

BFA Student Schedule

Monday (Full Schedule)	Tuesday (Block A)	Wednesday (Block B)	Thursday (Full Schedule)	Friday (Full Schedule)
1 7:30 - 8:20			1 7:30 - 8:20	1 7:30 - 8:20
2 8:25 - 9:15	3 8:10 - 9:30	ENRICHMENT 8:10-9:30	2 8:25 - 9:15	2 8:25 - 9:15
ADV 9:20 - 9:30			ADV 9:20 - 9:30	ADV 9:20 - 9:30
3 9:35 - 10:25	EXT ADV 9:35 - 10:00	2 9:35-10:55	3 9:35 - 10:25	3 9:35 - 10:25
	1 10:05 - 11:25			
4 10:30 - 11:20		6	4 10:30 - 11:20	4 10:30 - 11:20
5 11:25-11:48 (L1) 11:48-12:11 (L2) 12:11-12:34 (L3) 12:34-12:57 (L4)	5 11:30-11:57 (L1) 11:57-12:25 (L2) 12:25-12:53 (L3) 12:53-1:21 (L4)	11:00-11:27 (L1) 11:27-11:55 (L2) 11:55-12:23 (L3) 12:23-12:51 (L4)	5 11:25-11:48 (L1) 11:48-12:11 (L2) 12:11-12:34 (L3) 12:34-12:57 (L4)	5 (69) 11:25-11:48 (L1) 11:48-12:11 (L2) 12:11-12:34 (L3) 12:34-12:57 (L4)
6 1:02 - 1:52		EXT ADV 12:56 - 1:21	6 1:02 - 1:52	6 1:02 - 1:52
	7 1:26 - 2:46	4 1:26 - 2:46		
7 1:57 - 2:47			7 1:57 - 2:47	7 1:57 - 2:47

Half Day Schedule
Mondays, Thursdays and Fridays 7:30AM – 11:40AM
Tuesdays and Wednesdays 8:10AM – 11:40AM
All classes meet for 30 minutes. No Advisory.
Lunch is not served on half days.

The cafeteria in the North Building is open daily at 7:00am for students, including “Half Day” school days.

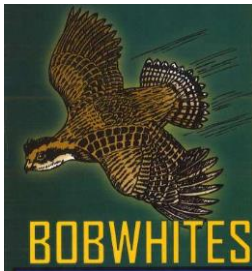


**Student-Parent Handbook
2014-2015**

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

**Telephone: 802-527-6555
Fax: 802-527-6465
Website: <http://bfa.fcsuvt.org>**

Christopher P. Mosca, Principal



**Home of the BFA
Bobwhites
And
Comets**



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**AN ALPHABETICAL LISTING OF TOPICS CAN BE FOUND IN THE INDEX
IN THE BACK OF THIS HANDBOOK.**

ALL VISITORS MUST FIRST SIGN IN WITH THE ADMINISTRATIVE OFFICE.

**THE CONTENT OF THIS HANDBOOK IS SUBJECT TO CHANGE. ANY SUCH
CHANGES WILL BE ANNOUNCED TO STUDENTS, FACULTY, AND ALL OTHERS CONCERNED.**

**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: Nilda Gonnella-French (Chair) Richard Bettinger
Al Corey Bruce Scott Sally Lindberg

Administration: Christopher Mosca, Principal 527-6402 cmosca@fcsuvt.org
Geoff Lyons, Assistant Principal 527-6553 glyons@fcsuvt.org
Rebecca Day, Assistant Principal 527-6417 rday@fcsuvt.org
Shannon Warden, Assistant Principal 527-6558 swarden@fcsuvt.org
Preston Randall, Director of Guidance 527-6576 prandall@fcsuvt.org
Leeann Wright, Director Northwest Technical Center 527-6510 lwright@fcsuvt.org

