

BELLOWS FREE ACADEMY

Fairfax, Vermont

1903-2010



**Parent/Student
HANDBOOK**

2009-2010

Updated 8/27/09

Student Handbook
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MISSION STATEMENT

Adopted November 10, 2003

The mission of Bellows Free Academy is to create a supportive educational environment that promotes rigorous academic achievement, responsible social behavior, and active civic involvement. Every student has the ability to learn. The school and the community have a shared responsibility to ensure that all students have the opportunity to flourish and reach their maximum potential.

Guiding Principles

1. We believe, as a pre-kindergarten through 12th grade school, the range of ages and abilities of our students creates a unique learning community.
2. We believe we will succeed in our mission if we support the involvement of students, parents, staff, and the larger Fairfax community in the implementation of our educational goals and in planning for the future.
3. We believe there are core social values that must be the basis for our interactions with each other. These are respect, responsibility, honesty, life-long learning, compassion, and community.
4. We believe the school community must celebrate intellectual pursuits and academic achievement, and by doing so, nurture in students a love of knowledge, a desire to learn and awareness that education is a life-long process.
5. We believe learning enhances life culturally, economically, and socially.
6. We believe it is the goal of education to deepen knowledge in all its variety.
7. We believe we must use practices that support the Learning Opportunities: Access, Instruction, Assessment and Reporting, Connections and Best Practices as outlined in the Vermont Framework of Standards and Learning Opportunities.

ADMINISTRATION

SCHOOL BOARD

Margaret B. Stewart, Chair
Elaine Carpenter
Robin Freeman
Kim Lesny

Barbara Murphy, Clerk
Ben Langelier, Student Rep.
Christopher Hogan, Student Rep.

FRANKLIN WEST SUPERVISORY UNION (FWSU) 849-2283

Bruce Chatman Superintendent of Schools
Mary Lynn Riggs Director of Curriculum, Instruction & Assessment
Adrienne Fisher..... Support Services
Julie Morin.....Human resources
Su SawyerAdmin Asst.
Natasha Wheel.....Asst. to the Superintendent

Business Office located at 4497 Highbridge Rd Fairfax, VT 05454
Phone: 370-3113 Fax: 370-3115

Chris SumnerBusiness Services
Ann Dunn.....Director of Technology
Kim Cornett.....Bookkeeper

BELLOWS FREE ACADEMY

Main office Middle/High School 849-6711
Elementary office 849-2222
Fax Number 849-2611

Voice Mail

Lisa Delorme..... 1201Elementary School Principal
Valerie French.....1200.....Elem. Admin. Asst.
Thomas Walsh..... 3073 Middle School Principal
Michael Clark..... 3071 High School Principal
Sally Billado.....3070.....Accounting Clerk
Carol Stanley.....0.....MS/HS Admin. Asst
Mary Baker.....2370.....Bookkeeper 849-9200 x 2370

Any parent/guardian needing to contact a student should call the main office (849-6711). **In an emergency, the student will be contacted immediately. In a non-emergency, the student will be contacted at the next available non-academic time.** Please do not call or text message your young person during the school day.

BFA SCHOOL CALENDAR

Teacher In-Service	Aug. 26 - 31	Holiday Recess.....	Nov. 25-27
First Day of School (Grade 1-12)	Sept 2	Holiday Recess.....	Dec. 21-Jan 1
.....		Martin Luther King Day (no school)..	Jan. 18
Labor Day	Sept. 7	Winter Recess.....	Feb. 23-Mar 2
Kindergarten Begins.....	Sept 8	Spring Recess	April 26-30
Open House.....	Sept 24	Memorial Day	May 31
Teacher's Convention	Oct. 22 & 23	School Ends (estimated).....	June 14

Graduation date is to June 19, 2010

Elementary Dates to Remember:

Progress reports go home Oct. 16	
1 st Trimester ends Nov. 24	Reports cards go home Dec. 24
Progress reports go home Jan. 15	
2 nd Trimester ends Mar. 5	Reports cards go home Mar. 12
3 rd Trimester goes home on the last day of school	

Middle School/ High School Dates to Remember:

Progress Reports sent home.....	Oct. 5	Progress Reports sent home.....	Feb. 16
1 st marking per. Ends.....	Nov. 6	3 rd marking per. ends*.....	Apr. 2
Report cards go home	Nov. 16	Report cards go home	Apr.12
Progress reports sent home	Dec.14	Progress reports sent home	May 17
2 nd marking per. ends	Jan. 22	4 th marking per. ends*	June 14
Report cards go home	Feb. 1	Report cards go home	TBA

*The length of the 3rd and 4th marking periods may be changed to account for making up emergency school closings.

Parent conferences (will be different dates for different schools. Parents will be notified.)

BFA Website: www.bfafairfax.com Fast/Easy access to school information

School Hours

Elementary 8:25-2:45
Middle School 8:25-2:45
High School 8:30- 2:45

Communicating with teachers/staff

Emails: first initial of the person's first name, followed by their last name@bfafairfax.com

Voice mail: Our phone system has many features to enhance communication between the school and parents. Each staff member has a voice mailbox for direct parent communication. In order to access this service you must dial 849-9200, and then enter the four digit extension number.

Faculty Directory/Voicemail

Amblo, Rebecca	1010	SLP Elem. Early Ed.	LaClair, Jeanne	1622	K/Reading Recovery
Aceto, Penny	1020	Kinderg/ Reading Recovery	Ladue, Mark	2510	HS Math
Anderson, Cynthia	1091	Elem Spec Ed	Lane, Tom	2600	HS Science
Bailey, Gerald	3600	Math Grade 7/8	Mack, Katie	4080	HS Social Studies
Baker, Dawn	1100	Grade 1	Mascolino, Melinda	4510	MS Special Ed
Black, Amy	1180	Elem Nurse	McDonald, Andrea	3030	MS/HS Nurse
Bockus, Jennifer	1550	Grade 5	McIntyre, Rachel	4031	MS/HS Behavior Spec.
Boissoneault, Tammy	1510	Grade 5	McKay, Sheila	2580	HS Science
Boutin, Stephanie	1010	Preschool	McRae, Bruce	2671	Music
Branch, Jean Anne	3520	HS Business	McSoley, Joe	2620	HS Science
Breen, Patricia	1050	Kindergarten	Mercer, Joy	3020	Librarian
Brooks, Will	4070	HS Social Studies	Messier, Michelle	3610	Science Grade 7/8
Brown, Justin	3010	Student Support Center	Murray, Nelson	2100	HS PE
Brown, Michael	2080	Athletic. Dir/HS Health	Nye-McKeown, Jill	2020	Elem Health
Brown, Sandy	1520	Grade 3	O'Brien, Katie	1092	Elem Special Ed
Buckingham, David	2051	Director of Guidance	O'Brien, Susan	2650	Family Consumer Science
Carpenter, Melinda	1530	Grade 5	Olivetti, Deb	2055	NCSS
Cassidy, Kitty	1070	Grade 1	Omerod, Jennifer	1120	Elem Special Ed
Choiniere, Marc	4520	MS Art	Pearl, Suzanne	1620	Grade 2
Chouiniere, Chris	2030	MS Music	Pfeiffer, Thomas	2610	HS Science
Clark, David	4060	HS Social Studies	Pinault, Vicki	1600	Grade 4
Clark, Diann	1093	Elem SLP	Poulin, Karine	2550	French
Cole, Beth	2053	HS Guidance	Reaves, Douglas	3551	HS Computer Instruction
Collaro, Kathleen	1570	Grade 4	Roughgarden, Julie	4541	MS Resource
Cummings, Marcy	2041	Title I	Schraven, Mary	1060	Grade 2
Daniels, Alfred	4530	Grade 6	Scott, William	4010	MS PE/Health
Davis, Steven	1202	Computer Technician	Siemons, Rhonda	3530	HS Business
Duffy, Amelia	2380	HS Literacy Specialist	Sinclair-Fowler, Elaine	1560	Grade 2
Duplissa David	4570	Grade 6 math	Skerrett, Jennifer	3580	Grade 7/8 social studies
Eaton, Jessica	1590	Grade 4	Stewart, Judy	4090	HS Social Studies
Ellingson, Kate	1540	Grade 3	Sweet, Lisa	1030	Kindergarten
Feiner, Michele	1621	Elem. Social Worker	Tague, John	2520	HS Math
Fitzgerald, Mary	2042	Elem Math teacher/leader	Thompson, Paula	3540	MS Math
French, Kristie	2002	Preschool	Thorsen, Eve	2130	HS English
Garland, Emily	4020	HS Art	Towle, Melissa	2810	HS Music/chorus
Gardner, Lynn	1130	Elem Guidance	Trushaw, Steve	1160	Elem SSC
Gilbert, Brenda	2530	HS Math	Vecchio, Joe	2590	HS Spanish
Green, Erica	1040	Kindergarten	Viau, John	2171	HS Dr. Ed
Griffin, Fred	2150	HS English	Villeneuve, Sara	4050	HS English
Griswold, Lisa	3630	MS Science	Weeks, Heather	2101	Elem. PE
Gross, Nancy	2611	Technology Integration	Welch, Jensen	2540	HS Math
Haddock, Katie	1080	Grade 1	Wiener, Jordan	2070	Network Manager
Hall, Brenda Logee	2591	Vocational Liaison	Wills, Emily	3560	Lang. Arts Grade 7/8
Hamm, Dana	3620	Grade 7/8	Witalec, Geri	2009	MS Guidance/Health
Hebert, Kevin	2110	HS English	Woodley, John	3510	HS Spec Ed
Hogan Suzanne	2010	Elem. Music	Young, Lisa	4550	MS Language Arts
Howard, Deborah	1580	Grade 4			
Jeffords, Jan	3590	Lang Arts Grade 7/8			
Keszey, Carol	1610	Elem Art			
Klein, Ashley	3570	Social Studies Grade 7/8			
Koval, Lisa	4040	MS/HS SLP			

**Support
Staff**

Albarelli-St.Louis, Vanessa
Barner, Jeanne
Beyor, April
Bonneau, Janet
Bonning, Melissa
Brigham, Jon
Brooks, Carolyn
Combs, Kelly
Combs, Kim
Cote, Allison
Decooman, Jan
Douglas, Kaye
Jen Drury
Eastman, Yvonne
Filiberti, Julie
Forgues, Matt
Gillilan, Carey
Gomo, Jennifer
Gonyaw, Becky
Graves, Carol
Haines, Linda
Hartmann, Helen
Johnson, Irene
Karr, Marlene
Knapp, Nancy

LaCross, Kristin
Lahaie, Linda
LaPine, Mary Ellen
Lynch, Janice
Lynch, Nancy
Marnell, Laurie
McAvey, Joanne
McGrath, Mike
Menard, Brenda
Meunier, Lorna
Miner, Stacy
Mucia, Debra
Neapolitano, Tom
Ovitt, Deb
Pease, Cynthia
Pouliot, Linda
Rebeor, Theresa
Rocheleau, Janice
Santee, Terri
Searles, Lisa
Soychak, Christine
Trushaw, Ellen
Trushaw, Steve
Yandow, Cheryl
Varney, Michelle

STAFF DIRECTORY

<p><u>Building and Grounds</u></p> <p>Tod Granger</p> <p><u>Transportation</u></p> <p>Del Sweatt 849-2068</p>	<p><u>Office Personnel</u></p> <p>Sally Billado(Accounting Clerk) Val French (Elem Office) Karen McNall (Guidance Office) Carol Stanley (MS/HS Office) Cheryl Yandow (SPED-Elem)</p> <p><u>Library</u></p> <p>Joy Mercer</p>
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Building Access

During the school day, people may access the building either through the elementary school main entrance or the main lobby after speaking with an administrative assistant. While this is an inconvenience, it is a clear effort to keep students and staff safe.

SCHOOL CLOSINGS

If Vermont weather makes it unsafe for our busses to travel, schools will be closed. This determination is made in consultation with the town road department and the bus manager. Our “Alert Now” automated dialing phone system will call the numbers you have provided in the event of a weather related school closing, or you may tune in to local media. In the rare event that Fletcher Elementary is closed and we are open, Fletcher students will receive an excused absence.

Security Camera Policy

Student, faculty, staff and public safety and the protection of school facilities/property and equipment are primary responsibilities of the Fairfax School Board. To better achieve these goals, the Board has authorized the installation of security cameras in the Fairfax schools.

Because the School District respects the privacy of all members of the school district and the public, the following guidance is provided to the Administration to govern the use of security cameras:

1. The Administration shall not cause or allow security cameras to be used in any way that is unlawful or that violates the mission and core values of the school district.
2. The use of security cameras shall be publicly posted at entrances to the schools, and this policy shall be included in school handbook.
3. It shall be considered appropriate use of security cameras for the following:
 - The protection of school equipment and facilities/property
 - The protection of students, faculty, staff
 - The monitoring of public areas within the buildings and building entrances/exits
 - The investigation of criminal activity

PTSA

Dear Community Members:

BFA Fairfax PTSA (Parent/Teacher/Student Association) invites all members of our community to join us in enhancing educational opportunities for all learners. Our goals include community involvement, improved communication and program enrichment. PTSA membership is open to all members of our community, including students. Dues are \$5.00 per member or \$15.00 per family for the school year. Dues include local, state and national membership. Please contact an officer or write to us at the school and let us know how you would like to participate in PTSA activities. We look forward to hearing from you.

Christel Michaud , President 849-9757
Selena Senesac, V. Pres. 849-2205

Nikole Brock, Secretary 849-2141
Julie Filiberti, Treasurer 849-6599

PARTNERS IN YOUR CHILDREN'S EDUCATION

Both parents and teachers are working toward the same goal – the best possible education for our children. When we combine forces, the results are unbeatable. Children feel a sense of pride when they know their parents are visible at their school and working on a project; and teachers feel rewarded and much appreciated when parents support them.

Here are some areas of cooperation that are important:

1. Make sure that your child attends school regularly.
2. Support the school in its efforts to maintain proper discipline.
3. Stay in tune with what your child is learning. Ask him/her questions about his/her day in school.
4. Let the school know of any problems outside of school, which could affect his/her day in school.
5. Stay in touch with the classroom teacher(s) and Principal. If there are any questions about the program your child is in, let them know early so that adjustments can be made.
6. If the teacher or staff has been particularly helpful or inventive with your child's schoolwork, let them know. We all need compliments!

Guidelines for Volunteers

Volunteer Requirements: In an effort to protect our school children from abuse and exploitation, all volunteers must complete a volunteer agreement available at the school's main office. Volunteers and other visitors must also use designated adult bathrooms while on school property.

In order to keep track of individuals' presence and locations in the school, we require all volunteers to sign-in and out upon each visit. Visitor sign-in sheets are located and maintained at the school's main office.

Assignment & Continued Service: It is the responsibility of the school principal and/or his/her designee to screen and accept/not accept specific individuals as volunteers, arranging the assigning and use of volunteers, identifying appropriate tasks for volunteers, and all decisions related to the continuation of a volunteer's service. The decision of the principal on these matters is considered final.

Unlawful Harassment: It is the policy of the district to maintain a learning and working environment that is free from unlawful harassment. The district prohibits any form of unlawful harassment on the basis of disability, marital status, national origin, color, race, religion, age, sex or sexual orientation. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with a person's performance or creating an intimidating, hostile, or offensive environment. *Sexual harassment* is a form of unlawful harassment, which consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct or communication of a sexual nature. You should report any instance of harassment or violence to the principal who will see that it is investigated according to district policy.

