attendance Correspondence:

All student attendance issues are to be addressed with the Student Attendance Monitor (SAM), Sue Lord, at 527-6409. Sue may also be reached via school email: slord@bfasta.net

Class Absences

1. Parents can review student attendance by reviewing PowerSchool.
2. Two (2) unexcused tardies (late 10 minutes or less) in a class will count as one unexcused absence. After two (2) unexcused tardies to class and any subsequent tardies, students will be referred to administration and may receive a detention.
3. The Main Office will send a letter home when the student has five (5) days of unexcused absences. This letter will include the attendance policy of the school district. Copies of this letter will be sent to the Guidance Dept., the School Administration, and the Superintendent.
4. The Main Office will send a second letter home when the student has reached seven (7) days of unexcused absences. This letter will state school policy that credit may be denied and an intervention meeting will be held. If credit is denied, students can appeal. Please refer to "Due Process" steps on Page 18. Copies of this letter also are sent to the Guidance Dept., the Administration, and the Superintendent.
5. At ten (10) days of unexcused absences, the Main Office will send a letter home, and a truancy affidavit to the State's Attorneys office and the Department of Children and Families (DCF). If the student is over 16 years old, they may be dropped from the school roster. Copies of this letter and the affidavit are sent to the Guidance Dept., the Administration, and the Superintendent.
6. Removal from a course due to attendance related issues will be at the discretion of the administration.
7. The Northwest Technical Center maintains its own attendance. There is a specific procedure used by the NWTC included in the NWTC Student Handbook.
8. Accommodations for students with disabilities will be reflected in the student's individual education plan (IEP).

Procedures for Excused Absences

1. **Parent - Absentee Calls:** Parent(s)/guardian(s) are responsible for calling to inform the school of their child's absence from school. Sue Lord is the contact person and can be reached, as stated above, at 527-6409.
2. **Return to School:** Upon return to school from an absence, students are to report to the Student Attendance Monitor and present a parental note to excuse their absence. Failure to bring a note may result in the student not being allowed to make up work missed until such parental excuse is presented. **Notes must be presented within two (2) days of student's return to school. Notes presented past the two (2) days will not be accepted.**
3. **Note Writing:** No student may excuse themselves from school unless they have obtained emancipation status from the court and provided such documentation to BFA.
4. **Leaving Campus Before the End of Classes:** Students are to be on school property for the entire school day. Permission to leave before the end of the day must be given by a parent and recorded by the Student Attendance Monitor. **Students must have permission from an administrator before leaving school grounds. Failure to do so is deemed, Leaving Campus Without Permission and is subject to disciplinary action. (Also see "Dismissals" below).**
5. **Attendance Calls:** Attempts will be made by the attendance team to contact the parent(s)/guardian(s) of students who are absent when a call has not been received.
6. 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 (ie: 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.
7. **After School Events:** Students who are absent from school are not allowed to participate in or attend after school activities for that absent day unless excused by the Principal or designee.

Dismissals

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 the student to fulfill his/her school obligations as it is for an adult to fulfill his/her employment obligations.

Before a student is dismissed for a medical appointment or other reason, the student must present written parental permission stating the reason for the dismissal, before the start of the school day, to the Student Attendance Monitor. This allows the information to be entered into PowerSchool and available for teacher attendance. It should also be understood that appointments for doctor, dentist or other business should not be for the entire day, and preferably should be scheduled after school hours. If you become ill during the school day, ask your teacher for a note to go to the Health Office. If the nurse determines that you should be sent home, he/she will provide you with a note to the Main Office where you will sign out. If the nurse is not available, students are to report to the Main Office where you will sign out with an Administrator. If necessary for dismissal, a phone call home can be made in the Main Office.

**** Please note that if a student does not submit a written note at the beginning of the school day, they may only be dismissed through either the Health Office or the Main Office. Students are not to use personal phones to call home, they must go to the Main Office where they will be allowed to call a parent/guardian to be dismissed. A student leaving campus before the Main Office is notified is considered to have left campus without permission (LWOP) and will be subjected to disciplinary action. Please understand that the school needs to be accountable for students' whereabouts during the school day.**

Make-Up Procedure for 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 two school days to make arrangements for any 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 the administration and 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.