Acct. Services Supervisor: Jennifer Burt 524-2600 ext 32

Department Chairs: Athletics - Dan Marlow 527-6536 dmarrow@fcsuvt.org
Business – Mary Brouillette 527-6420 mbrouillette@fcsuvt.org
Design and Technology – Peter Symula 527-6586 psymula@fcsuvt.org
English - Keith Carlton 527-6583 kcarlton@fcsuvt.org
Fine Arts - Dee Christie 527-6584 deechristie@fcsuvt.org
Eric Bushey 527-6537 ebushey@fcsuvt.org
Guidance – Preston Randall –527-6576- prandall@fcsuvt.org
Information Services Director – Alan Steel 527-6554 asteel@fcsuvt.org
Mathematics - Richard Berthiaume 527-6548 rberthiaume@fcsuvt.org
Physical Education /Health – Krystal Norton 527-6532 knorton@fcsuvt.org
Science Department - Tim Fugere 527-6440 tfugere@fcsuvt.org
Social Studies - Larry Trombley 527-6593 ltrombley@fcsuvt.org
World Languages and Classics – Lydia Batten 527-6560 lbatten@fcsuvt.org

Support Services
Program Coordinator: Special Education - Heather Dunigan 527-6410 hdunigan@fcsuvt.org

Health Offices
North Building – 527-6405 Valarie Lipka,RN - vlipka@fcsuvt.org
South Building – 527-6594 Lisa Weaver,RN – lweaver@fcsuvt.org

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 19, 2014.

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.

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.)

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:

- 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.

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 must be submitted by completing the required form available in The Guidance Office.

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 Ext 12

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.

Access to Records

15 VSA §670. Access to Records

Access to records and information pertaining to a minor child, including but not limited to medical, dental, law enforcement and school records, shall not be denied to a parent solely because that parent has not been awarded parental rights and responsibilities. The court may order that access to all or a portion of the 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)

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 Shirley Raymond, in the Principal's Office, at 802-527-6400 or by email at, sbraymond@fcsuvt.org.

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.

Letter grade and numerical equivalents are:

A+ 4.33(97-100)	B+ 3.33(87-89)	C+ 2.33(77-79)	D+ 1.33(67-69)	F Below 60
A 4.00(93-96)	B 3.00(83-86)	C 2.00(73-76)	D 1.00(63-66)	P Passed
A- 3.66(90-92)	B- 2.66(80-82)	C- 1.66(70-72)	D- .66(60-62)	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 18, "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 3½ years of high school
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. 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.
6. 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, on-line courses, 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 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, along with an Advisory. Monday, Thursday and Friday, are Full Schedule Days, with classes meeting for 50 minutes. Tuesday and Wednesday are Block Days, and classes meet for 80 minutes, including Enrichment on Wednesday. Any variance from this will be by permission of the administration.

Student/Teacher Advisory System

BFA is a NEASC accredited school that adheres to support standards which guide exceptional learning institutions. Our Student/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 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.**

Class Standing

Any student that is has not passed required courses and/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.

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. If you do not 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 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	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 - (PE can include 1 credit Dance)*	

*Dance Class cannot be counted as both, PE and Art

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.

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 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 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 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 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. The student elementary file will be given to the student/parent when they graduate.

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

	Progress Reports on Parent Portal	Parent – Teacher Conferences	Semester Grades on Parent Portal
1st Semester	10/7/14	10/14/14 and 10/15/14	1/27/15
2nd Semester	3/18/15	3/26/15 and 3/27/15	6/17/15

SAT's → October 4, 2014 January 24, 2015 June 6, 2015
 November 8, 2014 March 7, 2015
 December 6, 2014 May 2, 2015

ACT's → December 13, 2014
 April 18, 2015

PSAT's → October 18, 2014

AP Tests → May 4 – May 13, 2015

Paying for College Night- VSAC – Thursday, December 4, 2014 in the BFA Performing Arts Center 6:30PM

College Fair - Saint Michael's College→ (Evening) September 10, 2014 6:30PM – 8:30PM

-> Field Trip – September 11, 2014 8:30AM – 11:00AM

- CVU – Field Trip – April 13, 2015 – time to be announced

BFA Experience – January 13, 2015

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 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.