Non-Discrimination: District policy prohibits discrimination on the basis of disability, marital status, national origin, race, color, religion, age, sex or sexual orientation.

Political Freedom: The district shall in no way infringe upon individuals' rights and freedoms of political involvement. However, employees and volunteers of the district must not misuse their position in the school to

influence the academic process in the interest of their own political ambitions or those of a political group. Employees, volunteers and other citizens of the district will not engage in political activity on school premises during school hours.

Confidentiality: Information about students is confidential. You should limit discussing any student by name with others in the school to those with a “need to know” such as classroom teacher, principal, nurse, special educator or guidance counselor. Confidentiality includes all students, regular and special education. If you know many students and their families, you risk slipping from “volunteer” to “neighbor” role without realizing it. Your rule of thumb should be, “never discuss specifics of your volunteer work outside of school.” If you have a concern about any aspect of the school program, you should discuss your concern directly with the school principal.

Child Abuse/Neglect: Under Vermont law, any school employee having reason to suspect that a child has been abused or neglected shall report the same to the appropriate authorities. As a volunteer, you should speak directly to the classroom teacher, principal, or designee in his/her absence. You should not speak with anyone else. The child and the family have a right to confidentiality and privacy as well as protection. Under no circumstance should you attempt to counsel the student or investigate further.

Smoking and Substance Abuse: No smoking is permitted in any school building or on school grounds at any time. The possession, use or distribution of cigarettes, alcohol and drugs in school or on school property is strictly prohibited. Any observed student violation should be reported to the principal or classroom teacher at once. If you observe any student who appears to have a substance abuse problem, or if a concerned informant or friend alerts you, you should refer the situation to the building principal or classroom teacher. While it is human nature to try to help and express your concern, just as in child abuse/neglect situations, trained professionals must be the ones to deal with the situation.

Weapons and/or Fireworks: In conformance with federal and state law, possession of firearms, fireworks, or other weapons is strictly prohibited. Any observed student violation should be reported to the principal immediately.

Allergens: It is the policy of the BFA Fairfax School District to take reasonable steps to provide an “allergen safe environment” through accommodations to enable all students to participate in all school programs and activities. This means an environment in which precautions have been identified and undertaken to minimize exposure to an identified allergen or allergens. It does not mean an environment guaranteed to be free of the allergen. The emphasis is to work with staff, students and parents in the school environment in order to reduce a child’s risk of exposure to known allergens; to provide a procedure for developing accommodations for such children and to have an appropriate individualized response plan in place for each such child, in the event of an exposure or an allergic reaction. Volunteers and work study students must adhere to all specific school guidelines relating to an allergen safe environment.

Bloodborne Pathogens: When possible, direct skin contact with body fluids should be avoided. Disposable gloves are available and should be used when direct hand contact is anticipated. Dispose of used gloves in a plastic bag or lined trashcan. Wash hands thoroughly after any contact with bodily fluids and before contact with others. If blood or other potentially infectious materials have contact with broken skin, mucous membrane or by a bite or needle stick, wash or irrigate the area immediately and report to the school nurse. You will be asked to fill out an Exposure Incident Form and will be advised to seek immediate medical attention.

PARENTAL CONCERNS PROCEDURES CHAIN OF COMMAND

As a school, we are committed to working with parents to provide the best education possible for their children.

Occasionally issues arise which, if left unattended interfere with our success. If you, as a parent, find yourself in a position in which you have questions about or are in disagreement with school policies or actions, please follow the course of action below:

1. Initially contact the teacher immediately involved to fully discuss the matter. If the problem continues, then:
2. Contact the Principal. If necessary, a meeting of the parties will be arranged.

Working together, school and home can resolve issues in a fair and just manner. Your concerns will be handled as quickly and thoroughly as possible. We appreciate your support and look forward to working with you on behalf of your son or daughter.

STUDENT RESPONSIBILITIES

Each student at Bellows Free Academy has both privileges and obligations. Each individual has the privilege to attend classes, to take part in activities, to be sociable with his/her fellow students, and along with many other privileges, to be treated and respected as an individual.

At BFA Fairfax, we expect all people to be respectful of others, of property, and of themselves. We believe all members of the school community are responsible to strive to embody the core values of:

- Respect
- Responsibility
- Honesty
- Life-long Learning
- Compassion
- Community

RESPECT THE PERSONAL SPACE OF OTHERS

OBJECTIVE:

All members of the school community will learn in an environment which is free from the threat of danger or injury.

SOME OBSERVABLE CHARACTERISTICS:

- Keep your hands and feet to yourself.
- Walk (no pushing, shoving, or running).
- Keep your “cool” (no fighting).
- Solve problems non-violently.
- Do not throw anything.

RESPECT FOR LEARNING

OBJECTIVE:

All members of the school community will be present, on time, and committed to learning.

SOME OBSERVABLE CHARACTERISTICS:

- Active participation in learning (complete assigned tasks, participate in discussions).
- Acknowledgement of successes and accomplishments.
- Self-directed behaviors (work independently, explore responsibly).
- Supportive, cooperative, and caring environment.
- Challenging and stimulating environment.
- Be present and on time.

RESPECT OTHERS AND SELF IN USING APPROPRIATE LANGUAGE AT ALL TIMES

OBJECTIVE:

All members of the school community will use words and actions that demonstrate respect for others and for themselves.

SOME OBSERVABLE CHARACTERISTICS:

- Use of acceptable language and noise level.
- Being pleasant (eye contact, smile, compliments).
- Sincerity, not sarcasm.
- Appropriate voice tone and body language.
- Sensitivity to how others feel (not making fun of people).

RESPECT THE PROPERTY OF OTHERS

OBJECTIVE:

All members of the school community will respect one another's property.

SOME OBSERVABLE CHARACTERISTICS:

- Keep desks and other facilities clean (no writing on desks, walls, etc.)
- Keep hands on your own belongings only.
- Ask before borrowing someone else's materials and return them promptly.
- Pick up after yourself and others.

HEALTH SERVICES AND PROCEDURES

The school nurse will be available during the school day for treatment of illness or injury. Students must obtain permission in order to report to the nurse from classes during the school day unless an emergency is involved. **No student will be excused from school for illness during the school day without permission from the nurse or Administration.**

COMMUNICABLE DISEASE: In cases of a communicable disease which shall include impetigo, ringworm, chicken pox, conjunctivitis (pink eye), streptococcal infections, hepatitis, etc., the nurse shall have the right to exclude any child from school. This child shall remain at home until a doctor or the school nurse gives permission for the student to return to school.

MEDICATIONS: All prescription medications will be administered by the nurse only with the direct order of a physician, signed physician standing orders or collaborative practice protocols. Non-prescription medication utilization is within the scope of nursing practice and may be given without a physician's order.

INJURIES: If a student is injured and we are unable to reach the parents or guardians, the school nurse shall exercise judgment regarding what procedure should be followed with the Principal's approval, provided he/she is in the building at the time.

ILLNESS: When all efforts to reach the parents, guardian or designated baby sitter fails, the sick child shall remain in the nurse's office under supervision until time for dismissal.

Fire and "CLEAR THE HALLS" Drills

BFA conducts Fire and "Clear the Halls" drills periodically through the school year. Clear the Hall drills help students and staff secure their classrooms in the event of an intruder or other unsafe situation within the school building. Teachers share expectations with students for each space in the school where students are allowed.

DISCIPLINE POLICY

Management of student behavior is a teaching opportunity. Discipline should be used and regarded as a positive means to modify a student's behavior and teach responsibility. It is a learning process rather than a system of retribution. Behavior Management procedures shall focus on prevention and intervention and in no way demeans or degrades students. Behavior management procedures will provide students with incidental learning about self-worth, handling responsibility, solving problems, resolving conflicts, developing appropriate self-control, and being able to affect the consequences of behavior.

Consequences for inappropriate behavior need to be natural and logical whenever possible and designed to teach the individual student appropriate behavior. Consequences are not punitive and are always aimed at maintaining the student's dignity. The teaching and modeling of respectful, responsible behavior, social skills and character is the job of all district employees.

All students will be given their due process rights in the case of disciplinary action. Any parental request to reconsider disciplinary action will be brought to the attention of the administrative team at the building level, before school begins the following school day. The final decision about this action will be made immediately following the parent meeting.

Disciplinary Action Procedures:

The constitutional rights of the individual provide for due process of law. (Statutory Authority: 16 VSA 1162)

Procedure: When a student is subject to disciplinary action, the school district shall afford the student due process procedures as follows:

In the cases of short-term suspension from school, which is generally regarded as 10 days or less, the student and his or her parent/guardian shall be given an opportunity for an informal hearing before an appropriately designated school official. Except for cases set forth in the last paragraph of (4311.3), the hearing must proceed the suspension and the district shall provide:

- Notice of charges;
- Explanation of evidence against the student;
- Opportunity for the student to tell his/her side of the story;
- Decision in writing to the parent or guardian

In cases of long term suspension which is generally more than 10 days unless a school district establishes a shorter period, the student and his or her parent/guardian shall be given an opportunity for a formal hearing before the school board and the district shall provide written notice of the following:

- Nature of the charges against the student;
- Date, time and place of the hearing;
- Right to legal representation;
- Possible penalties involved;
- Opportunity to present evidence;
- Opportunity to cross-examine witnesses;
- Decision in writing to parent/guardian

When a student because of his or her conduct or condition is an immediate threat to himself or herself, others, property or the educational environment, the school district may take whatever action is appropriate under the circumstances including, but, not limited to immediate suspension pending a hearing as soon as possible thereafter.

Legal References:

Statutory/Regulatory Authority: 16 VSA Chapters 101 and 23, PL 101-476. Individual with Disabilities Education Act (IDEA), PL 93-112, 504 of the Rehabilitation Act of 1973, PL 89-313 and PL 94-482, all as amended from time to time.
Vermont State Board of Education
Rule 4300 Disciplinary Action (4310,4311.1 through 4311.3)

School Wide Rules for Students, Staff, Parents, and Community Members

- Respect Yourself
- Respect Others
- Respect Property
- Take Responsibility For Attendance, Work Completion and Cooperation In All Learning Environments.

Rules for School Environments

- | | |
|-------------------|------------------|
| ▪ Bus | ▪ School Grounds |
| ▪ Cafeteria | ▪ Planning Room |
| ▪ Hallway\Lobbies | ▪ Recess |
| ▪ Assemblies | ▪ Classroom |

Bus Rules:

- Listen and obey the driver's instructions the first time they are given.
- Remain quietly seated at all times.
- Keep all body parts and objects inside the bus.
- Do not eat, drink or chew gum on the bus.
- Respect other students' riding space and privileges-no profanity.

Cafeteria Rules:

- Wait your turn.
- Clean up area before dismissal.
- No throwing food.
- Stay in cafeteria/lunch area until dismissal
- Remove hats.

Hallways/Lobbies Rules:

- Use appropriate language and contact.
- Use trash receptacles.
- Walk in halls.
- Be considerate of other people.

Auditorium Rules:

- Food and drink not allowed.
- Feet must be kept off the seats.
- Remove hats.
- Remain quiet and seated during the presentation.

Playground Rules:

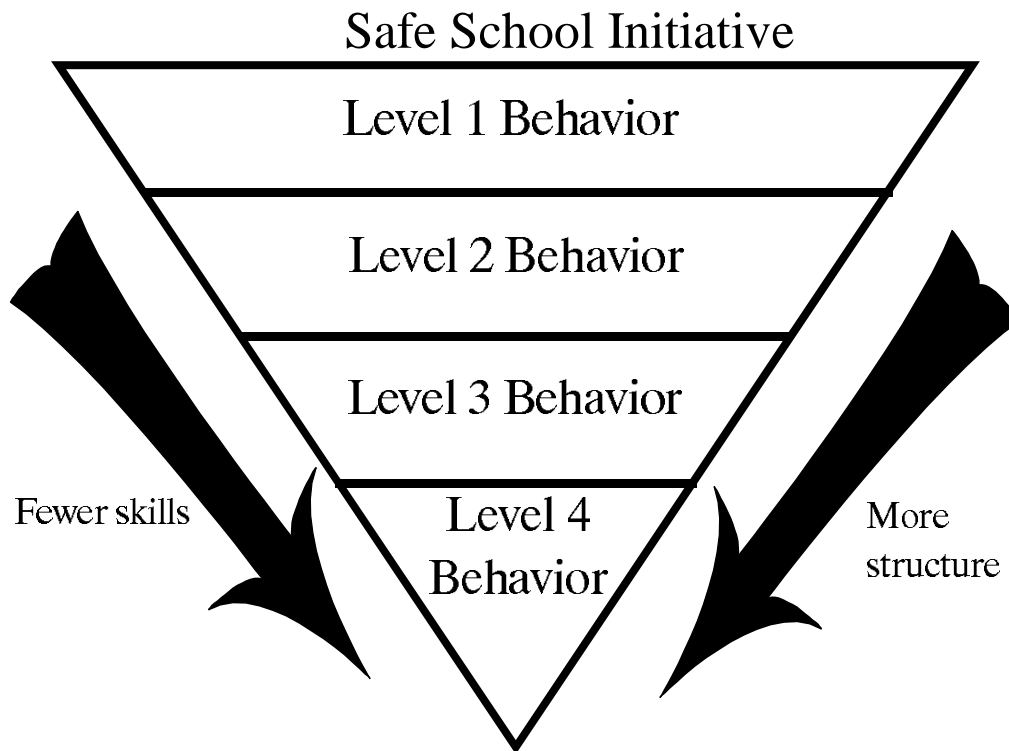
- Use playground equipment appropriately.
- Respect others' space and keep hands and feet to self.
- Dress according to the weather.
- No throwing snowballs.
- Use trash receptacles.

School Grounds:

- Use appropriate language.
- Respect others' space and keep hands and feet to self.
- Use trash receptacles.
- Be courteous to others.
- Be respectful of all school property.
- Leave school grounds immediately after school or activities are finished.

Planning Room Rules:

- Follow school wide expectations: Respectful/cooperative behavior is the goal.
- Students are responsible for addressing the behavior that resulted in their visit to the Planning Room.
- Process behavior with staff person and write a plan.



**LEVEL ONE:
IN -CLASS INTERVENTION**

- Identify and describe the undesirable behavior.
- In class time-out.
- Oral Script: What are you doing? What are you supposed to be doing? What did you choose to do? Is this the right choice to make? How can I help you be successful? How is your behavior affecting others?
- Oral Plan with student commitment.

**LEVEL TWO
STUDENT SUPPORT CENTER**

- Level One interventions used.
- Behavior continues to disrupt learning environment.
- Refer to Planning Room.
- Process behavior with staff person.
- Student creates Success Plan.
- Parent contact.
- Teacher/Student conference.
- Re-entry into educational environment.

LEVEL THREE STUDENT SUPPORT CENTER

- Student fails to follow through on previous behavior plans, continues to disrupt others' learning, and/or endangers other students, staff, or property.
- Short-term alternative classroom for students who are having difficulty managing their behaviors in a classroom setting.
- Student creates a behavior plan, completes academic work, and focuses on skills for managing behavior.
- Parent contact.
- Teacher/Student/Administrator conference.
- Re-entry into educational environment.