Absences of three (3) days or more: Students who will be absent from school for three (3) or more days are encouraged to call the Guidance Office to obtain homework assignments. Because staff members do have a busy schedule and the Guidance Office needs sufficient time to make staff contacts, we need 24 hours to complete the process of gathering assignments and verifying that all teachers have been contacted and materials prepared for the student. Assignments should be picked up prior to 3:00 p.m. or other arrangements may be made with the Guidance Office.

Extended Illness: If a student has a serious illness or condition, which will keep them from attending school for five days, parents should **immediately** contact the Attendance Monitor and the Guidance Office, 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.

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 accomplished so that you can earn credit in another class for the semester. A physician's note will be required if you are to be exempted from a required course for medical reasons. This exemption must be renewed annually and will become part of your cumulative folder.

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 School:

- a. If you are tardy to school, you must report to the Student Attendance Monitor. In order for your tardiness to be excused, you must present an excuse note from your parent(s).
- b. Tardiness to school is only excused for:
 - Hazardous road conditions.
 - Bus delays from sending schools.
 - Personal or family emergencies, and only when a phone call or written note, from a parent/guardian, is Received.
- c. Students will receive a one-hour, after school detention, on the third unexcused tardy to school. A one-hour, after school detention will be assigned for every subsequent unexcused tardy to school.

Tardy to Class:

- a. If you have been detained by a staff member, you must have a pass from the staff member who caused the delay/tardiness.
- b. If you are tardy as a result of your own actions, you will be admitted to class and given an unexcused tardy.
- c. After two (2) unexcused tardies to class and any subsequent tardies, students will be referred to their grade-level administrator and may receive a detention.
- d. **FOR ATTENDANCE PURPOSES, TWO (2) UNEXCUSED TARDIES TO CLASS WILL COUNT AS AN UNEXCUSED ABSENCE.**
- e. Chronic tardy problems will be referred to administration.

Class Cutting

Students who cut class (meaning that they are not in the class to which they have been assigned) will receive a detention and a zero for the day's work and that day will count towards the limitations for credit reduction or credit denial.

Students who cut other scheduled periods, such as advisory, assembly, etc., will be referred to administration for disciplinary action.

Student Behavior Philosophy

Be Respectful

Feel Safe

Achieve Academically

It is our goal to make BFA a pleasant, happy and business-like place for you: a place where, regardless of your ability, you have a chance to be successful. This is a place where you can make mistakes or poor choices knowing that tomorrow will bring a fresh start. BFA is a school where students grow, become more responsible, learn self-discipline, and find success.

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.

Rules and Regulations

The following rules and regulations must be followed in school and at school related activities. It is your responsibility to be aware of the rules and regulations outlined below, as well as all other items in this book. Administration reserves the right to make decisions related to behaviors not explicitly covered in the following list. Violations will result in an appropriate disciplinary consequence.

1. There shall be no use of tobacco products on school property at any time.
2. The use of drugs or alcoholic beverages on school property or at any school function regardless of location or time is prohibited.
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 use of fraud 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.
7. You are expected to be courteous and respectful of staff, faculty, and one another. Threats of any sort, intimidation, or harassment/bullying are strictly prohibited.
8. The North and South Buildings of BFA will be open at 7:00 a.m. daily.
9. Throwing snowballs on or near the school grounds is prohibited.
10. If you are dismissed from a room for disciplinary reasons, you must report to the Main Office or department office immediately, as directed by the teacher.
11. You are expected to respond appropriately when asked your name by a faculty or staff member. You are also expected to follow all reasonable requests made by all staff.
12. You are to refrain from the use of improper or profane language in school.
13. You 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 personal technology device in the classroom is by teacher permission only.

CELL PHONES MUST BE TURNED OFF DURING CLASS TIME AND KEPT OUT OF SIGHT. Failure to do so will result in immediate confiscation. (see page 25 for consequences).

Cell phone use is permitted only between classes and during the lunch period. The use of cell phones, cameras, and any other digital recording devices to record, or take pictures of students, faculty, and /or staff, is prohibited unless approved for academic purposes.

Due Process

Students are not subject to arbitrary decisions and are guaranteed individual rights within the limits of high school environment and code of conduct. The method for providing for these individuals rights and to ensure fair judgment for the student is called due process. This process 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 to the next highest authority.