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 (listed below):

Counselor	Phone	Class of 2018	Class of 2017	Class of 2016	Class of 2015
Judy Breitmeyer jbreitmeyer@fcsuvt.org	527-6575	A - Ca	A - Cool	A - Di	A - Farnh
Brenda Logee blogee@fcsuvt.org	527-6576	Ch – Ken	Coop - Gra	Do - Lad	Farns Lam
Chris Pepin cpepin@fcsuvt.org	527-6573	Kes - Phe	Gre - Na	LaF – Morg	LaR –Po
Amy Turner aturner@fcsuvt.org	527-6574	Phi - Tob	Ne - V	Morr -Th	Pr - T
Preston Randall prandall@fcsuvt.org	527- 6572	Tot - Z	W - Z	Tr - Z	U - Z

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 Valerie Lipka for questions or comments concerning the BFA/NWTC Health Office at 524-6405 or email vlipka@fcsuvt.org. 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. Routine wellness appointments are health screenings, nutritional information, and general wellness information. **The Nurse Case Management system is assigned by student last name:**

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

A -K, are assigned to Valerie Lipka, RN. Her office is located in the North Building next to the cafeteria.

Phone 527-6405 or email vlipka@fcsuvt.org

L - Z, are assigned to Lisa Weaver, RN. Her office is located in the South Building on the first floor.

Phone 527-6594 or email lweaver@fcsuvt.org.

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.

The completion of a student health form with emergency contact information is **required** for all BFA/NWTC students. The form is given out to each student during Orientation 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.

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.

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.
7. Students in possession of over-the-counter medications may face disciplinary action. School personnel and law enforcement will be informed as appropriate.

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.

Clubs

After School Program	Math League
Athletic Council	Scholars Bowl
Chess Club	Skills USA
Distributive Education Club of America (DECA)	Students Against Destructive Decisions (SADD)
Family, Career, Community Leaders of America (FCCLA)	Unified Sports
Foreign Language	World of Difference
GLOW	Who Among Us
Indoor Track	

Music & Dramatics

Chambers Singers
Drama
Ensemble – Men
Ensemble – Women
Jazz Band
Junior Jamboree
Mixed Chorus Humane Club
Senior Play
Student Directed Plays

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	Snowboarding
Cross-Country Running	Soccer
Dance Team	Softball
Football	Tennis
Golf	Track

Publications

Mercury (School paper)
Yearbook

Library/Information Services

The Library is open for your use from 7:15am – 3:00pm 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 (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 of the general policies and procedures of the high school or tech 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@fcsuvt.org.

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. 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.**

STUDENT ATTENDANCE

Student Attendance Monitors:

**Lindsay Gardner - Grades 10 and 11 – phone 527-6503; email lgardner@fcsuvt.org
Sue Lord - Grades 9 and 12 -phone 527-6409; email slord@fcsuvt.org**

All student attendance issues are to be addressed with the respective grade level student attendance monitor, following the procedures stated in this handbook.

Class Absences

Please review the Attendance Procedure Chart on the following page.

1. Parents can review student attendance by reviewing PowerSchool.
2. Removal from a course due to attendance related issues will be at the discretion of the administration.
3. Accommodations for students with disabilities will be reflected in the student's Individual Education Plan (IEP).
4. The Northwest Technical Center maintains its own attendance. There is a specific procedure used by the NWTC included in the NWTC Student Handbook.

* **ENRICHMENT** – PLEASE NOTE MISSING ENRICHMENT ON WEDNESDAY MORNING IS CONSIDERED A CLASS CUT AND SUBJECT TO DISCIPLINARY ACTION AS SUCH, UNLESS EXCUSED BY THE GRADE LEVEL ADMINISTRATOR. THIS PROGRAM IS A PART OF OUR MULTI-TIERED SYSTEM OF SUPPORT AND AN IMPORTANT RESOURCE FOR ALL STUDENTS.