LEVEL FOUR SAFETY CONCERNS IN/OUT OF SCHOOL SUSPENSION

PHYSICAL AGGRESSION- any action which intimidates, provokes or inflicts harm, which is unwanted and judged by an adult to be unsafe to one or more of the students involved, including throwing an object at someone.

POSSESSION OR CONSUMPTION OF DRUGS OR ALCOHOL- as defined by the drug and alcohol policy and in accordance with State and Federal law.

POSSESSION OF WEAPONS- as defined by the weapons policy and in accordance with State and Federal law. This includes all knives.

FALSE ALARMS-

- Calling in threats.
- Malicious intent to set off an alarm.
- Unscheduled building evacuations.

VERBAL AGGRESSION-

- Continual Harassment-as defined by the Harassment policy and in accordance with State and Federal Law.
- Threats.

ADMINISTRATIVE ACTION

- Student meets with an administrator or Student Support Center personnel.
- Parent contact.
- Due process meeting.
- Out of School Suspension.
- Re-entry meeting with Parent/Guardian, Student, and Staff.
- Re-entry into educational environment.

Out of School Suspension and/or In-School Suspension:

First Offense	1 Day
Second Offense	3 Days
Third Offense	5 Days
Fourth Offense	10 Days, pending school board expulsion hearing.

All out of school disciplinary hearings are subject to administrative discretion based on individual circumstances.

All students will be required to participate in a re-entry meeting with a parent/guardian and an administrator. In addition students are expected to complete all academic work assigned during their suspension.

Any parental request to reconsider disciplinary action will be brought to the attention of the Administrative Team at the building level before school begins the following school day.

STUDENT EXPECTATIONS

1. Students are expected to conduct themselves properly at all times in the halls and restrooms. Running, noisiness, fighting, or any other form of disorderliness is considered inexcusable conduct.
2. It is the responsibility of each student to faithfully record homework assignments, which in turn should be completed to the best of his/her ability and passed in on time.
3. Students leaving the school building during the regular school hours without authorization from an administrator or written permission from a parent or guardian will be considered a violation of our school's discipline policy.
4. No one is allowed to smoke in the building or on school grounds.
5. Pupils at school before or after hours:
 - Teachers do not make a practice of allowing students to enter the building before the designated time for each building. Exceptions will be handled on an individual basis.
 - No student is to be in the building before or after school unless he/she is under the direct supervision of a teacher.
 - Teachers who will be detaining students more than ten (10) minutes beyond the dismissal time will contact the parent or have the student call home. Teachers do not detain students during the lunch period.
 - Students are not allowed to reenter the building after dismissal. After dismissal, students are to leave the school grounds and go directly home.
 - It is the responsibility of the classroom teacher to see that each student in his/her class leaves the building after dismissal.
6. All students will sign out when leaving the classroom. This permission is to be granted by the teacher only when necessary and is not to be used as an excuse to roam the halls. Teachers will screen carefully ALL requests by students to leave the room.
7. Students are expected to operate bicycles/skateboards/scooters with all normal safety rules.
 - All bicycles will be parked in the rack provided.
 - Riding bicycles on school grounds outside of parking lots is not permitted.
 - All state and town rules of the road must be observed.
 - Students must respect the property rights of others (stay off lawns).
 - Only ONE on a bicycle.
 - Students/parents accept full responsibility for bicycles at school.
8. Students should come to school dressed in such a way as to not interfere with the learning environment. Clothing of any nature that advertises drugs, tobacco or alcohol, and contains sexually explicit references or use profanity is not allowed. Visible undergarments or any clothing that would make someone else uncomfortable is not allowed. Shirt/tops should cover the torso, (shoulders,chest,stomach,hips). All students will be required to wear shirts/shoes throughout the school day, including physical education classes. Clothing with

ripped or suggestive openings as well as inappropriate lengths of shorts, skirts, or dresses is not allowed.

9. Cell phones/electronic communication devices- **the use of electronic communication devices during school hours is prohibited. This included all phones, IPODs, MP3 players, Blackberries, video games, etc. (see pg. 20)**
10. The use of profanity or obscene gestures is prohibited.
11. Students shall not write on walls, desks, textbooks or lockers.
12. Holding hands or hugging is an acceptable form of affection at BFA. Other forms of overt affection are not acceptable (kissing, etc.) and any students violating this rule will be subject to disciplinary action.
13. Students may be allowed to chew gum in the halls or classes provided:
The specific teacher concerned does not object.
Gum wrappers and gum are deposited in the proper receptacle.
It does not interfere with the educational climate of the class.

Students in grades 9-12 should not be in the grade K-8 area without specific permission by a faculty member or the administration.

BUS CONDUCT PROCEDURES

1. A school bus is school property and under the same rules and regulations that apply in the building or on school grounds. A student is considered to be “in school” at the time she/he boards the bus in the morning until she/he disembarks at the end of the school day. All student expectations will remain the same.
2. To maintain a safe, reliable transportation system with an acceptable environment on buses, pupils/riders are expected to:
 - a. Follow the bus driver’s instructions and bus rules.
 - b. Remain quietly seated at all times. Keep your possessions inside your bag at all times.
 - c. Respect the property of other pupils and the school.
 - d. Respect other students’ riding space and riding privileges. The following are prohibited on the school bus: eating, drinking, chewing gum, using/possessing alcohol and/or tobacco products, using profane language, throwing objects on or out of the bus, fighting, etc.
3. Parents must share the responsibility for the conduct of their children on buses. The district will notify them of incidents involving their children and seek their support.
4. Improper behavior will be reported by the driver to the Student Support Center staff through the three-copy student conduct report.

5. In situations where students do not exhibit the expected behavior, the procedures will be as follows:
 - a. First referral by the driver to the Student Support Center staff will result in:
 - A meeting with the pupil
 - Notification to the parent
 - Completion of a Success Plan
 - b. Second referral by the driver to the Student Support Center staff will result in:
 - A notification to the parent
 - A meeting with pupil and parent if appropriate
 - Suspension of his/her riding privileges for 1 to 5 days
 - c. Third referral by the driver to the Student Support Center staff will result in:
 - Notification to the parent
 - A meeting with pupil and parent if appropriate
 - Suspension of his/her riding privileges of 5 to 10 days
 - d. Fourth referral by the driver to the Student Support Center staff will result in:
 - Notification to the parent
 - Hearing before the School Board may be requested by the administration to determine termination of bus transportation privileges for the rest of the school year
6. Administrators reserve the discretion to address serious violations of transportation guidelines in a more appropriate manner than the above procedures.
7. Parents/pupils are responsible for providing transportation to and from school during the days of suspension.
8. The school bus will not transport any pupils with animals, firearms, explosives or any other equipment of a dangerous nature. Exceptions to this must be cleared with the Principal.
9. No student shall tamper with the controls, occupy the driver's seat or operate the school bus.
10. Students are expected to board their bus promptly after dismissal.
11. Students are expected to be outside and prepared to board the bus when it arrives.
12. Permission to ride a different bus or to get off at any stop other than the student's house requires a permission note from the parent/guardian or the office
13. Student passengers will be allowed to listen to personal listening devices such as CD players on the school bus. The Fairfax Town School District is not responsible for items that are damaged or stolen.

COMMUNICATION/ENTERTAINMENT DEVICES

Cell phones, MP3 players, hand held electronic games or any communication devices are **prohibited** at BFA Fairfax during **normal school hours** unless required through written medical instruction.

EARLY MORNING DROP OFF

Students are strongly encouraged to take the bus to school. On those rare occasions when they may need to be brought early, there are supervised areas for them beginning at 7:30 A.M. Elementary students should be dropped at the main entrance to the elementary wing. Middle school students should be dropped at the Community Library entrance and at 7:30 A.M. can enter the multi-purpose room. They must stay in that area until 8:15 A.M. when they will be dismissed to their classrooms. Students are not allowed in any other part of the building, nor are they allowed to be outside of the building if they are dropped off prior to 8:15 A.M. All students should enter using the library, main lobby or elementary lobby doors only.

Parents bringing students to school are reminded that passing a school bus in the parking lot with its red lights flashing is illegal. You could be fined and receive 6 points on your license. Thank you for your support and the safety of our students.

FOOD ALLERGIES

An increasing number of students and adults in school have life- threatening, severe allergies to certain food products including nuts, tree nuts, berries and other foods. Our goal is to make our school as allergen safe as possible while at the same time not depriving any of our students from participation in school events.

FOOD SERVICE PLAN

Student/Adult Account Policy

Philosophy: The goal of The Abbey Food Service Team is to provide good, healthy, nutritious meals to all students and staff of every school we represent. The meals are provided at very reasonable prices for those who pay the full price and are subsidized by the USDA for families qualifying for assistance. We provide programs with many choices and variety but also run them on extremely small margins. Therefore, to maintain control over student and adult account balances, we enforce the following guidelines to ensure a fiscal and sound program:

- 1. We notify each student when they have less than one meal left on their lunch account. This way, they will know to bring a check in the next day. We do not allow any charging that would put an account in a negative balance.**
- 2. Please make check payable to the school lunch Program. Please include your child's name and account ID number on the check memo.**
- 3. If you would like to allow your child to purchase a la carte items on their account, please send a note in giving your child permission to purchase a la carte items on their account. These items include but are not limited to: French fries, chips, cookies, ice cream, snacks, juice, milk, extra meals, and any items not purchased as a meal. We encourage all children to purchase a healthy, nutritious lunch prior to purchasing a la carte items.**

Student Accounts

The Food Service program uses a computer point of sale system to track purchases. All accounts must maintain a positive cash balance. **Payments are expected on the first day of the week.** Checks should be made payable to the lunch program. You may also use our online feature www.abbeygroup.net/lunchprepay to deposit funds. Debit cards with the student's school service tracking number will be issued the first week of school. This number will be used to track the student's breakfast and lunch history throughout the year. A detailed report may be requested at any time. The student will use this number for breakfast and lunch transactions regardless of the student's status as free, reduced, or full pay. Students simply punch in their number on a numerical keypad located at the cash register. All breakfast and lunch transactions are handled in an identical manner. **Snack beverages, additional entrees or other a la carte purchases must be paid in cash unless we have permission from the parent and the account is in good standing with a positive balance.** **Cold lunch milk may be charged on accounts with a positive account balance.**

Free/Reduced Priced Lunch Policy

Parents should review the income eligibility guidelines for **free and reduced lunch school meals** to see if they qualify. Applications are available in the **School Information Packet** sent home at the beginning of the school year or parents may contact the school office. Applications are also available online at http://education.vermont.gov/new/html/pgm_nutrition.html. **Should your income change during the year;** you may reapply or apply for free and reduced priced school meals. Please request another application form by calling the school office. **Free and reduced price school meals information is strictly confidential.**

Income Eligibility Guidelines

Household Size	Free Lunches			Reduced Lunches		
	Income at or below			Income at or below		
	Yearly \$	Monthly \$	Weekly \$	Yearly \$	Monthly \$	Weekly \$
1	14,079	1,174	271	20,036	1,670	386
2	18,941	1,579	365	26,955	2,247	519
3	23,830	1,984	458	33,874	2,823	652
4	28,665	2,389	552	40,793	3,400	785
5	33,527	2,794	645	47,712	3,976	918
6	38,389	3,200	739	54,631	4,553	1,051
7	43,251	3,605	832	61,550	5,130	1,184
8	48,113	4,010	926	68,469	5,706	1,317
For each Additional Family Member Add:	+4,862	+406	+94	+6,919	+577	+134

Payment Plans and Pricing

Payments should be sent in an envelope clearly marked with the student name(s) and the amount of deposit. We prefer payment **by check**. You may also use our online feature www.abbeygroup.net/lunchprepay to deposit funds. **Please note payment schedule at bottom of page.**

MEAL PRICES

<u>Breakfast</u>		<u>Lunch</u>	
Regular	\$1.00	Elementary	\$ 1.75
Reduced	0.00	Middle/High School	2.00
Adult	1.50	Reduced	0.40
		Adult	3.00

A LA CARTE PRICES Cash Transactions Only (Detailed list posted in cafeteria)

Farm Fresh Milk	\$ 0.50	Assorted Fruit Juices	\$ 0.50-\$0.75	Assorted Yogurt	\$1.50
100% Fruit Bars	0.50	Ice Cream	0.50-\$1.00	Asst. Fresh Fruit	0.50
Granola Bars	0.50	Healthy Snacks	0.50-\$1.00	Baked/Low fat Chips	0.75
Hot/Cold Vegetables	0.75	Homemade Dessert	0.75	Snack Beverage	0.50

PAYMENT PLAN

	WEEKLY	MONTHLY	YEARLY
Lunch, Full Price Elementary	\$ 8.75	\$ 35.00	\$ 306.25
Lunch, Full Price Middle	\$ 10.00	\$40.00	\$350.00
Lunch, Full Price High School	\$ 10.00	\$ 40.00	\$ 350.00
Lunch, Reduced Price	\$ 2.00	\$ 8.00	\$ 70.00
Breakfast, Full Price	\$ 5.00	\$ 20.00	\$ 175.00
Breakfast, Reduced Price	\$ 0.00	\$ 0.00	\$ 00.00
Milk Only	\$ 2.50	\$ 10.00	\$ 87.50

**Payment plan is an estimated cost based on an average number of days.

Emergency Lunch Policy

All students will be allowed one meal on an emergency basis (lost or forgotten money). But all accounts are subject to the Student/Adult Account Policy. Also, any student may receive a sandwich and milk if an account remains in a negative balance. A maximum \$0.75 charge will be applied for this emergency lunch. We send home low cash notices weekly and payment should be made promptly to avoid an embarrassing situation. Please call the school food service to find out your child's account balance.

Snack Drink Policy

All students participating in school-offered snack programs **must** pay for any milk or juice received from the food service at time of service, regardless of income eligibility. **No charging of snack drinks will be allowed.** All meals come with a beverage that is included in the price.

Choice & Variety

The Food Service program offers **these daily lunch entrée choices:**

Elementary:

1. The Abbey Group's Main Menu Entrée
2. Fresh Grinder choices daily with lettuce, tomato, onion, pickles, and cheese available.
3. Yogurt and String cheese (substitute your main entrée)
4. Self-Serve Garden Fresh Salad Bar with many fruits, vegetables, and homemade salad offerings

All options are offered daily with a choice of assorted fresh fruits or 100% juice, and a choice of assorted milk (skim, 2% or low fat chocolate). To support a healthy school nutrition environment, homemade healthy desserts are offered occasionally during the week.

Middle/High School

1. The Abbey Group's Main Menu Entrée
2. Yogurt and String Cheese (substitute your main entrée)
3. Little Italy Pizzeria & Hoagieville Made to Order Subs
4. Homemade Soup and Deli Choice Combination
5. Self Serve Garden Fresh Salad Bar with many Fruits, Vegetables and Homemade Salad Offerings
6. Abbey Express Daily Special Entrée

All options are offered daily with a choice of assorted fresh fruits or 100% juice, and a choice of assorted milk (skim, 2%, or low-fat chocolate). To support a healthy school nutrition environment, homemade healthy desserts are offered occasionally during the week.