Accountability and Consequences

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. **Dealing with inappropriate behaviors is the responsibility of the administration and will result in individually determined consequences. Disciplinary consequences may include, but are not limited to:**

- verbal reprimand
- conference with the student
- written plan or contract for improvement
- seating change
- temporary removal from class
- guidance referral
- teacher assigned detention
- parent contact
- parent conference
- referral to Student Attendance/Behavior Monitors
- mediation/conflict resolution
- conference with administrator
- loss of specific privileges
- restricted movement within the building
- referral to outside agencies or individuals
- administrative detention
- alteration of schedule or length of day
- suspension or appropriate alternatives
- referral for 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. You may be assigned a detention by a teacher or an administrator. You should plan to bring homework and/or appropriate reading material. You will be given 24 hours notice for detention. Excessive detentions may result in further disciplinary action. Transportation home after detention is your responsibility. Administrative detentions are one (1) hour, up to two (2) hours, in length. Failure to attend an assigned detention may result in a suspension.

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 (10) consecutive days or longer with approval of the Board of Directors. In all cases of suspension, the following process shall 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 may 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/setting fires
Drugs and alcohol possession or use
Bomb threats
Serious verbal aggressions
Physical aggression
Harassment
Bullying
Inappropriate use of school equipment/technology
Theft/possession of stolen property
Jeopardizing the safety of others
Chronic violation of school or class rules
Insubordination
Leaving school without permission
Plagiarism
Failure to comply with reasonable faculty / staff request

Drugs and Alcohol

It is the legal and social responsibility of the BFA Board of Directors to establish school policy and encourage administrative action, which is educational, preventative, and pro-active in coping with substance use/abuse at BFA. Furthermore, these policies will promote a school environment free from use, possession, or distribution of drugs of any kind. (For the purpose of this policy, the term “drugs” includes both legal and illegal and controlled drugs and alcohol). Toward this end, the Board encourages educational programs that provide every student with an understanding of the physical, psychological, social and legal dangers associated with drug use/abuse. 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. In sharing this responsibility, BFA sees its role in the areas of prevention (education) and intervention (identification and referral).

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 AND/OR POSSESSION OF DRUGS (PRESCRIPTION, OVER THE COUNTER OR ILLEGAL DRUGS), ALCOHOLIC BEVERAGES OR DRUG PARAPHERNALIA ON THE PROPERTY OF BELLOWS FREE ACADEMY, COLLINS PERLEY, AND ANY OTHER LOCATION WHERE A SCHOOL SPONSORED EVENT IS TAKING PLACE OR WHERE YOU ARE REPRESENTING THIS SCHOOL, IS PROHIBITED. IF YOU VIOLATE THIS POLICY, THE CONSEQUENCES WILL BE:

First Offense:

- Notification of parent/guardian, guidance counselor, student assistance counselor, and appropriate law enforcement agency;
- After any drug or alcohol detection at school, if possible, the SAP counselor will be notified and will meet with the parents or guardian prior to the student’s dismissal from school. At this time the SAP counselor will schedule a re-entry meeting.
- The SAP counselor will screen all first offense violators and make a recommendation regarding assessment to the family. This recommendation will be supported by administration.
- a minimum of three days suspension;

- meeting with student, parent/guardian, administrator, guidance counselor, and student assistance counselor;
- develop an educational plan to include
 - a. professional counseling with an outside agency or the student assistance counselor for a minimum of three (3) sessions or,
 - b. complete a drug/alcohol assessment by a certified alcohol and drug counselor to be shared with school personnel.
- compliance with any treatment recommendations from evaluation and/or certified substance abuse counseling sessions;
- failure to participate in the educational plan will result in a minimum of five days (total) suspension.

Second Offense:

- notification of parent/guardian, guidance counselor, student assistance counselor, and appropriate law enforcement agency;
- a minimum of five days suspension;
- meeting with student, parent/guardian, administrator, guidance counselor, and student assistance counselor;
- completion of a drug/alcohol assessment by a certified alcohol and drug counselor to be shared with school personnel;
- a follow-up counseling session is required with a professional counselor after receiving the assessment; and
- compliance with any treatment recommendations from evaluation and/or certified substance abuse counseling sessions;
- failure to participate in the educational plan will result in a minimum of ten days (total) suspension.