**CLASS ATTENDANCE
PROTOCOL AND EXPECTATIONS**

VIOLATION	FOLLOW – UP / CONSEQUENCE
1 unexcused tardy to class (10 minutes or less)	Teacher assigned detention (Failure to serve this teacher detention results in disciplinary action through the Main Office)
2 unexcused tardy to class (10 minutes or less)	This counts as 1 Unexcused Absence from class Teacher completes Disciplinary Referral Form and student is referred to Administrator and assigned a 1 hour Main Office Detention
unexcused tardy to class (10 or more minutes)	This counts as a class cut * Teacher completes Disciplinary Referral Form and student is referred to Administrator and assigned a 1 hour Main Office Detention Copy of the Referral is mailed home Main Office will email staff member w/ detention info

*Class Cut

Students who cut classes (meaning they are not in the class to which they have been assigned) will receive a detention and a zero for that day's work, and that day will count towards the limitations for credit reduction or credit denial. Detention is also assigned to students who cut other scheduled periods, such as Advisory, an assembly, Enrichment, etc.

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.
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.

Written Notes for Dismissal -

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 their 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.

Illness During the School Day -

If you become ill during the school day, go to the Health Office. If the nurse determines that you should be sent home, a parent/guardian will be contacted. 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 excused 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 their grade level 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 your 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.

DAILY ATTENDANCE PROTOCOL AND EXPECTATIONS

5 Days Absent excused and unexcused absences	<ol style="list-style-type: none"> 1. Letter outlining BFA attendance protocol and expectations is sent home 2. A print out of student's attendance and grades are mailed with the letter
10 Days Absent excused and unexcused absences	<ol style="list-style-type: none"> 1. Phone contact with parent/guardian is made by school designee to address attendance 2. Follow-up letter is mailed home referencing the phone call and restating BFA attendance protocol and expectations
15 Days Absent excused and unexcused absences	<ol style="list-style-type: none"> 1. Intervention Team Meeting is scheduled and parent/guardian are notified of the date and time by mail. They are required to attend along with student 2. Plan of Action developed 3. EST Referral
20 Days Absent excused and unexcused absences	<ol style="list-style-type: none"> 1. Student has demonstrated a pattern of truant behavior: DCF Intake Process Affidavit submitted to State's Attorney to file petition with family court 2. The parents/guardian are notified by mail

Student Behavior Philosophy

Be Respectful
Feel Safe
Achieve Academically

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. BFA promotes respectful resolution when dealing with conflict by all members of our school community.

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, harassment/bullying are strictly prohibited.
8. The North Building of BFA houses the cafeteria, and is open every day at 7:00 a.m.
The South Building is open at 8:00 a.m. on Tuesday and Wednesday morning; at 7:00 a.m. 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. 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. Violation will result in immediate confiscation. Failure to comply with this will result in further disciplinary action (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.

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 in length. Failure to attend an assigned detention may result in a suspension. Detentions begin immediately after school, at 2:50 p.m. Please be aware that electronic devices, including cell phones, are not permitted for use while serving detention.

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

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.

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. **(The FCSU policy states the term “drugs” includes both legal and 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/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). To this end, BFA has the Canine Narcotics Unit of the SAPD, routinely on campus site.

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. WHEN ADMINISTRATION HAS DETERMINED THERE IS A VIOLATION OF THE STUDENT ALCOHOL AND DRUG POLICY THE CONSEQUENCES ARE AS FOLLOWS:

(Please see page 8 under, Health Services, for Guidelines around prescription and over-the-counter medications)

First Offense:

- notification of parent/guardian, guidance counselor, and appropriate law enforcement agency;
- Following any drug or alcohol detection at school, administration will attempt to meet with the parents or guardian prior to the student's dismissal from school. At this time, a re-entry meeting will be scheduled. This meeting will include the student's guidance counselor, parent/guardian, and administration, when possible.
- a minimum of three days suspension;
- develop an educational plan to include:
 - a. professional counseling with an outside agency for a minimum of three (3) sessions or,
 - b. completing 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, and appropriate law enforcement agency;
- minimum of five days suspension;
- meeting with student, parent/guardian, administrator, and guidance counselor;
- completion of a drug/alcohol assessment by a certified alcohol and drug counselor to be shared with school Personnel;
- After receiving the assessment, a follow-up counseling session is required, with a professional counselor. There will be 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, and appropriate law enforcement agency;
- a minimum of ten days suspension;
- meeting with student, parent/guardian, administrator, and guidance 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 Possession for 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, and guidance 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 A "DRUG AND ALCOHOL POLICY" VIOLATION 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 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 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.

Tobacco violations include possession or use of tobacco, chewing tobacco, electronic cigarettes, hookah pens, etc.

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. For further clarification refer to FCSU Policy F21, "Weapons Policy and Procedure for Weapons Policy".

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 (Bomb or Other 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.

1. Cheating

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

2. Plagiarism

Plagiarism* is defined as follows:

- a. 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.
- b. Accidental plagiarism is the improper handling of quotations and paraphrases without a deliberate attempt to deceive.

*College Board <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.

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 may 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 enrolled course.

HARASSMENT – BULLYING – HAZING

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 Day (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 of the following School Equity Officers: Ms. Rebecca Day (527-6417) or Mr. Geoff Lyons (527-6553). See consequences on page 21.

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.

Alarmed Doors

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 / Lunch

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 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 2 EMERGENCY LUNCHES. A \$.75 CHARGE WILL BE APPLIED FOR EACH EMERGENCY LUNCH.

Cell Phone Use

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 and given the message, or return the call.

During school wide examinations, including midterms, finals and standardized testing, all phones are to be turned off and kept out of sight.

Cell phone use is permitted **only between classes and during the individual student's assigned lunch.**

Consequences for non-compliance with our cell phone use policy are:

- 1st Offense – Warning (phone is turned in to the Main Office and student may pick it up at the end of the day).
- 2nd Offense – 1-hour detention – Parent/Guardian must pick up phone
- 3rd Offense – ISS - Parent/Guardian must pick up phone.

A warning is given 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.

Please note that classroom teachers have the right to ask students to turn in their phones at the start of the class. If this is the case, the phones are to be stored safely and returned at the end of class.

DRESS EXPECTATIONS / GUIDELINES



NO strapless attire allowed.

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

No exposed midsection.

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.

Emergency Notification / ALERTNOW

BFA/NWTC and FCSU utilize the ALERTNOW Rapid Notification Service 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. ALERTNOW is also used for school cancellations, delays and early closings. It is imperative that the school has up to date contact information, in order for you to receive these notifications.

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 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 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. Passes for prearranged meetings with Guidance, Nurse, or other staff, may be issued prior to the meeting, to enable you to present to your teacher. Misuse of a pass will result in loss of the pass privilege and other possible 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 students and staff are released by a school administrator or law enforcement official.

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.

For safety reasons parents will be notified of a lockdown as information is available by ALERTNOW. Parents should NOT try to contact the school or their child during a lockdown.

Lockers

The school 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.** Failure to comply with this expectation could result in disciplinary action. 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 on the contents in their lockers. You are responsible for the contents of that locker at all times. 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 you. You must carry your own insurance if those items are to be covered. A lost and found area is located 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 has been turned in. **PLEASE, DO NOT BRING LARGE AMOUNTS OF MONEY TO SCHOOL OR ITEMS OF VALUE SUCH AS ELECTRONIC DEVICES. BE SURE THAT YOUR SCHOOL LOCKER IS LOCKED AT ALL TIMES! NO ONE, OTHER THAN YOUR LOCKERMATE, SHOULD HAVE YOUR COMBINATION.**

BFA/NWTC IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.

Phone Calls/Messages (Interruptions)

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. Calls are not put through to classrooms.