Breakfast Program

Breakfast is one of the most important meals of the day. Some children are not hungry when they wake up, and, the school breakfast program is a very cost effective and time saving way to feed your child. Studies have proven that eating breakfast at school increases awareness, generate better grades, and helps students to be less fidgety, have fewer stomachaches, and be an overall better learner. We also offer a **great breakfast** with many daily choices such as, sausage on an English muffin, ham and cheese bagels, egg and cheese sandwiches, fresh bagels, fruit-filled muffins, hot or cold cereal, cinnamon buns, other breakfast entrees available on a rotating basis. **The Breakfast Program is open to everyone!**

Field Trips

The Food Service loves to make bag lunches for any occasion. Please place your order through the classroom teacher 3 days prior to the trip. The price is the same price as for lunch. The bag lunch contains a healthy sandwich, fresh fruit, granola bar, baked chips, milk or juice. There are classroom incentives available for large orders. Free or reduced lunch prices apply to bag lunches for those who qualify.

Promotions

The Food Service provides promotional and entertaining events throughout the year such as holiday meals, barbecues, and more. We encourage parents and other family members to join their children and The Abbey Group for these fun-filled occasions. All promotions are to encourage healthy eating. The promotions are advertised on the menu with the details posted in the cafeteria.

Nutrition

The Food Service is actively involved in training with the State of Vermont Child Nutrition Department, the American Heart Association, USDA Team Nutrition, Dairy Council, and many other organizations to bring healthy, attractive, nutritious, and low-fat meals to your school. We incorporate low-fat cooking techniques and use many low to no fat ingredients. All bread products are supplemented with whole-wheat flour to add fiber to our meals. We also encourage healthy eating habits by offering a "You Are What You Eat" nutrition class to students. We teach students about the food pyramid, ingredient labels, proper portion sizes and we taste food in a fun filled interactive presentation.

Local Purchasing Efforts

In support of the Vermont agriculture community, The Abbey Group proudly directs its purchasing efforts to include locally grown produce and locally made products in our meal production. We proudly affiliate our local food efforts with The Vermont FEED and NOFA organizations. Please contact us if you would like to participate in our local food initiative.

Closing Statement

Please look for our monthly menus published in your local paper, school website, or www.abbeygroup.net/schoolmenus. You may obtain a copy of the menu through the school (monthly). If at any time, you have questions or concerns, please contact the school and ask for the Food Service Supervisor, or contact Scott Choiniere, V.P. of Operations at 802-933-4205 ext.14. We value our customers and appreciate your comments.

GUIDANCE SERVICES

Guidance Services at Bellows Free Academy are available to the entire school community. The primary goal is to promote and enhance student learning through three broad areas of student development: academic development, career development and personal/social development. This goal is achieved through counseling (both individual and small group), consultation (with parents, staff, and administrators), coordination (counselors serve as a liaison between parents, school staff, support personnel, and community resources to facilitate successful student development), case management, classroom guidance and ongoing program evaluation and development.

The Guidance Office is also responsible for managing student records, student registrations and transfers, and student scheduling (Grades 7-12). Resources are available in the Guidance Office including information on parenting, post-secondary education, and career information.

Please feel free to stop in or call the Guidance Office (849-6711 ext. 2050)

PLACEMENT PROCESS

The School Board, Administration, Faculty, and Staff of Bellows Free Academy, Fairfax believes the achievement of educational standards at each grade level shall be the major consideration for placement.

We believe that every student has the ability to learn and that it is the responsibility of the school community to ensure that all students have the opportunity to flourish in an atmosphere conducive to learning.

We believe that the goal of education is to broaden and deepen knowledge in all its variety and that learning enhances life culturally, economically, and socially.

STUDENT PLACEMENT

One of the most important and challenging tasks in our school is appropriate student placement. Our goal is to place students in well-balanced classrooms to ensure that every child has the opportunity to be successful.

An important factor in this process is parent feedback. Parents are asked to provide objective information about their child(ren) to assist our staff in the placement process. Requests for specific teachers will not be accepted. Parents may address their concerns to the Administration before July 1 if they are dissatisfied with their child's placement for the following year.

Home School Compact

We believe that by working together, we can guarantee success for all of our students. Good communication between home and school is a key to making the year positive and valuable. By working together, everyone can contribute to the educational process that ensures success for all students.

THE SCHOOL'S RESPONSIBILITY: The School and Teachers will ...

- Commit to communicate with each student's home with written report cards, progress reports, parent conferences, email and telephone contact as needed, meetings for activities and information, newsletters, and individual meetings as needed.
- Communicate with students and parents/guardians regarding successes and problems.
- Be consistent in expectations.
- Give students feedback to allow them to improve within a reasonable period of time.
- Provide students with developmentally appropriate instruction and homework.
- Establish a climate conducive to learning.
- Be prompt and vigilant in the supervision of students.
- Maintain good discipline by trying to solve problems and by accepting responsibility.

THE PARENT'S OR GUARDIAN'S RESPONSIBILITY: The Parents or Guardians will ...

- Encourage a positive attitude and a desire to learn.
- Ensure regular and punctual attendance.
- Support the student's efforts to complete school work on time and to the best of his or her ability.
- Maintain communication with school.
- Know, understand, and support the rules your child is expected to follow.
- Maintain good discipline by attempting to solve problems and by accepting responsibility.

THE STUDENT'S RESPONSIBILITY: The Student will ...

- Attend school regularly and punctually.
- Respect self and other students and adults.
- Make his or her best effort to learn and grow.
- Complete school work on time and to the best of his or her ability.
- Follow the school rules.
- Contribute to maintaining a safe environment.
- Maintain good discipline by attempting to solve problems and by accepting responsibility.

RETENTION (Pre K-8)

In the overall interest of the individual student, retention may become a necessary option. The following factors will be considered in the retention decision making process:

1. Student's attendance
2. Student's academic abilities
3. Student's academic achievement
4. Student's age and physical size
5. Family input
6. Student's history, previous retention
7. Family's transitions
8. Social/emotional development
9. Exceptional needs of the student
10. Programmatic changes needed to ensure student success

The following process and timeline will be followed whenever a student is being considered for retention:

- A. Before February 1, each classroom teacher will submit a list of students being considered for retention to the administration. In addition, a referral will be made to the Educational Support System. The Guidance office or Administration will notify the parents/guardians in writing regarding these concerns.
- B. If a student is at risk in his/her current placement or at risk in one or more subject areas, a meeting will be held by the student's teachers, the guidance counselor, and an administrator to determine if the student will attend a summer program, repeat the course, or be retained. (Students in Grades 6-8 must have passing grades in 3 out of 4 core subject areas in order to avoid retention)
- C. An administrator will make the final decision on a student's placement. Recommendations from the student's teachers and parents/guardians will be considered. Parents/guardians will be notified in writing of the decision prior to the close of school.
- D. Parent/guardians have the right to appeal any and all decisions made under this policy to the Superintendent of Schools and, subsequently, to the Board of School Directors. An appeal of this nature must take place before July 1.

ACCELERATION (Pre-K-8)

In the overall interest of the individual student, acceleration may become a necessary option. The following factors will be considered in the acceleration decision making process:

Teacher/parent recommendations

1. Student input
2. Observations by others
3. Available test data
4. Classroom performance/student work samples
5. School record review
6. Student's level of participation in enrichment activities
7. Review of student's social and emotional needs
8. Parent input

The following process and timeline will be followed whenever a student is being considered for acceleration:

A. Timeline

Before February 1, each classroom teacher will submit to the administration a list of students being considered for acceleration. In addition, a referral will be made to the Educational Support System. The Guidance office or Administration will notify the parents/guardians in writing regarding these concerns.

B. Process

1. The Educational Support Team will make a determination regarding the appropriateness of acceleration.
2. When appropriate, an Accelerated Placement Team will be established by the ESS.
3. The Acceleration Placement Team shall consist of the principal, school counselor, enrichment coordinator, and classroom teachers (past, present, and future, parent/guardian and any other individuals whose participation would be important.)
4. The team will render a placement decision within 60 days from the date of the ESS determination to accelerate said student.

C. Appeal

Parent/guardians have the right to appeal any and all decisions made under this policy to the Superintendent of Schools and, subsequently, to the Board of School Directors. An appeal of this nature must take place before July 1.

CO-CURRICULAR PROGRAM

Student Activity Advisors

National Honor Society.....Sara Villeneuve	Instrumental Music.....Bruce McRae
VTLSP.....Beth Cole	Student Council H.S.....Katie Mack
JHP.....Dave Buckingham/Lisa Griswold	Student Council M.S....M. Messier/A.Daniels
French Club.....Karine Poulin	Choral Music.....Melissa Towle
TASC.....John Tague	H.S. Drama.....TBA
School Paper.....Kevin Hebert	M.S.Drama.....Jerry Bailey
Yearbook.....Kevin Hebert	Helping Hands.....Beth Cole
Ski and Board Club.....Justin Brown	High School Friends.....Geri Witalec
Geo Bee (6-8).....Daniels/J.Skerrett/M. Fitzgerald	Fitness Club.....Fred Griffin
Scholars Bowl.....John Tague	Spanish Club.....Joe Vecchio
Tongues Untied.....Dave Buckingham	Upward Bound.....John Tague

CO-Curricular Positions

Athletic Director.....Mike Brown

V (G)Soccer.....Geri Witalec	Varsity(B) Basketball.....Glen Button
JV (G)Soccer.....Chris Chouiniere	JV (B) Basketball.....Seth McQuade
Varsity(B)Soccer.....Katie Mack	Varsity (G) Basketball.....Jim Driscoll
JV(B)Soccer.....Kevin Gross	JV (G) Basketball.....Dan Banach
Middle School Soccer (B).....Doug Young	Frosh Basketball(B).....Mark Irish
Middle School Soccer (G).....Cindy Hoffman	Frosh Basketball (G)TBA
Varsity Football.....Mike Williams	7 th Girls Basketball.....TBA
Asst. Football.....Vince Redding	7 th Boys Basketball.....TBA
JV Football.....Dick Hebert	8 th Boys Basketball.....Pat Keogh
Varsity X-country/Nordic skiing.....Fred Griffin	8 th Girls Basketball.....TBA
Asst. X-Country.....Tom Pfeiffer	Varsity Cheerleading.....Jen Cary
Middle School X-Country.....Cheri Audet	JV Cheerleading.....Courtney Mills
M. School Cheerleading.....Michelle Brown	Varsity Baseball.....Mike Brown
Asst. Nordic.....Cheri Audet	JV Baseball.....Mark Irish
Track and Field.....Maria Short	Middle School Baseball.....TBA
	Varsity Softball.....Seth McQuade
	JV Softball.....Marlene Karr
	Middle School Softball.....Barry Peterson

CO-CURRICULAR TRAVEL REGULATIONS

Student-athletes are required to ride the bus to and from BFA-Fairfax sponsored sporting events or activities. Requests for an exception must be in writing by a parent/guardian and first approved by the coach or athletic director. When an exception is made, only parents or other responsible adults may provide transportation. ***Under no circumstance are student-athletes permitted to ride with another student or drive themselves to an athletic event for which they are scheduled to compete.***

Upon the return trip, students may be dropped off in close proximity to their home. While on the bus, students are expected to adhere to the rules of the driver. The bus is to be left in the same condition as it was found.

ELIGIBILITY RULES FOR CO-CURRICULAR ACTIVITIES

BFA-Fairfax recognizes and promotes the priority of academics within the lives of our student-athletes. A coach or advisor will accommodate the needs of our student-athlete working to balance academics with co-curricular participation. Make yourself aware of the following eligibility requirements:

1. All rules and regulations as mandated by the Vermont Principal's Association (copies are available in the office and posted on the student bulletin board), as well as rules established in the Athletic Guide (each student will be provided a copy before participating in a sport).
2. Student-athletes must be full time students enrolled in a minimum of 6 credits for the year. Seniors must be enrolled in 6 credits for the year or a minimum of 3 credits per semester while in season.
3. Academically, he/she may have no more than one failing grade from the preceding marking period. A failing grade includes withdrawal from a class due to poor academic performance. Eligibility requirements go into effect the date that report cards are issued. Marking periods are defined as follows:
 - a. Fall Season Eligibility
 - Spring semester final grades from the previous school year.
 - Fourth quarter final grades for a nine-week class from the previous year.
 - b. Winter Season Eligibility(Fall Semester)
 - First quarter grades
 - This includes semester-long classes and nine-week classes
 - c. Winter Season Eligibility (Spring Semester)
 - Fall semester final grades
 - Second quarter final grades for a nine-week class
 - d. Spring Pre-Season Eligibility
 - Fall semester final grades
 - Second quarter final grades for a nine-week class
 - e. Spring Regular/Post-Season Eligibility
 - Third quarter grades
 - This includes semester-long classes and nine-week classes
4. An INCOMPLETE is considered failing. Student-athletes may practice but may not dress in uniform, travel with the team or participate in any competitions until the incomplete is replaced with a passing grade.
5. The student-athlete has up to one week from the issuance of report cards to complete the class.
6. A failing grade shall include withdrawal form a class due to poor academic performance.
7. Student-athletes enrolled in technical school programs of study that do not follow the block scheduling format of BFA-Fairfax will have their athletic eligibility assessed as follows:
 - a one-half day technical study class equals two blocks at BFA-Fairfax
 - a full day technical study class equals four blocks at BFA-Fairfax
8. A student-athlete may attend summer school in order to improve his or her athletic eligibility status. The student-athlete must attend an accredited summer school

program that is equivalent in credit hours to the failed class. The student-athlete may practice but is not eligible for competition until the BFA-Fairfax guidance department receives the final grade.

9. Extenuating circumstances, pertaining to self and/or family that are beyond the control of the student-athlete may be reviewed on a case-by-case basis.
10. **Prior to the first formal practice of any chosen athletic activity each participant MUST:**
 - a. Have had a **physical examination** by a qualified physician or by a person so approved by the school within 2 years and every 2 years thereafter. A record of such physicals shall be maintained by the school nurse.
 - b. Participants must be covered by **medical/hospitalization insurance**. The school accepts no liability for student injuries resulting from participating in extra curricular activities.
 - c. Submit a **signed parental permission form and medical authorization card**.
11. Students must be in school all day to be eligible to practice, compete, or perform, unless the absence is a school-sponsored event or a *pre-approved* excused absence. Doctor appointments, for example, are excused. Please give at least one day prior notice whenever possible. The athletic director will review instances of partial attendance or absence due to special circumstances. Parental permission to miss any part of the school day for “sleeping in” and the like is unacceptable and will not be excused.
12. All rules and regulations as mandated by the Vermont Principal’s Association (www.vpaonline.org) will apply.

Seasonal schedules will be available in the main office.