Further Violations:

- notification of parent/guardian, guidance counselor, student assistance counselor, and appropriate law enforcement agency;
- a minimum of ten days suspension;
- meeting with student, parent/guardian, administrator, guidance counselor, and student assistance counselor;
- completion of a drug/alcohol assessment by a certified alcohol and drug counselor/program, to be shared with school personnel;
- a minimum of three follow-up counseling sessions with a certified substance abuse counselor after evaluation is completed;
- compliance with any treatment recommendations from evaluation and/or certified substance abuse counseling sessions;
- notification to the Board of Directors for possible expulsion and/or educational contingency plans.

Violations Involving the Possession/Sale/Purchase/Distribution of Alcohol, Controlled Substances or Prescription Drugs:

- notification of parent/guardian and the appropriate law enforcement agency;
- an immediate ten day suspension;
- meeting with student, parent/guardian, administrator, guidance counselor, and student assistance counselor;
- completion of a drug/alcohol assessment by a certified alcohol and drug counselor/program, to be shared with school personnel;
- a minimum of three follow-up counseling sessions with a certified substance abuse counselor after evaluation is completed;
- compliance with any treatment recommendations from evaluation and/or certified substance abuse counseling sessions;
- notification to the Board of Directors for possible expulsion and/or contingency plan.

ALL VIOLATIONS OF THE DRUG AND ALCOHOL POLICY WILL ACCUMULATE OVER YOUR HIGH SCHOOL CAREER! ADDITIONAL CONSEQUENCES WILL BE APPLIED IF YOU ARE UNDER AN ATHLETIC/ACTIVITY CONTRACT WHICH PROHIBITS DRUG/ALCOHOL USE AT ANY TIME (SCHOOL-TIME OR NON-SCHOOL TIME), AND STUDENTS ENROLLED IN THE NORTHWEST TECHNICAL CENTER MAY FACE ADDITIONAL CONSEQUENCES. ANY STUDENT WHO HAS VIOLATED THE "DRUG AND ALCOHOL USE/ABUSE POLICY

WILL NOT BE ELIGIBLE FOR DRIVER'S EDUCATION FOR THE ENTIRE SCHOOL YEAR. IF THEY ARE ENROLLED IN DRIVER'S EDUCATION AT THE TIME OF THE VIOLATION, THEY WILL BE REMOVED IMMEDIATELY AND DROPPED FROM THE COURSE. THE STUDENT WILL NOT BE ALLOWED TO RE-APPLY UNTIL THE NEXT SCHOOL YEAR.

Self-Referral and Seeking Help for Others:

If you feel that you may have a drug/alcohol problem, please discuss it with your guidance counselor or any other faculty or staff member. If you feel that a friend has a drug/alcohol problem, please share your concern with a faculty or staff member. Your decision to seek help for yourself or others may save a life! The school will do whatever it can by providing educational materials, counseling services, and/or referrals to outside agencies. Confidentiality will be maintained as long as the student is not a danger to him/herself or others.

In dealing with drug use/abuse cases, as with other disciplinary matters, all students will be treated as individuals and every effort will be made to promote responsible decisions, stress prevention, 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 Drug and Alcohol Policy is available in the Main Office.)

Tobacco-Free School

Vermont State Law requires all school personnel to report incidents of under 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 of any tobacco products or smoking paraphernalia in the buildings or on the grounds of Bellows Free Academy or Collins Perley is prohibited, and all product(s) and smoking paraphernalia will be taken from the individual. Violators will face disciplinary consequences.

Weapons

The possession of any dangerous or deadly weapon on the property of Bellows Free Academy, 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.

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.

Bomb Threats/Other Threat or Catastrophe

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 (2) years and/or fined up to \$5000. If you participate in a false bomb threat or other offense or catastrophe, you will be suspended from school immediately, and the Principal will recommend to the Board of Directors that you be expelled.

Academic Honesty

BFA places a high value on 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 his/her class. This should include an explanation of:

- 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.
- The extent to which the use of study aids, memoranda books, data, or other information is permissible to fulfill course requirements.
- Guidelines on what constitutes plagiarism, including requirements for citing sources.
- Expectations for multiple drafts of a research project, including proof of original research and notes from sources.

Cheating

1. Cheating is defined as follows:
 - a. The willful giving or receiving of an unauthorized, dishonest, or unscrupulous advantage in academic work.
 - b. 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.
 - c. Attempted cheating.