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 or staff member. Only emergency messages will be delivered. The caller must be willing to state the nature of the emergency to an administrator.

2. No one is allowed to interrupt a class to give a message or material to a student. If there is an emergency, you must come to the Main Office and be willing to state the nature of the emergency to an administrator. (Students who interrupt classes will be referred to administration for disciplinary action.) Materials that need to be given to a student must be brought to the Main Office. The student will be called to the office in between classes. Classes will not be interrupted.
3. The Main Office pages students at passing times (in between classes) to give messages. This is the process used and you need to be aware of passing times, as indicated on the student schedule. Messages received after 1:00 pm cannot be delivered before the end of the school day.

Public Displays of Affection (PDA)

Behaviors displayed in public must be appropriate at all times and in line with our expectations for student behavior. Public displays of affection are not considered appropriate at school and students are expected to respond appropriately if addressed by a faculty or staff member with regard to such behavior. Failure to do so may result in disciplinary consequences.

Restraint and Seclusion

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; and notify parents within 24 hours of use.

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.

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. Please be respectful of property at BFA, including The Collins Perley Sports Complex.

School Resource Officer (SRO)

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

Searches

In an effort 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.

Skateboarding

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:

First violation = a warning

Second violation = a school detention

Third violation = a citation will be issued by the School Resource Officer / SAPD (\$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. Please allow at least one week for this process.

BFA students are not allowed to bring visiting friends / relatives to school with them for the day.

Surveillance Cameras

There are video cameras in use on the BFA and NWTC campuses. These video cameras are for the safety of the BFA students, faculty, staff, and community members. 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. Students are strongly encouraged to park at the Collins- Perley Sports Complex 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 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 BFA/NWTC and the Complex.

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The BFA bus leaves from the turnaround in front of the Collins Perley Sports Complex at 7:15am, Monday – Friday. Throughout the day it runs following every class, transporting PE students. Students who have dismissals and have parked at the Complex, may ride at these times. The bus does a final run to the Complex at 2:55pm each day, for sports and after school programs, including use of the Fitness Room. We encourage the use of the Collins Perley Sports Complex for student parking.

Parking Violations – Consequences

1st 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, with the student having to remove the vehicle. In addition, BFA Administration will assign a 1-hour detention and will give parent notification.

It is important that it is understood these tickets are issued by the St. Albans Police Department, and should be acknowledged as such.

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 Complex.

WEBSITE

BFA's website is located at: <http://bfa.fcsuvt.org>. 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. The site is continuously being updated, so please check frequently and call with any questions or concerns. Parent input is appreciated.



**“Nearby Champlain’s Sparkling Waters”
(School Song)**

Chorus

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

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!

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Bellows Free Academy Union High School District #48

TO: Parents/Guardians and Students
DATE: August 2014
FROM: BFA Administration
RE: Student - Parent Handbook

This form is being used to ensure that all families of our students are informed of the content of our 2014-2015 BFAUHSD #48 Student-Parent Handbook. Each year revisions and updates are made to our handbook and it is important that all parents and students are aware of our most recent information, expectations, procedures, and policies. We ask that you and your child review the 2014-2015 Handbook and acknowledge such by signing and returning this form. If you have questions with regard to any of the information, please call us at 802-527-6555 (Main Office), or 802-527-6400 (Principal's Office).

Thank you in advance for your attention to, and cooperation with, this matter.

If you have more than 1 student at BFA only 1 form needs to be returned. Please have all sign the form.

Print Name of Student(s)

Please mark each box below:

- I have received a copy of the 2014 – 2015 BFAUHS District #48 Student – Parent Handbook and have reviewed the information it contains.

Parent / Guardian Signature and date signed

- I have reviewed the 2014-2015 BFAUHS District #48 Student-Parent Handbook

Student Signature and date signed

Student Signature and date signed

PLEASE RETURN COMPLETED FORMS TO ADVISORY AUGUST 26, 2014