FEDERAL, STATE AND LOCAL POLICIES

NON-DISCRIMINATION POLICY

The Fairfax School District is committed to providing all students and staff with a supportive school environment. Members of the school community are expected to treat each other with mutual respect. Unlawful discrimination will not be tolerated within the District. The Fairfax School District is opposed to and prohibits without qualification, unlawful discrimination. It is further the intent of the Fairfax School District to fully comply with the requirements of the following Federal Laws: Title IX, Title VI and Section 504. The Fairfax School District shall act to investigate all complaints of discrimination in a timely manner. A non-discrimination policy that includes a grievance procedure has been adopted by the Fairfax Board of School Directors. Any member of the school community who is dissatisfied with the action of the School District may file a written complaint with one of the following:

Equal Employment Opportunities Commission
1 Congress Street
Boston, Mass. 02114

Vermont Human Rights Commission
Montpelier, Vermont 05602

SPECIAL ED NON-DISCRIMINATION

The following Federal and State Laws: 16 VSA Chapters 101 and 23, PL 101-476 Individual with Disabilities Education Act (IDEA), PL 93-112, Section 504 of the Rehabilitation Act of 1973, PL 89-313 and PL 94-482 (as well as amendments) ensure that all handicapped students have available to them a free, appropriate education (FAPE), and related services to meet their unique needs. The rights of handicapped students and their procedural safeguards are protected under these Acts.

The services available to students requiring help beyond the classroom include Special Education, Speech and Language, Chapter One Reading and Mathematics and regional Essential Early Education programs for children from birth to five years of age.

Referrals are made by the classroom teacher, guidance counselors, administrators, other professionals and parents either initially through the Educational Support team (pre-referral) or directly to Special Education (direct referral).

If you, as parents, have concerns that your child may be having learning problems, bring these concerns to the classroom teacher who will make a referral. For more information contact the Coordinator of Special Education at 849-2283.

NOTIFICATION OF RIGHTS UNDER PPRA

The Protection of Pupil Rights Amendment (PPRA) gives parents and students who are 18 or older or emancipated minors (* "eligible students") certain rights regarding the school district's conduct of surveys, collection and use of information for marketing purposes, and conduct of certain physical exams. These include the right to:

- 1. Consent to federally funded surveys concerning "protected information."** If the U.S. Department of Education funds a survey in whole or in part, a student's parents or an eligible student must consent in writing before the student may provide information relating to the following categories:
 - Political affiliations;
 - Mental or psychological problems of the student or student's family;
 - Sexual behavior or attitudes;
 - Illegal, anti-social, self incriminating, or demeaning behavior;
 - Critical appraisals of student's family members;
 - Privileged or similar relationships recognized by law, such as with attorneys, doctors, and ministers;
 - Religious practices, affiliations, or beliefs of the student or student's parents; or
 - Income other than that required by law to determine program eligibility.

A survey that concerns any of these points is called a "protected information survey"

- 2. Opt out of certain surveys and exams.** Parents and eligible students will receive notice of any of the following activities and will have the right to opt out of them:
 - Activities involving collection, disclosure, or use of personal information obtained from students for purposes of marketing or selling or otherwise distributing the information to others;
 - Any protected information survey, regardless of funding; and
 - Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent and scheduled by the school, and not necessary to protect the immediate health and safety of a student or of another student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under state law.
- 3. Inspect certain material.** Parents and eligible students have the right to inspect the following, upon request, before the district administers or uses them:
 - Protected information surveys of students (including any instructional materials used in connection with the survey);
 - Documents used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 - Instructional material used as part of the educational curriculum.
- 4. Receive notification of district policy.** The School District has developed a policy, in consultation with parents, regarding these rights, and has made arrangements to protect student privacy in the administration of protected information surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. The School District will directly notify parents and eligible

students, such as through U.S. Mail or e-mail, of this policy at least annually at the start of each school year and after any substantive changes are made.

- 5. Report Violations.** Parents and eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. SW
Washington, DC 20202-4605

EDUCATIONAL SUPPORT SYSTEM

The faculty, staff and administration of BFA believe that the educational problems of students are best solved collectively. An Educational Support System was developed at BFA to include professionals at all levels who work collaboratively to help all students meet the high expectations set by the school. Educational Support Teams at the elementary, middle and high school levels meet regularly to discuss students who may be exhibiting social, emotional, academic or behavioral problems at school. The team discusses any needed supports and accommodations that students may need and a plan is developed to help the individual student be successful. Referrals to the teams are made by teachers, support staff, administrators and parents. If you have a concern about your child's academic progress or any aspect of his/her education, please contact your child's teacher, guidance counselor or principal and discuss a possible referral to this team. The Educational Support System is in compliance with Vermont Regulations under Act 230 and Act 157.

PREGNANT AND PARENTING STUDENT POLICY

The Fairfax School District supports pregnant and parenting students continuing in school to complete their educational program. Pregnant students requesting special educational accommodations will go through the Section 504 process. The continuation of pregnant students will be with the approval of the student's physician. In order to provide an appropriate educational program the School District will provide home tutoring when necessary.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Section 99.7 (a) (1) Each educational agency or institution shall annually notify parents of students currently in attendance, or eligible students (18 years of age or older) currently in attendance, of their rights under the Act and this part.

Parents or eligible students have the right to inspect and review the student's education records, seek amendments of the student's education record and consent to disclosures of personally identifiable information except to the extent that the Act and Sec. 99.31 authorize disclosure without consent.

In addition, the education agency or institution shall comply with a request for access to records within a reasonable period of time, no more than 45 days after the request has been received. It shall also respond to reasonable requests for explanations and interpretations of the records. This request for inspection of or seeking of amendment to the student's education record shall be made through the student's guidance counselor or principal.

HIGH SCHOOL RECRUITER ACCESS No Child Left Behind Act of 2001

A) Policy

1. Access to student recruiting information—**notwithstanding section 444(a)(5)(b) of the General Education Provisions Act and except as provided in paragraph (2), each local educational agency receiving assistance under this Act shall provide, on a request made by military recruiters or an institution of higher education, access to secondary school students names, addresses, and telephone listings.**
2. Consent—**A secondary school student or the parent of the student may request that the student's name, address, and telephone listing described in paragraph (1) not be released without prior written parental consent,** and the local educational agency or private school shall notify parents of the option to make a request and shall comply with any request.
3. Same access to students—Each local educational agency receiving assistance under this Act shall provide military recruiters the same access to secondary school students as is provided generally to post secondary educational institutions or to prospective employers of those students.

B) Notification – The Secretary, in consultation with the Secretary of Defense, shall, not later than 120 days after the date of enactment of the No Child Left Behind Act of 2001, notify principals, school administrators, and other educators about the requirements of this section.

C) Exception – The requirements of this section do not apply to a private secondary school that maintains a religious objection to service in the Armed Forces if the objection is verifiable through the corporate or other organizational documents or materials of that school.

D) Special Rule – A local educational agency prohibited by Connecticut State law (either explicitly by statute or through statutory interpretation by the State Supreme Court or State Attorney General) from providing military recruiters with information or access as required by this section shall have until May 31, 2002, to comply with that requirement.

HARASSMENT of STUDENTS POLICY:

The Fairfax Town School District is committed to providing a safe and supportive school environment in which all students are treated with respect. This policy involves incident(s) and/or conduct that occurs on school property, on a school bus or at a school-sponsored activity, or misconduct not on school property, on a school bus or at a school-sponsored activity where direct harm to the welfare of the school/students can be demonstrated.

Definitions:

A. Harassment

1. "Harassment" means an incident or incidents of verbal, written, visual 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, marital status, sex, sexual orientation, or disability 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.
2. Harassment includes conduct which violates subsection (1) of this definition and constitutes one or more of the following:
 - a. Sexual harassment, which means conduct that includes unwelcome sexual advances, requests for sexual favors and other verbal, written, visual, or physical conduct of a sexual nature when one or both of the following occur:
 - (i) Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education.
 - (ii) Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.
 - b. Racial harassment, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to racial customs.
 - c. Harassment of members of other protected categories, which means member's actual or perceived creed, national origin, marital status, gender identity, sexual orientation, or disability and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

B. **“Complaint”** means an oral or written report by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of harassment.

C. **“Complainant”** means a student who has filed an oral or written complaint to an employee or is the alleged victim in a report made by another alleging conduct and/or incident(s) that may rise or the level of harassment.

D. **“Employee” includes** any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.

E. **“Designated Employee”** means an employee who has been designated by the District to receive complaints of harassment pursuant to 16. V.S.A. 565 (c) (1).

F. **“Principal”** means the building level administrator, or his/her designee, at an independent or public school designated by a school governing board to be a school principal, headmaster, or technical center director.

Reporting of Student Harassing Complaints

A. A student who believes that s/he has been harassed, or who witnesses conduct that s/he believes might constitute harassment, should report the conduct to a designated employee, or any other school employee.

B. When a student reports such a conduct to a school employee, other than a designated employee, that school employee shall refer the report to a designated employee.

C. An employee who witnesses conduct that s/he believes might constitute student harassment under this policy shall take prompt and appropriate action to stop the conduct and immediately report the conduct to a designated employee.

D. Any other person who witnesses conduct that s/he believes might constitute student harassment under this policy should report the conduct to a designated employee.

E. Consistent with this policy and 16 V.S.A 565, the Superintendent or Principal shall develop procedures regarding the reporting of student harassment complaints and the District’s handling of such reports.

F. Annually, the District shall select two or more designated employees to receive complaints and shall publicize their availability.

The enactment of H.113, now Act 91, means that there will be renewed attention to harassment policies and procedures in schools, and school officials will need to implement new procedural requirements for harassment investigations.

The new definition eliminates a circular clause in the former statutory definition of harassment (“harassment means unlawful harassment”); and inserts a more objective

standard to the evaluation of a given action's effect on a student or on the school environment. In order to qualify as harassment under the new definition, conduct must **objectively undermine a student's educational performance** or create an **objectively hostile environment**. In other words, it is not sufficient for one to claim that conduct has had a harassing effect; it must appear to an objective person that the claimed effect has occurred or was intended.

COMMUNICATION POLICY

Acceptable Use Policy

- A. Personal Safety (Students Only)
 - 1. Students will not post personal contact information about themselves or other people. Personal contact information includes age, address, telephone, school address, etc.
 - 2. Students will not agree to meet someone they have met on-line without their parent's approval and participation.
 - 3. Students will promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable.
- B. Illegal Activities
 - 1. Users will not attempt to gain unauthorized access to the Bellows Free Academy network or go beyond their authorized access. This includes attempting to log in through another person's account or accessing another person's files or the system's files. These actions are illegal, even if only for the purposes of "browsing".
 - 2. Users will not make deliberate attempts to disrupt the computer system performance or destroy data by spreading computer viruses or by any other means.
 - 3. Users will not use the Bellows Free Academy network to engage in any illegal act, such as arranging for a drug sale or the purchase of alcohol or tobacco products, or threatening the safety of another person.
- C. System Security
 - 1. Users will not download files to a Bellows Free Academy network or computer hard drive without permission of the supervising adult. Program files will not be downloaded except by permission of the network administrator.
 - 2. Use of peer-to-peer software (Napster, Kazaa, Grokster, eMule, Morpheus, eDonkey, ShareBear, etc.) is not allowed.
- D. Inappropriate Language
 - 1. Restrictions against inappropriate language apply to public messages, private messages, and material posted on web pages.
 - 2. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
 - 3. Users will not post information that, if acted upon, could cause damage or disruption to themselves or others or to the school.
 - 4. Users will not engage in personal attacks, including prejudicial or discriminatory attacks.
 - 5. Users will not harass another person. Harassment is defined as persistently acting in a manner that distresses or annoys another person. If a user is told by a person to stop sending messages, they must stop.
 - 6. Users will not knowingly or recklessly post false or defamatory information about a person or organization.
- E. Respect for Privacy
 - 1. Users will not re-post a message that was sent to them privately without permission of the person who sent them the message.

2. Users will not post private information about another person.
- F. Respecting Resource Limits
1. Users will use the Bellows Free Academy network only for educational and professional or career development activities. This means that web mail, chat, and games are not allowed.
 2. Users will not download files except by permission of a supervising adult. Programs will not be downloaded except by permission of the network administrator. Music will not be downloaded and internet radio will not be allowed.
 3. Users will not print large documents except by permission of a supervising adult.
 4. Users will not print multiple copies of a document. The photocopy machine will be used instead.
 5. Users will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.
 6. Users will not engage in solicitation, purchase, or sale of goods or services for personal reasons using the BFA telecommunications network.
- G. Plagiarism and Copyright Infringement
1. Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the original work of the user.
 2. Users will respect the rights of copyright owners. Copyright infringement occurs when an individual inappropriately reproduces a work that is protected by a copyright. If a work contains language that specifies acceptable use of that work, the user should follow the expressed requirements. If the user is unsure whether or not they can use a work, they should request permission from the copyright owner. Copyrighted material may extend to icons, logos or other graphics, or text found on the World Wide Web.
- H. Inappropriate Access to Material
1. Users will not use the Bellows Free Academy network to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people - this includes instructions for the use or manufacture of weapons, explosives, drugs, poisons, or hazardous materials - without the expressed permission of a teacher or BFA administrator. BFA administration reserves the right to deny access to other materials which may be deemed inappropriate. For students, a special exception may be made for hate literature, if the purpose of such access is to conduct research and access is approved by both the teacher and the parent. School employees may access the above material only in the context of legitimate research.
 2. If a user inadvertently accesses such information, they should immediately disclose the inadvertent access to the supervising adult. This will protect users against an allegation that they have intentionally violated the Acceptable Use Policy.

FIRE DRILL LAW

The Principal or person in charge of public or private school or educational institution, other than a university or college, shall drill the pupils so that they may be able to leave the school building in the shortest possible time and without panic or confusion. Such drills shall be held at least once each month during the school year and a record of the date and the time of such fire drills, together with the time consumed in vacating the building, shall be kept in the official school register and such register shall be open at all times for inspection by representatives from the Department of Public Safety or the Department of Education. Every classroom should have a fire exit sign showing directions of travel for the room's occupants. Teachers are responsible for reviewing procedures with each of their classes the 1st day these classes meet.

MEDICATION POLICY

BFA recognizes that parents/guardians have the primary responsibility for the health of their children. Although we strongly recommend that medication be given in the home, we realize that the health of some children requires that they receive medication while in school.

Parents should confer with the child's physician to arrange medication time intervals to avoid school hours whenever possible. When medication absolutely must be given during school hours, the following criteria must be met. All requests are to be referred to the school nurse.

Parents must provide all of the following:

- 1) Prescription medications
 - a) Written directive from the prescriber including diagnosis, medication, dosage, time. If the students must keep the medication on their person, the physician must authorize this in writing.
 - b) Parental signature authorizing the nurse to administer the medication.
 - c) Medication in a container with the prescription labeled by the pharmacist with the student's name, date, medication, dosage and physician's name. (Pharmacists will provide additional containers for school use); No less than ten pills to be sent at a time.
 - d) Medication should be delivered to the school by a parent or responsible adult to either the main office secretary (from 7 am - 4 pm) or the school nurse (from 8 am - 3 pm).
 - e) Notifications of changes or discontinuation
- 2) Non-prescription medications
 - a) May be administered in school only if approved on the updated BFA health form or if a written consent is given for any nonprescription medicine that is not listed on the health form update (e.g., cough medicine, etc.)

Long-term medication must be renewed (as above) at the beginning of each school year.

DISTRICT POLICIES SUMMARIES

Listed below are brief descriptions of district policies that impact upon parents and students. For full description of these policies, please feel free to contact the Principals' offices at 849-6711 (High School & Middle School) or 849-2222 (Elementary School).