Plagiarism

1. *Plagiarism is defined as follows:
 - a. The presentation as one's own words, the ideas, words or the opinions of someone else without prior acknowledgement of the source.
 - b. Borrowing the sequence of ideas, the arrangement of material, or the pattern of thought of someone else without proper acknowledgement.
2. Guidelines for Avoiding Plagiarism
 - a. What to do:
 - 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.
 - b. What not to do:
 - Do not use facts, details, language, or ideas from a source without indicating in some way that you are doing so.
 - Do not 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 – Plagiarism/Cheating

To substantiate plagiarism/cheating, the teacher must document the incident on a Student Discipline Referral Form, citing ample evidence of plagiarism/cheating. The discipline referrals will be filed with the department chair and administration for review.

Prior to any disciplinary action being taken, a conference will be scheduled involving the teacher, student, parent(s)/guardian, department chair and grade level administrator to discuss the incident of plagiarism/cheating. A grade of "I" (Incomplete) will be given and no other disciplinary consequences will be administered until the plagiarism/cheating incident has been satisfactorily resolved. All due process rights will remain in effect until an agreement is reached by all parties regarding disciplinary or academic consequences for plagiarism/cheating.

Disciplinary Consequences

First Offense:

A parental conference will be held with the student, teacher and administrator to review the plagiarism/cheating circumstances. Upon determination of the incident being either plagiarism or cheating, the student will lose credit for the assignment.

Second Offense:

A parental conference will be held with the student, teacher and administrator to review the plagiarism/cheating circumstances. Upon determination of the incident being either plagiarism or cheating, the student will be suspended for one (1) day and will lose credit for the assignment.

Third Offense:

A parental conference will be held with the student, teacher and administrator to review the plagiarism/cheating circumstances. Upon determination of the incident being either plagiarism or cheating, the student will be suspended for one (1) day and will lose credit for the course.

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.

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 or not they are direct subjects of harassment.

Harassment means an incident or incidents of verbal, written or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, 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. Other types of harassment that may not meet the criteria for unlawful harassment are also prohibited at BFA.

If you participate in harassment of someone else at school or at a school activity, you will face disciplinary action up to and including expulsion. In addition to school consequences, you may face legal charges.

If you believe that you have been harassed at BFA, please report the incident to your teacher, counselor or administrator. If you believe that your complaint has not been satisfactorily resolved, please contact one of the following School Equity Officers: Ms. Rebecca Cross (527-6417) or Mr. Geoff Lyons (527-6553). See consequences on page 21.

(A complete copy of this policy is available in the Main Office.)

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 directed toward a student (or students) by another student or group of students which:

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

If you participate in bullying of someone else at school, on a school bus, or at a school sponsored activity, you will face 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 bullying at BFA, please report the incident(s) at once to a teacher, counselor or administrator. If you believe that your complaint has not been satisfactorily resolved, please contact one the following School Equity Officers: Ms. Rebecca Cross (527-6417) or Mr. Geoff Lyons (527-6553). See consequences below.

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 BFA Board of Directors has adopted a hazing 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. Hazing may occur on or off school grounds.

Students and staff who have reason to believe that an incident of hazing might or did occur shall report orally and in writing such belief to any coach/advisor of an extracurricular activity, teacher, school nurse, guidance, or school administrator. See consequences and policy.

Investigation Time Frame-

Once an incident of harassment, bullying or hazing is reported by a student, the school is required to initiate an investigation no later than one school day from the filing of a complaint and the investigation and determination by school officials is to be concluded no later than five days from the filing of the complaint, unless special circumstances are present and documented.

Independent Review-

A complainant may request an independent review if she/he believes: 1) that the school did not correctly analyze the complaint and failed to conduct an investigation of the incident because the school believed the alleged conduct did not constitute possible harassment, 2) is dissatisfied with the final determination following an investigation as to whether harassment occurred, or 3) believes that although a final determination was made that harassment occurred, the school’s response was inadequate to correct the problem. The complainant shall make such a request in writing to the Superintendent of Schools. Upon such request, the Superintendent shall promptly initiate an independent review by a neutral person selected from a list developed jointly by the Commissioner of Education and Human Right’s Commission.

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

Consequences for Harassment, Bullying, Hazing - General Guidelines:

When a violation cannot be resolved informally, and/or violations continue to occur after administrative intervention, and/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 strong warning with possible detention and/or suspension

Second Offense:

- Notification of parent/guardian
- A meeting with the student
- A minimum of three (3) days suspension
- The development of a learning project/contract encourages that the student will stop the behavior

Failure to participate in the learning project/contract will result in a minimum five (5) day suspension.