Discipline Policy	Since we believe our school should be a safe, nurturing place with high academic and moral standards; our policy fosters an environment, which values generosity, belonging, mastery and independence.
Harassment Policy	Fairfax School District is opposed to and prohibits without qualification, unlawful harassment based upon race, color, religion (creed), national origin, marital status, gender identity, sexual orientation or disability.
Harassment of Students	Harassment of students of either sex by employees or other students of the opposite or same sex is strictly prohibited in the Fairfax School District.
Hazing Policy	Hazing has no place in the District's schools and will not be tolerated.
Reported Child Abuse Policy	To comply with Mandatory Reporting of Child Abuse Act (St. Of Vermont), the Fairfax Town School District recommends that school employees who have reasonable cause to believe that any child has been abused or neglected shall report or cause a report to be made in accordance with the Provision of T-33 Sections 684.
Drug, Alcohol and Substance Abuse Policy	All students have a right to receive an appropriate education in an alcohol and drug-free environment. The Board of School Directors encourages education programs that provide every student with an understanding of the physical, psychological, social and legal dangers associated with drug use.

Tobacco Policy	Smoking and the use of tobacco on school grounds is a violation of state/federal law and is prohibited. The ban extends to students, employees, or visitors to the school.
Blood borne Pathogens	The School has adopted a control plan for blood borne pathogens. All staff, students, volunteers will adhere to the policy, and other individuals associated with the school program and activities.
Personnel Records Policy	The Office of the Superintendent shall be responsible for establishing and maintaining all personnel records of current administrators and faculty.
Curriculum Development Policy	Curriculum development responsibilities are delegated to the superintendent or his/her designee. The goal is to develop and evaluate the curriculum for the three schools.
Volunteers/Work Study Students Policy	The District recognizes the valuable contributions made to the schools by volunteers and work study students. It further recognizes that appropriate supervision of volunteers and work study students will enhance their contributions as well as fulfill the responsibility that the district has for the education and safety of students.
Transportation Policy	The Board will furnish transportation to the students of the school. The Board will establish routes and designate stops after considering both the safety of children and efficiency of operation.
Limited English Proficiency	The intent of the Board is to ensure that national origin minority students with limited English proficiency have meaningful access to school programs. The Superintendent or his/her designee shall be responsible for implementing procedures to comply with federal and state laws which define standards for serving LEP students.

Student Records Policy

The District recognizes the importance of keeping accurate and appropriate education records for students as part of a sound educational program and is committed to act as trustee of this information. The principle of confidentiality underlies all policies and procedures for the collection, maintenance, disclosure and destruction of education records.

Home-Schooled Students Requests

The District recognizes that some families believe home schooling is the best educational format for their children. The District believes that home study and fully enrolled students can benefit from participating in school activities and programs and strives to provide educational services in ways which are consistent with the needs of both fully-enrolled students and home study students.

Weapons Policy

The Board is concerned with and interested in protecting the health, safety, and welfare of students, employees and visitors. The Board recognizes that school buildings, facilities, vehicles, grounds and other school property are best utilized in the educational process in the absence of threats to physical well-being and safety by individuals possessing weapons.

HOMEWORK AND AFTER SCHOOL STUDENT REQUIREMENTS POLICY

Procedures:

Administration will include information about this policy in the Parent Student Handbook that is sent home each August.

Middle School and High School teachers will notify parents and students of after school and evening requirements through their course syllabus. Information to be included: date, if known, time, and requirements.

Teachers will notify parents no later than 10 days prior to an activity requiring time beyond the normal school day. Notification of after school requirements may be mailed home or given to students at school, with parental signature required.

Parents should notify the teacher within 5 days of the activity if their child is not able to attend the required activity, except in the case of illness.

A reminder of the activity will be sent home the Friday of the week preceding the activity. This notification should include the time of the activity, the time and place that students are to report and clarification of transportation needs.

Students who are not able to get to the school due to transportation needs must be offered the opportunity for other transportation or an alternative assessment.

The teacher has the responsibility to decide the alternative assessments or options for these requirements.

Copyright Policy

Policy

It is the policy of the Fairfax Town School District to respect the personal property of others, whether tangible or intangible, in accordance with the Copyright Act of 1976 as amended (17 U.S.C. §§101-120).

Background

Federal law protects the control of the distribution of intellectual property, including copyrighted materials. The law provides that the use of copyrighted material, under certain circumstances, is not copyright infringement and the permission of the copyright holder is not required. Duplication of copyrighted materials without written prior permission from the owner is prohibited except under the fair use doctrine articulated in Section 107 of the Act. Assessing fair use is a highly subjective process and for this reason, the Congress has published concrete guidelines for the copying of various media for educational purposes.

Implementation

1. The Superintendent or his or her designee shall develop procedures to implement this policy which may include the federal guidelines published by Congress and other groups with expertise in this area.
2. The Principal will assure that students and staff are educated about the use of this policy and its accompanying procedures.

Student and Staff Responsibilities

All students and staff members are responsible for complying with this policy and its accompanying procedures. Any student or staff member who willfully fails to seek permission from the copyright owner prior to using copyrighted materials in a manner that exceeds the fair use guidelines shall be considered personally liable for any results of their actions and shall be considered to have acted in violation of this policy.

Ownership of Work

1. Employee work: All work completed by employees as part of their employment shall be considered works made for hire. The School Board on behalf of the District shall own any and all rights to such works including any and all derivative works, unless there is a written agreement to the contrary.
2. Student Work: All work completed by students as a part of the regular instructional program is owned by that student as soon as it is created, unless such work is created while the student is acting as an employee of the school system or unless such work has been paid for under a written agreement with the school system. Such work shall be considered a work made for hire and shall be the property of the School Board. Staff members shall obtain a student's permission prior to distributing his/her work to parties outside the school.

Violations

Staff members who violate the provisions of this policy shall be considered to have committed misconduct while employed and such misconduct shall be grounds for disciplinary action.

Students who violate the provisions of this policy shall be disciplined in accordance with the student discipline policy.

*Bellows Free
Academy*

*High School
Section*

Grades 9-12

*Bellows Free Academy
High School Handbook*

HIGH SCHOOL SCHEDULE

Block 1 **8:30 - 9:45**
Block 2 **9:50 - 11:05**
Work Block **11:10 - 11:40**
Block 3 **11:40 - 1:25**
 A Lunch - 11:40 - 12:05
 Class - 12:10 - 1:25
 B Lunch - 1:00 - 1:25
 Class - 11:45 - 1:00
Block 4 **1:30 - 2:45**

HIGH SCHOOL LUNCH SCHEDULE:

A Lunch
11:40 – 12:05

B Lunch
1:00 – 1:25

Mack	Gilbert
Clark	Ladue
Duffy	Vecchio
Stewart	Poulin
Griffin	Lane
Reaves	McSoley
Hebert	Pfeiffer
Brown	Branch
O'Brien	
Garland	
Towle	
Viau	

CLASS ADVISORS

Grade 9	Grade 10	Grade 11	Grade 12
Mr. Clark	Ms. Branch	Ms. Gilbert	Mr. Brooks
Ms. Poulin	Mr. Tague	Mr. Hebert	Ms. Mack
Mr. Vecchio	Mr. Pfeiffer	Ms. McKay	Mr. Griffin
Mr. Murray	Ms. Villeneuve	Mr. Ladue	Ms. Duffy
Mr. McSoley	Mr. Lane	Ms. Thorsen	Ms. Welch
Ms. Stewart	Ms. Towle	Ms. Garland	Mr. Brown
			Mr. McRae

SAT TEST DATES

SAT I: Reasoning Test and SAT II: Subject Tests Registration and Dates for the 2009-2010 school year.

TEST DATE	REG. DEADLINE
Oct. 1, 2009	Sept. 9, 2009
Nov. 7, 2009	Oct. 1, 2009
Dec. 5, 2009	Oct. 30, 2009
Jan. 23, 2010	Dec. 15, 2009
March 13, 210	Feb. 4, 2010
May 1, 2010	Mar. 25, 2010
Jun. 5, 2010	April 29, 2010

SAT Tests are **not** given at BFA-Fairfax. For test sites please see guidance.

ACT TEST DATES

TEST DATE	REG. DEADLINE
Sept. 12, 2009	Aug. 7, 2009
Oct. 24, 2010	Sept. 18, 2009
Dec. 12, 2010	Nov. 6, 2009
Feb. 6, 2010	Jan. 5, 2010
Apr. 10, 2010	Mar. 5, 2010
Jun. 12, 2010	May 7, 2010

ACT Tests are **not** given at BFA-Fairfax. For test sites please see guidance.

STUDENT ATTENDANCE POLICY – HIGH SCHOOL

The Fairfax School District endorses the philosophy that regular school attendance is necessary in order to obtain an adequate understanding of the course work and instructional materials presented. Furthermore, the Vermont Framework of Standards and Learning Opportunities stresses dependability and regular school attendance as important qualities necessary for preparing our students for the work force. While the responsibility for regular school attendance lies primarily with each student, the Fairfax School District recognizes an obligation to promote and ensure such attendance as outlined in Vermont Statutes Annotated, Title 16, Section 1121.

PROCEDURE:

Notification Process:

The teacher will notify the parents/guardian by letter at the applicable absences listed below. On the 6th, 9th or 16th absence (based on the length of class), the student will be denied credit in that course. Participation in school-related activities or suspensions that cause a student to miss class would not be considered an absence.

Class	Warnings	Maximum Allowable Absences	Appeal for Credit
Quarter	4	5	6
Semester	6	8	9
Year-long	12	15	16

Academic Review:

At the point when a student has exceeded the maximum number of allowable absences, the student and/or parents/guardians may request a meeting with the Attendance Review Board to discuss credit eligibility.

The student's handling of the absences leading up to the review including having made a sincere effort to get assignments in advance, to obtain information from peers and teachers, and completing missed work in a timely manner, will hold significant weight in determining the outcome of the academic review. Other factors will include the nature of the absences and any extenuating circumstances.

The possible results of the review are as follows:

1. Reinstatement of the course with a completion plan. This option would entail a close examination of the student's future plans for the semester. Other aspects of the plan might address schedules for making up work, extra work to compensate for missed assignments, and the like.

2. Students may appeal a denial of credit by first meeting with an administrator, second with the Attendance Review Board, and then with the Superintendent of Schools, as necessary.

Truancy laws excuse student absences for illness that causes them to be physically or mentally unable to attend school. The school may ask for medical verification. Other absences excused by law are court appearances and bereavement. However, the policy includes them in the cumulative total. The manner in which students have dealt with these absences will carry significant weight in any review process. Students who are removed from class for disciplinary reasons will not be considered absent from that class. For purposes of this policy, a student who has missed more than one half of a class will be considered absent for that class.

Make-up Work:

The obligation to complete work missed due to absence rests squarely with the student. Some work, such as class discussion, performance, labs, etc. may be impossible to make up, and credit may be lost if this work is incomplete due to absences. Teachers must make clear in their written classroom policies what types of work cannot be made up when missed due to absences.

ATTENDANCE INFORMATION:

We ask that parents call us before 8:30 AM at 849-6711 to inform us if their child will be absent or tardy for any reason. If a student will be absent for the day, parents may request homework which can be picked up later in the day. You may also leave a message on our voicemail.

If a student is absent due to illness, when the student returns to school, please have them bring in a written note and they will need to check in with the school nurse..

As a safety procedure, the Middle/High School Office calls parents to confirm any unanticipated absences.

All students are to check in with the Office when they are late to school. Parents should also pick up their child in the main or elementary offices when the student is leaving prior to the end of the school day.

Parking Procedures

Parking at the high school is limited. After the faculty and staff are assigned parking there are 98 parking spaces available for students. This year's senior class and tuition students without a public transportation option exceed 120 members. Senior and tuition students are assigned a parking tag in the beginning of the school year. In the event that there is more parking requested by seniors than is available, a lottery system will be developed with a need factor figured in.

Parking permits are issued for a fee of \$10.

Parking in a handicap space will only be allowed with a State of Vermont handicap parking tag. Vehicles that are parked in handicapped parking spaces without displaying a valid State of Vermont handicap parking tag may be towed without warning.

Vehicles parked in fire lanes or in another unsafe manner may be towed without warning.

In addition when a student parks without a permit or outside of the authorized spaces the following happens:

First Violation:

- A report is made to the Main Office.
- A sticker may be placed on the vehicle.
- The owner of the vehicle is tracked down using their license plate number.
- The student is called to the Main Office where they are issued a debt voucher for \$25.
- The student is warned that if they park illegally again they will be fined \$50
- Parent notified by phone call.

Second Violation:

- A report is made to the Main Office.
- A sticker may be placed on the vehicle.
- The owner of the vehicle is tracked down using their license plate number.
- The student is called to the Main Office where they are issued a debt voucher for \$50.
- The student is warned that if they park illegally again they will be fined \$75. Parent notified by phone call and letter home.

Third Violation:

- A report is made to the Main Office.
- A sticker may be placed on the vehicle.
- The owner of the vehicle is tracked down using their license plate number.
- The student is called to the Main Office where they are issued a debt voucher for \$75.
- The student is warned that if they park illegally again they will be towed.
- Parent notified by phone call and letter home.

Fourth and Subsequent Violations:

- A report is made to the Main Office.
- A sticker may be placed on the vehicle.
- The owner of the vehicle is tracked down using their license plate number.
- The vehicle is towed.
- Parent notified by phone call and letter home.

BFA High School Senior Privileges

The intent of the senior privilege concept is to allow students opportunities to develop responsibility for managing their non-class time. It provides a transition from the constraints of a public high school to the freedom experienced in the real world that students will enter when they graduate. This privilege will not begin until the students receive approval from their parent/guardian and the administration.

Privileges

1. Ability to leave school grounds during work and any free blocks as well as lunch periods, provided the senior has had a permission slip signed by a parent or guardian.
2. The right to use the Senior Space between the hours of 7:30 am and 4:00 pm if that time is not allotted to a class.
3. Ability to eat outside of the lunchroom provided he/she is not in the hallway or disturbing active classes.
4. Privileges may be removed at any time by the administration for an infraction of any guideline below.

Decisions as to the academic standing of a particular student will be made by the administration and faculty.

Agreement and Conditions

1. The student has attained senior status and has a full time schedule and is in good academic standing:
 - o Seniors failing more than one class for the quarter or semester will not be entitled to privileges for the next quarter or semester.
 - o Students receiving academic warnings will be allowed 2 weeks to improve their grade (s) before forfeiting privileges for the quarter. Responsibility lies with the senior to obtain progress reports.
2. **The student agrees to attend all classes and all other school functions scheduled during the school day, including field trips, guest speakers, senior assemblies, class meetings, and pep rallies. Missing school for non-school activities without an administrator's permission (i.e. Senior Skip Day) will result in cancellation of privilege for the duration of the year. Absences for school activities and prolonged absences as a result of illness will not impact senior privilege. A class cut will result in the loss of senior privilege for one month.**
3. **Seniors must check in for work period attendance on a daily basis and remain in work period when required by faculty.**
4. No student, with or without senior privilege, is permitted in the academic hallways or locker areas while classes are in session.
5. If the student uses senior privilege leave the BFA campus, she/he must leave campus immediately. Loitering in the parking lot will result in loss of senior privilege for one month.

6. The student agrees not to transport any underclassmen or seniors who have lost senior privileges during the school day. The violation of this condition will result in an automatic loss of that student's senior privileges for the duration of the year.
7. The student agrees to carry a visible senior privilege card with picture identification at all times. If the student does not have a visible picture ID, the student may not use senior privilege.
8. The student agrees to follow all school rules and regulations.
9. Students who lose their privilege card with picture identification will temporarily lose their senior privilege until the card is replaced. Students may purchase replacement senior privilege cards from the main office for a fee of \$15.00.
10. Senior Space
 - o Underclassmen will not be allowed in the senior space, even with the permission of the senior.
 - o Noise shall be kept to an acceptable level; classes and events may not be disturbed.
 - o The senior space shall be kept clean, both in atmosphere and appearance. This responsibility lies with the senior occupants.
 - o Seniors will police their own space and behavior with coaching from the administration.

Cancellation and/or Suspension of Senior Privilege

1. Failure to observe one or any of the Agreements or Conditions stipulated above.
2. Tardy to class as a result of senior privilege.
3. Violation of school rules or regulations.
4. Infractions related to having a car on campus: failure to obtain a current parking permit, parking illegally and others as applicable.
5. The first offense of the Agreement and Conditions will result in the loss of senior privilege for one month unless stipulated in above Agreements and Conditions. The second offense will result in loss of senior privilege for the remainder of the school year.

Immediate Suspensions

1. Possession of alcohol or drugs or related paraphernalia.
2. Possession of weapons.

Enforcement

If a teacher or administrator believes that a student has violated this agreement, that individual will ask the senior for his/her senior privilege card. Failure on the student's part to provide the card may result in suspension of senior privilege. The appropriate disciplinary action will take place.

LOCKERS AND LOCKS

All lockers used by the students are the property of the school. Therefore, they will be subject to search at any time the administration deems necessary. Any damage to a school locker will be paid for by the student assigned to that specific locker. Lockers will be assigned annually by the main office. Students are expected to remain in their assigned locker unless prior administrative approval has been given. Decorations in student's lockers may not include: profane graffiti, references concerning the use of illegal drugs and/or drug paraphernalia, tobacco or alcohol products and/or reference to their use.

Students who have an outstanding bill from the previous year will not be assigned a locker for the current year until all bills are paid. Students are encouraged to purchase locks for their Physical Education lockers. The only acceptable locks will be those sold by the school for \$5.00. Locks may be returned for reimbursement at \$3.00. Lockers are cleaned and repaired annually during the summer. Students will be assessed a fee for damage, writing, stickers or debris at the end of the school year.

BATHROOMS

1. Students must sign out of class to use the bathroom during the academic day. Sign-out sheets will be used in all classes, activity rooms and library.
2. The locker room bathrooms will be used only during physical education classes or extra curricular activities unless permission is given by the administration.

SCHOOL ACTIVITIES

1. All students representing the school in out-of-town activities must travel to and from that activity in the transportation provided by the school. The only exception to this rule will be with a note written by the parents and approved by the advisor in charge, and in accordance with administrative policy.
2. Students who are absent from school for illness or for reasons not approved in advance by the administration will not participate as a player or as a spectator at any school event either at home or at other locales. Students who do not conform to this rule shall be dismissed from the event and may fall under school discipline consequences.

HIGH SCHOOL DANCES

1. All school dances are closed to the general public. Dance hours will be from 7:00pm – 10:00pm.
2. Dances are closed to entry after 8:00 p.m. or time pre-determined by administration.
3. No one may return to a dance after leaving the school building except in an emergency and only with the permission of a chaperone or administrator.

4. Appropriate school conduct and dress will be observed throughout the dance.
5. Guests are expected to conform to all applicable school rules including the sanctions against drugs, alcohol and the use of tobacco products.
6. Permission for school dances shall be given by the administration and class advisors. Activity sheets must be completed before the approval is granted.
7. The possession, consumption or appearance of using alcohol or non-prescribed drugs by a student at any dance on the school grounds is prohibited. Disciplinary action will be taken against violators as described in the adopted Drug and Alcohol policy. Further, students who violate the Alcohol and Drug policy at a dance shall be excluded from all future school dances for a one calendar year.

TECHNICAL CENTER PROGRAMS

Technical Education should be an integral part of secondary curriculum for all students, including college bound students. Students can learn how to apply academic knowledge and skills in everyday living and work situations. Students may choose to attend the Center for Technology at Essex for full time programs or Burlington Technical Center for half day programs. Embedded academic credits may be earned upon completion of a technical program at either technical center.

Transportation:

All students must ride the bus both ways unless permission has been given by the Administration. Students and parents must sign a written form requesting the permission. Any student who does not abide by this procedure will be dropped from the Technical Program.

1. The administration will evaluate each situation on an individual basis. The following is a listing of reasons that the Administration will consider for granting permission for **not** riding the bus.
 - a. Riding to or from with parent/guardian
 - b. To participate in a Co-op program organized by the Technical Center
 - c. Appointments
 - d. Not returning to Fairfax at end of day
 - e. Employment
2. Students are NOT to leave the school property of the Burlington or Essex Technical Center without permission from school authorities.
3. All school rules are in effect while riding the bus to the Technical Center.
4. The bus must adhere closely to the schedule in order to avoid problems at the Center or the sending school. Therefore, students who intentionally cause delays will be subject to disciplinary action.
5. The students will be expected to follow applicable student rules of Essex and Burlington.

*Bellows Free
Academy*

*Middle School
Section*

Grades 6-8

BFA Fairfax Middle Level Section

Bellows Free Academy Middle School's Vision for Teaching and Learning

Adopted: May 17, 2005

Revised: January 27, 2009

At Bellows Free Academy Middle School, we strive for academic excellence because we believe that all students can achieve high standards. During this time of dramatic cognitive growth, we seek to provide a rigorous curriculum that is socially significant and reflects the personal interests and learning styles of our students.

We engage students through learning opportunities that are relevant to young adolescents and enable them to make real-life connections. Our curricula align with Vermont state standards and include learning opportunities that require higher-level thinking, knowledge, skill development, student experiences, experimentation, and reflection.

Our school continually strives to create a personalized learning environment. Whenever possible, we implement flexible scheduling to enable students to engage in extended projects, hands-on learning experiences, and inquiry-based learning opportunities. Comprehensive services foster healthy physical, social, emotional, ethical, and intellectual development. We strive to make all students feel supported, safe, and willing to take risks and to challenge themselves.

Technology is an integral component that supports middle level education by providing teachers with interactive tools with which to engage students. Digital technology will continue to evolve and it is our responsibility as educators to stay at the forefront of these modern advances by providing technology-based learning opportunities. Through these opportunities, we will ensure technological equity among all students.

Teaching and learning are interconnected. Teachers continue to learn about themselves, their practice, and their strengths and challenges. We discuss student work as a means of enhancing our own practice. We learn new ways to teach by listening to our students and colleagues. Continuous professional development, teacher mentoring, a caring staff, a supportive community, consistent expectations, and dynamic learning opportunities help us reach our potential as educators.

We continually work to create a school that is deeply rooted in the community. Parents, teachers, and students develop alliances that enhance learning. Informed parents and community members serve to make the entire community an extended classroom that supports learning and healthy development. We welcome and seek guidance from parents and community members in charting the school's path toward high performance, to preserve traditions, and to develop new celebrations.

CODE OF CONDUCT

Students should be respectful of themselves, others and their environment. As a middle school, we will help students develop the self-discipline that will allow them to meet this expectation. Through clear, straight-forward communication of the rules, cooperation between school and home and meaningful consequences, we will support students as they develop the necessary traits.

Expectations for the students at the middle school are:

1. Students will use appropriate language in all areas of the building.
2. Students will use appropriate physical behaviors in all areas of the building.
3. There will be safe interactions with all peers and adults.
4. Students will show consideration for school property and the property of other students and staff.
5. Students should come to school dressed in such a way that it will not interfere with the learning environment. Clothing of any nature that advertises drugs, tobacco, alcohol and contains sexually explicit references or use profanity is not allowed. Midribs and halters are not permissible. All students will be required to wear shirts throughout the school day, including physical education classes.
6. Hats and gum chewing are allowed in certain areas of the building and in certain classrooms only with teacher permission.
7. Holding hands is an acceptable form of affection at the middle school level. Other forms of overt affection are not acceptable (kissing, caresses, prolonged hugs and walking with arms wrapped around each other, etc.). Students violating this rule will be subject to disciplinary action.

It is our belief that all students should feel safe and secure and ready for the rigors of their school day. Please contact a teacher and/or the principal at any time if there are concerns about your child's personal safety or the safety of others at school.

SCHOOL COMMUNICATION WITH THE HOME

Teachers and staff strive to maintain regular communication with families through:

- Parent orientation evenings early in the fall.
- Open House in the fall
- Phone calls and written communications made on a regular basis to inform parents of achievements and concerns
- Upcoming event reminders sent home with students (culminating activities, science fair, field trips, etc.)
- Parent-Teacher conferences in the fall
- Special request conferences scheduled as needed throughout the year
- Homework assignment books and "work logs" sent home daily
- Mid-quarter progress reports and quarterly report cards sent home
- Reports/assessments provided as needed
- Parent volunteers for special classroom activities and field trips (*If you are going to volunteer at any time during the school year, you must sign a Volunteer Agreement form. This allows us to do criminal record checks at no cost to you. The purpose is to ensure the safety of your children.*)
- Individual communication systems will be developed as necessary.

MIDDLE SCHOOL DAILY SCHEDULE 2009 – 2010

*Enrichment block schedule will run 4 days/wk (M/T/TH/F). Wednesdays will remain as Community Group Days.

Grade 6	Grade 8	Grade 7	UA Team
8:25 – 8:30 Homeroom			
8:30 – 9:40 Block 1	8:30 – 9:25 Block 1	8:30 – 9:25 Block 1	
9:40-10:20 UA1	9:25 – 10:20 Block 2	9:25-10:20 Block 2	9:40 – 10:20 UA 6-1
10:20-11:00 UA 2	10:20 – 11:15 Block 3	10:20-11:15 Block 3	10:20-11:00 UA 6-2
11:00-12:10 Block 2	11:15 – 11:40 Lunch	11:15-12:05 Block 4	11:15 – 11:40 Lunch
12:10-12:30 Recess	Students go to HS classes 11:40 – 12:20 UA 1	12:05-12:30 Lunch	11:40 – 12:20 UA 8-1
12:30-12:55 Lunch	12:25 – 1:05 UA 2	12:30-1:25 Enrichment Block	12:25 – 1:05 UA 8-2
12:55-2:05 Block 3	Students return from HS classes 1:05 – 2:00 Block 4	1:25-2:05 UA 1	1:25 – 2:05 UA 7-1
2:05-2:45 Enrichment Block	2:00-2:45 Enrichment Block	2:05- 2:45 UA 2	2:05- 2:45 UA 7-2

Lunch Schedule

11:15 – 11:40	8 th Grade
11:40 – 12:05	H.S. Lunch A
12:05 – 12:30	7 th Grade
12:30 – 12:55	6 th Grade
1:00 – 1:25	H.S. Lunch B

Community Group Day (Wednesdays) Schedule

6 th Grade	8 th Grade	7 th grade	UA Team
8:25 – 8:30 Homeroom	8:25 – 8:30 Homeroom	8:25 – 8:30 Homeroom	
8:30 – 9:00 C.Gs.	8:30 – 9:00 C.Gs.	8:30 – 9:00 C.Gs.	8:30 – 9:00 C.Gs.
9:05-9:40 UA 6-1	9:00 – 9:25 Literacy	9:00 – 9:55 Block 1	9:05-9:40 U.A. 6-1
9:45-10:20 UA 6-2	9:25– 10:20 Block 1	9:55-10:50 Block 2	9:45-10:20 UA 6-2
10:20-11:25 Block 1	10:20 –11:15 Block 2	10:50-11:45 Block 3	
11:25-12:30 Block 2	11:15 – 11:40 Lunch	11:45-12:05 Team Time	11:15-11:40 Lunch
12:30-12:55 Lunch	11:40– 12:15 U.A. 8-1	12:05 – 12:30 Lunch	11:40– 12:15 U.A. 8-1
12:55-1:15 Recess	12:20 – 12:55 U.A. 8-2	12:30-1:25 Block 4	12:20 – 12:55 U.A. 8-2
1:20-1:40 Literacy	12:55 – 1:40 Block 3	1:30 – 2:05 U.A. 7-1	1:30 – 2:05 U.A. 7-1
1:40--2:45 Block 3	1:40 – 2:25 Block 4	2:10 – 2:45 U.A. 7-2	2:10 – 2:45 U.A. 7-2
	2:25 –2:45 Team Time		

ATTENDANCE INFORMATION:

We ask that parents call us before 8:30 AM at 849-6711 (Middle/High School Office) to inform us if their child will be absent or tardy. Leaving a message on our voicemail is also available. If your child will be absent for the day, you can request homework at that time. As a safety procedure, the Middle/High School Office calls parents to confirm any unanticipated absences.

Students are to check in with the Office whenever they are late to school. Parents should also check in at the Office whenever they are picking up their child prior to the end of the school day.

1. By the fifteen missed days, the Principal shall notify in writing the number of days the student has missed and offer a conference with the parents and student to discuss the absenteeism and the possible creation of a plan for the remaining school year.
2. If the absenteeism continues, the school personnel will comply with state and federal truancy laws.

FOOD ALLERGEN NOTICE:

Please be aware that several students in the middle school are allergic to peanuts and/or tree nuts. Tree nuts include nuts such as almonds, Brazil nuts, cashews, hazelnuts, pecans, coconuts and walnuts. These are serious allergies and can be life threatening if foods containing these allergens are physically contacted, ingested or inhaled.

There may be times throughout the school year when we will inform you of specific steps the school is taking to meet the needs of students allergic to peanuts and/or tree nuts. With your cooperation, we are confident that we can continue to accommodate serious food allergies and not deprive any student participation in any school event.

Middle School Grading System

A+ 98-100	B+ 88-90	C+ 78-80
A 94-97	B 84-87	C 74-77
A- 91-93	B- 81-83	C- 71-73

Any grade 70 and below will be considered an F
Honor Roll will consist of all grades 91 or above

HOMEWORK AND AFTER SCHOOL STUDENT REQUIREMENTS POLICY

Procedures:

Administration will include information about this policy in the Parent Student Handbook that is sent home each August.

Middle School and High School teachers will notify parents and students of after school and evening requirements through their course syllabus. Information to be included: date, if known, time, and requirements.

Teachers will notify parents no later than 10 days prior to an activity requiring time beyond the normal school day. Notification of after school requirements may be mailed home or given to students at school, with parental signature required.

Parents should notify the teacher within 5 days of the activity if their child is not able to attend the required activity, except in the case of illness.

A reminder of the activity will be sent home the Friday of the week preceding the activity. This notification should include the time of the activity, the time and place that students are to report and clarification of transportation needs.

Students who are not able to get to the school due to transportation needs must be offered the opportunity for other transportation or an alternative assessment.

The teacher has the responsibility to decide the alternative assessments or options for these requirements.

HOMEWORK AND AFTER SCHOOL GUIDELINES

Homework, in a general sense, is an assignment(s) to be completed at home. This assignment is meant to be an extension or enrichment of lessons, concepts or practices learned in class. Homework should not consist of busy work or be given as a punishment. Further it is assumed that long-range projects should be worked on little by little rather than put off until the last minute.