Further Violations:

- Notification of parent/guardian
- A minimum of ten (10) 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 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
Email: human.rights@state.vt.us

(800) 416-2010
(802) 828-2480
(802) 828-2481 (fax)

Office for Civil Rights, Boston Office
US Department of Education
33 Arch Street, Suite 900
Boston, MA 02110-1491

(617) 289-0111 (voice)
(617) 289-0150 (fax)
Email: ORC.Boston@ed.gov

Additional Topics of Concern

(Alphabetically listed)

Asbestos Plan

Any parent or student who would like to view a copy of BFA's Asbestos Plan will receive a copy upon request.

Cafeteria

The cafeteria is open daily for breakfast before school and for lunch. The cafeteria is an excellent place for developing positive personal relationships. We expect that during your lunch period you will:

- report to your scheduled lunch
- be respectful of self and others
- not use profane or abusive language
- not speak loudly or exhibit boisterous behavior
- sit at the tables or counters provided
- leave the table and surrounding area clean and orderly (the last person at the table should make sure that the table is clean)
- not litter or throw food
- replace chairs and put trash in proper containers
- remain seated until dismissed

Students in violation of these guidelines will be subject to detention and suspension.

Fire Drills

Fire Drills are serious business. When the alarm sounds, you are to exit the building as directed by emergency exit information posted in your classroom or as directed by your teacher. If you are in a location where no directions are available, proceed to the nearest exit.

Safety dictates NO TALKING while exiting.

Move promptly – NO RUNNING.

Leave books and materials in the room; 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 plan 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 fire drills 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, you must have a BFA staff-issued and signed pass. You must also place your name on a sign-out sheet provided by the teacher. You should expect to be asked for your pass. Misuse of a pass will result in loss of the pass privilege and other possible disciplinary action.

Interruption of Classes/Calls/Messages

Whenever a class is interrupted, the education of all the students in that class is put on hold. Therefore, the following procedures will be strictly adhered to:

1. The office will **not** put a call into a classroom in order for you to speak directly to a student. Only emergency messages will be delivered. The caller must be willing to state the nature of the emergency to an administrator.
2. You will not be permitted to interrupt a class to give a message or material to a friend, nor will your friends be permitted to interrupt your classes. If there is an emergency, you must come to the office and be willing to state the nature of the emergency to an administrator. Students who interrupt classes will be referred to the administration for disciplinary action.

Law Enforcement Officials

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

Lockdown

A lockdown procedure occurs when an emergency situation exists somewhere else within the school or in the immediate area outside the school, where the presence of students and staff would place them in danger.

Lockdown means all students and staff exit the hallways until directed to do otherwise by the Principal or Assistant Principal. Students should go to the nearest room where there is adult supervision. Lock the doors, shut off lights and close shades. Once locked, do not open! Remain away from internal and external windows and doors. Only use classroom telephone/intercom for emergencies – no cell phone use. Students and staff should not exit the building, even if the fire alarm is sounded. A lockdown will remain in effect until the administrator in charge makes notification of its cancellation.

Blue Lights – If blue lights are flashing, a lockdown is in progress. Go to the nearest secure area. If you are outside, move away from the building and find a safe and secure area.

Lockers

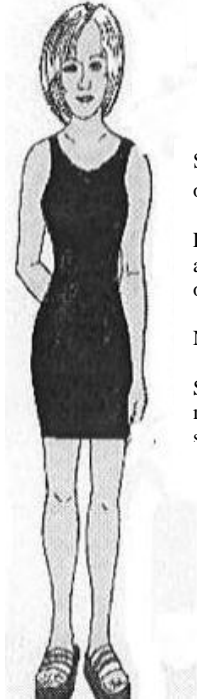
The Main Office will assign each student a locker and a locker partner at the beginning of the school year. **You should not be in any locker other than the one assigned to you by the Main Office.** School lockers belong to the school. The school reserves the authority to search lockers without the consent of the student to assure the safety and welfare of the school. Students, therefore, should have no expectations of privacy on the contents in their lockers. You are responsible for the contents of that locker at all times.