To assist your son or daughter in completing his/her homework, the following suggestions are made:

1. Encourage your child to carry a note pad in which to write assignments or work log.
2. Establish a place in your house where your child can work that is free from distractions (TV, tape decks, videos, etc.)
3. Periodically check during this study time to assure that progress is being made.

Finally, if your son or daughter is having difficulty with assignments, please contact his/her teacher or the principal at once. When an individual teacher feels that a student's work is not being completed, the teacher will inform the student and parents of the problem. Consequences for students who are not completing their homework may differ from grade to grade.

(REWARDS TRIP) (SOCIAL RESPONSIBILITY)

Purpose:

The purpose of the Honors Trip is to recognize and celebrate students who demonstrate the BFA core values within the school community. These values include respect, responsibility, honesty, life long learning, compassion, and community.

Criteria:

Eligibility for this event requires a student in grades 6-8 to maintain appropriate behavior in and out of the classroom, complete all schoolwork on time, and arrive to all classes on time. This trip is not based on grades.

Process:

At the end of each marking period all middle level teachers will submit a list of students from their classes who meet the above criteria. A master list will be compiled and shared with all teachers and the Student Support Center coordinator to determine if the students meet the criteria in all classes. The students

who meet the criteria in all classes will be notified of their eligibility for the Honors Trip. Students who are unclear about the reasons for their ineligibility should discuss the matter with their homeroom teacher.

HONOR ROLL
(ACADEMIC RIGOR)

Purpose:

The purpose of the Honor Roll is to recognize and celebrate students who demonstrate academic achievement at the highest level in all classrooms.

Criteria:

Eligibility for the Honor Roll requires a student in grades 6-8 to maintain a minimum grade of 91 in each class.

Process:

At the end of each marking period, the guidance department will submit a list of students who meet the above criteria. A master list will be compiled and posted within the school and the guidance department will submit the list to the local newspapers. Any student who meets the criteria will also be invited to a celebration breakfast with their parents, teachers and principal.

MIDDLE SCHOOL DANCES

Expectations for middle school dances are as follows:

1. All school dances are closed to the general public. Only 7 & 8 grade students will be admitted. **NO GUESTS ALLOWED.** (There is one dance for 6th grade students and the following expectations apply.)
2. Appropriate school conduct and dress will be observed throughout the dance.
3. Students who are absent for any portion of the school day, the day of a dance, due to illness or reasons not approved in advance by the Principal, will not be allowed to attend the dance.
4. Students will lose the privilege of attending a dance if he/she has accumulated five or more referrals to the Planning Room or any in or out of school suspensions. Alternative consequences to In or Out of school suspensions may also result in losing the privilege of attending a dance.
5. Dances will be held from 6:30 P.M. to 9:00 P.M. Doors will close at 7:00 P.M. Parents are asked to be at school no later than 9:00 P.M. to pick up their child at the conclusion of the dance. Students not picked up by 9:15 may be excluded from the next dance. Should a child choose to leave the dance early, parents will be contacted. Students who need to come to a dance late due to a school related activity or appointment, should speak to the Middle School Principal before the end of the school day for permission to come later than 7:00 P.M.
6. No one may return to a dance after leaving the school building except in an emergency and only with the permission of a chaperone or the Middle School Principal.
7. The possession, consumption or appearance of using alcohol or non-prescribed drugs by a student at any dance on the school grounds is prohibited. Disciplinary action will be taken against violators as described in the adopted Drug and Alcohol Policy. Further, students who violate the Drug and Alcohol policy at a dance shall be excluded from all future school dances for a one calendar year time period.
8. Permission for school dances shall be gained from the Middle School Principal and class advisors. Activity sheets must be completed before the final approval is granted.



FIELD TRIPS

Field trips offer students enriching experiences not available in the classroom. All field trips are curricular based with expected learning outcomes. Students must have written parental permission, using the BFA form, in order to participate in a school sponsored field trip. Information on all field trips will be given to students and parents prior to the scheduled trip. Students without the official permission form will not be permitted to go on the field trip unless verbal permission is received in the main office from a parent/guardian.

SOCIAL EVENTS

The Middle School has its own social events including seventh/eighth grade dances and other 6-8 activities. These events will be open to middle school students only. Middle school students are not allowed at high school dances. Students of the same age from other schools are able to attend with the pre-approval of the Middle School principal.

PLAYGROUND AND RECESS

Lunch/recess is provided daily for all students in grade 6 only. We feel that this is a time for students to get fresh air, socialize with other students, exercise and, in general, take a short pause from the academic day. The procedures that we follow for recess are as follows:

1. All children are required to go out for recess. This is not an optional activity. Therefore, we ask your cooperation to ensure that your children are dressed adequately for the weather.
2. Parents may request that the school nurse evaluate their child's health prior to recess and determine whether he/she should be kept indoors for that day.
3. Our recess periods are normally 25 minutes long but may be cancelled or abbreviated depending on the weather.
4. If for any other reason a parent requests that their child stays in, this note should be addressed directly to the Principal who will act on this request.

STUDENT TRAVEL

1. With permission from the classroom teacher, students sign out when leaving a classroom.
2. Students are not allowed to leave the campus during the school day without written permission from their parent/guardian and permission from the Principal.
3. Middle school students are to be in the middle school area of the building during school hours, except when traveling to and from a class held in the high school.
4. All bicycles are to be parked and locked in the designated area. Bicycles cannot be used during the school day.

CO- CURRICULAR ACTIVITIES

Junior High Prevention (JHP) - Includes a training weekend away, promotes communication skills, and drug awareness.

Spelling Bee- Six students are chosen for team to compete- school wide, districts, maybe even state or nationals!!!

Geo Bee- A team of students is chosen for competitions in Geography.

Student Council- Students are elected to help put on activities in the middle school.

Drama- Students put on 1 play each year, including a one-act competition.

Vermont Kids Against Tobacco (VKAT) - Students help others become aware of the harmful consequences of drug and tobacco use.

Middle School Sports

(Only students in Grades 7 & 8 are eligible to participate)

Cheerleading
Soccer
Softball
Track and Field

Baseball
Basketball
Cross Country Running
Cross Country Skiing

*Bellows Free
Academy*

*Elementary
School Section*

Grades K-5

(Most of) The ABCs of the
ELEMENTARY STUDENT HANDBOOK

MISSION STATEMENT
Adopted November 10, 2003

We at BFA hope to be a school that helps children learn, have friends and be kind to each other and our neighbors. We believe that all students can to their best to learn and grow with the help of our teachers and families.

DAILY SCHEDULES

ELEMENTARY SCHOOL SCHEDULE

Buses arrive/rooms open	8:15
Classes begin.....	8:25
Lunch/recess.....	11:15-12:15
Dismissal	2:45

ATTENDANCE INFORMATION

We ask parents to call us at 849-2222 whenever their child will be absent or tardy. As a safety procedure, we call parents to confirm unanticipated absences. Students are to check in the office whenever they arrive past 8:25. Parents should also check in at the office whenever they are picking up their child prior to the end of the school day. A note or phone call is strongly encouraged whenever parents pick their child up early.

BEFORE SCHOOL

The Elementary School provides supervision for students who arrive before our school day begins. Elementary students who arrive between 7:30 and 8:15 may play quietly, read, work and eat breakfast in the elementary gym. To ensure student safety, we require all of our elementary students to go directly to the gym and not stop at their lockers. Students must have adult supervision if they are in the hallways or classrooms prior to 8:15. The doors will be locked until 7:30. **Please do not drop your child off before that time.**

*Please note that elementary students
must have adult supervision in the school after 3:00.*

COMMUNICATION

The Elementary School at Bellows Free Academy is strongly committed to open communication between the school and parents. Our newsletter is sent home every Friday to provide parents information on our school day and upcoming events. Community events are also encouraged to be submitted for the newsletter. Check your child's backpack every Friday!

DRESS CODE

We do not have a formal dress code for our elementary students. We have expectations that students come to school dressed appropriately for the weather. Students should not wear clothing with inappropriate messages that depicts violence, is offensive or contains adult commercial products. Caps are also not allowed to be worn in classrooms, offices, the library or the lunchroom.

FIELD TRIPS

Field trips can be an excellent form of enrichment for the students' education.

Students must have parental permission to take field trips. Information on all trips will be provided for parents of the scheduled field trip. All students without permission will not be allowed to go on the field trip.

HOMEWORK

Homework will consist of assignments to be accomplished at home with parental assistance and supervision. Homework will be an enrichment of lessons or a review of basic skills and concepts. Long range projects should be worked upon in small increments on a daily basis. To assist your child in completing homework, we recommend the following:

- ◆ Provide your child with a backpack to transport books, folders journals and materials home safely.
- ◆ Provide a binder and a notebook for your child to write down assignments.
- ◆ Establish a quiet place in your home for children that are free from distractions.
- ◆ Work with your child or monitor his/her progress.
- ◆ Encourage your child to produce quality assignments.
- ◆ Keep open communication with your child's teacher and leave messages on her voice mail if you have questions or concerns.

It is important that parents and teachers communicate so that a student who is struggling with an assignment does not fall further behind. Children learn best when teachers and parents work together and assist them in establishing the basic building blocks of skills to be used throughout life.

MEALS AND SNACKS

Lunch and breakfast are available; students have the options each day to purchase a lunch or bring one in from home. We also encourage parents to provide healthy snacks for their children. Candy and gum are only allowed on special occasions in the Elementary School. Soda and beverages in glass containers are also not allowed at school.

OPPORTUNITIES TO VOLUNTEER

There are a variety of opportunities for parents to volunteer in the Elementary School.

One of the strongest indicators of student success is the active participation their parents take in the child's education. Here are some suggestions for parents to become involved. We hope that all parents try out one of the following to become involved with the Elementary School. If you are going to volunteer at any time during the school year, you must sign a volunteer Agreement form. This allows us to do criminal record checks at no cost to you. Please do not let this deter you from volunteering. The purpose is to ensure the safety of your children.

- ◆ Helping out in the classroom is the most visible way to become involved in the classroom. Setting up weekly or monthly time with the classroom teacher would help the teacher and give parents an opportunity to see their child's schedule.
- ◆ Four Winds is a program created with the Vermont Institute of Natural Sciences to have parents teach a variety of engaging lessons in the classroom about environmental topics. Parents are trained and asked to teach to the class (with teacher support) once a month. It is an opportunity for parents to take an active role as the teacher. Please call Amy Rogers at 849-9340 if you have any questions.
- ◆ There are numerous groups and committees for parents to join. PTSA (Parents/Teachers/Students Association) meets one evening every month. The meetings provide informational updates and frequently have speakers and/or activities to support education at home. Membership is \$5.00. Please call Christel Michaud at 849-9757 if you have any questions.
- ◆ We are setting up a variety of in-school and after-school activities for our students. Parents can volunteer for such activities as the Book Fair, Movie Night or a Sock-Hop! See the Friday Newsletter for details.

PARENTAL VISITATIONS TO SCHOOL

Parents are welcome in our school; we encourage all parents to spend time with us by volunteering in the classroom and being actively involved in their child's education. Please consult with your child's teacher to arrange a visit whenever you are interested in spending time or helping in the classroom.

RECESS

Outdoor recess is provided daily for elementary students. We believe outdoor recess is a time for students to get fresh air, socialize with other students, exercise and take a short pause from the academic day. It is our intent to keep the playground a welcoming and friendly place to play. Students must follow the directions of all supervisors on the playground through recess. Students should also be sensitive to others and respect people

and property. Students who fail to cooperate or are harmful to others will not be allowed to have recess until they actively demonstrate improvement in their behavior.

- ◆ Our recess periods are normally 25 minutes long and are cancelled or abbreviated whenever we have inclement weather.
- ◆ All students are required to go out for recess. We ask parents to ensure that children are dressed adequately for the weather.
- ◆ Parents may request that the school nurse evaluate their child's health prior to recess and determine whether he/she should be kept indoors on that day.
- ◆ A note should be addressed to the Classroom Teacher if parents are requesting that their child stay indoors for recess.

SOCIAL EMOTIONAL GROWTH

The faculty at BFA believes that the development of students' social and emotional growth is directly related to their academic success. Because of this belief, our school has adopted the strategies of the Responsive Classroom. RC is a curriculum structure that combines the teaching of social and academic skills in a manner that is respectful of children's developmental needs at different ages and that helps create a classroom climate conducive to purposeful creativity and cooperation.

The philosophy of the Responsive Classroom is pro-social and creates a dynamic environment within the school and within each classroom. Through a Responsive Classroom style, here are some ways we approach teaching and help children attain maximum competence in academic and social skills:

- providing clear, meaningful boundaries for behavior;
- structuring opportunities for children to explore their environment and learn to take care of it;
- enabling children to experiment, practice social and academic skills, solve problems, and make fruitful mistakes;
- asking and encouraging thoughtful questions which may have more than one answer;
- giving children choices about their learning;
- teaching respect and caring as the basis for interactions;
- measuring and evaluating children's work in terms of developmental milestones.

Discipline

Each elementary teacher has her own disciplining style and behavioral expectation in the classroom. We encourage all parents to inquire about the expectations of their child's teacher. It is our goal that all disciplinary actions are meaningful and that students (rather than look at discipline as punishment) learn they are responsible for their actions. We base our discipline efforts on logical consequences.

If a student does not respond positively to the teacher's efforts, the student may be required to visit the Problem Solving Room. The students are asked to create a "success plan" in the Planning Room that states what the problem was and ways to successfully change the behavior.

If students are unsuccessful or uncooperative in the Planning Room, they are sent to meet with the Principal to determine ways to resolve the problems. Parents are called whenever they visit with the Principal. BFA is a safe, friendly and nurturing school; aggressive or violent behavior is never tolerated at BFA.

Traditions

Through our Responsive Classroom approach, we have created a number of traditions at the elementary school. Here is a list of some of these traditions:

- **Morning Meetings** – each classroom begins the school day with a morning meeting where they greet each other, sing, share their own interests and plan the day.
- **Big (all school) Morning Meetings** – Every Tuesday, all the students (K-5) attend an all-school morning meeting. Classes and/or staff members volunteer to organize the meetings or make presentations. We greet each other, sing, acknowledge birthdays and participate in an activity. Parents are invited and strongly encouraged to join our Big Morning Meetings.
- **Hike Day** – this is a tradition in which all students (kindergarten through fifth grade) mix up in ages and hike on an autumn day.
- **Choices at recess** – students have a variety of choices at recess ranging from free play on the structures, an organized game (i.e., soccer) and a non-competitive game.
- **Logical Consequences** – all students work through consequences that directly match up with the inappropriate behavioral choice (i.e., a student is asked to clean up a mess she/he has made).
- **Hopes and Dreams** – another fairly new tradition in which the students create their class rules based on their hopes and dreams for the coming school year.
- **The practice of “CARES”** - There is a set of social skills that children need to learn and practice in order to be successful. *They form the acronym CARES-Cooperation, Assertion, Responsibility, Empathy and Self-control.*

**WE STRONGLY RECOMMEND THAT PARENTS
READ WITH THEIR CHILDREN EVERY DAY.
IT REALLY MAKES A DIFFERENCE!**