Personal Property

BFA does not carry insurance which covers replacement of, or repairs to, lost, stolen, or damaged property belonging to you. You must carry your own insurance if those items are to be covered. A lost and found area is located in 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 has been turned in. **PLEASE, DO NOT BRING LARGE AMOUNTS OF MONEY TO SCHOOL OR ITEMS OF VALUE SUCH AS ELECTRONIC DEVICES. BE SURE YOUR SCHOOL AND GYM LOCKERS ARE LOCKED AT ALL TIMES! BFA/NWTC is not responsible for lost or stolen items.**

School Clothes/Accessories

BFA DRESS GUIDELINES

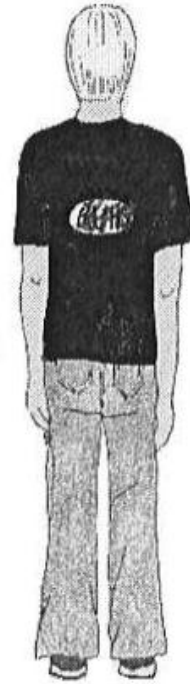


Straps at least 1" wide with no cleavage or underwear visible.

Logos, messages, and art work must be appropriate as deemed by school officials.

No gap between shirts and pants/skirts.

Skirts or shorts must be long enough to meet fingertips with arms down at their side.



You and your family may choose what you wear to school from the wide variety of contemporary fashions that are available to you. However, there are items of clothing and accessories that are unacceptable in the school. This includes, but is not limited to, items that:

1. advertise, promote or depict alcohol, tobacco and/or illegal substances;
2. display vulgar, offensive, or demeaning language;
3. are sexually suggestive or provocative. (For many, this type of clothing can be sexually harassing in nature.) This includes skin exposed between the bottom of a shirt and the beginning of pants, shorts, or skirts and cleavage which is exposed;
4. are revealing or expose large areas of the skin, i.e. halter/tube/spaghetti strap tops, cut outs or holes in jeans or slacks;
5. are in other ways disruptive or distracting to the educational setting, including footwear that scuffs, leaves marks or damages school property

If you wear unacceptable clothing or accessories to school, you will be asked to change into something else, turn your clothing inside out, or go home to change. Footwear is required in all areas of the school. If you have any questions about the appropriateness of clothing you want to wear to school, please check with administration.

School Dance/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 14. 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 and / or event. Parents will be notified if this occurs.

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.

Skateboarding

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

First violation = a warning

Second violation = a school detention

Third violation = a citation will be issued by the Student Resource Officer
(\$25 fine)

Additional violations = another citation (\$50 fine)

Student Guests

Only students interested in a transfer to BFA are allowed to visit. 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 Main Office.

Telephone Calls / Cell Phone Use

- Telephone calls may be made to the school offices or individual teachers between the hours of 7:00 a.m. and 3:30 p.m. Again, as to not interrupt class/instruction time, calls to teachers will be forwarded to the teacher's voicemail. Attendance related calls may be made directly to 527-6409.
- Students will not be called to the telephone. If a parent/guardian needs to get a message to a student, please call the Main Office and the student will be called during passing time.
- Cell phone use is permitted **only between classes and during the individual student's lunch**. Consequences for inappropriate cell phone use include:
 1. Warning
 2. Detention – Parent/Guardian must pick up phone
 3. 2 hour Detention – Parent/Guardian must pick up phone.

Vehicle Parking and Traffic

Student parking is not allowed on the BFA campus. Student parking is available at the Collins- Perley Sports Complex with bus service 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 Complex 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 the BFA/NWTC and the Complex.

First offense for a parking violation will result in a School Violation Notice being issued and placed on the car windshield. At this time, the vehicle make, model and license plate number will be recorded. Second offense will result in a detention and a letter sent home. Any subsequent violations will result in a suspension and parents will be notified by mail.

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

School Song
Nearby Champlain's Sparkling Waters

Nearby Champlain's sparkling waters
Stands the school we love.
For her glory and her honor
May we ever prove.

Chorus

Though the fleeting years may part us,
Let us never fail.
Evermore to sing her praises,
Hail, St. A., all hail!

Chorus

Dear the friendships that have bound us,
Deep in every heart,
May their sweetness never leave us
As the years depart.

Chorus

When the paths of life seem dreary,
Sad the days and blue,
May the loyalty that bound us
Still be ever true!