

BELLOWS FREE ACADEMY

Fairfax, Vermont

1903-2010



Grades K-12

Teacher/Staff HANDBOOK

2009-2010

Updated 8/21/09

Teacher Handbook Table of Contents

Administration.....	3
AV equipment/supplies/photocopies.....	36
Building Security.....	37
Class advisors.....	15
Communication Devices.....	19
Dates to Remember/school hours.....	4
Discipline/ Safe School Initiative.....	28-32
District Policies.....	41-43
Faculty Directory.....	6
Fire Drill/ Clear the Halls.....	19
Food Service.....	33
Grading.....	35
High School Schedule.....	9
Homework/ afterschool.....	38
Library resources.....	24
Maintenance requests.....	37
Middle School Schedule.....	11
Mission Statement.....	2
Operational Procedures.....	12-14
Placement Process.....	39
Policies.....	21-22
PTSA.....	8
Rules.....	20
Safe School Initiative.....	28-32
School closings.....	37
Senior Privileges.....	23-24
Student Expectations.....	17-18
Student Attendance.....	26
Support Staff.....	7
Work block expectations.....	16

MISSION STATEMENT (Middle School)

Adopted April 9, 2004

The mission of Bellows Free Academy is to create a place where learning is challenging; students are responsible for their behavior, and students help make the community a better place. We believe every student has the ability to learn. It is the school and community's responsibility to help students to flourish and reach their maximum potential.

MISSION STATEMENT (Elementary School)

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 do their best to learn and grow with the help of our teachers and families.

MISSION STATEMENT (High School)

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.

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 Chattman *Superintendent of Schools*
Mary Lynn Riggs..... *Director of Curriculum, Instruction & Assessment*
Adrienne Fisher *Support Services*
Julie Morin..... *Human resources*
Su Sawyer *Admin Asst.*
Natasha Wheel..... *Asst. to the Superintendent*

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

Chris Sumner *Business 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 *1201* *Elementary 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

BFA SCHOOL CALENDAR

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

Graduation date : June 19, 2010

Elementary Dates to Remember:

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

Middle School/ High School Dates to Remember:

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

Building Access

In order to make BFA a more secure place for students and staff, all doors of the school will be locked (for entering only). Staff may access the building using the elementary school main entrance, the main lobby entrance or the door where the buses load (elementary parking lot side) Please use your badges.

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*

Communicating

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

Voice mail: Each faculty member has a voice mailbox. 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.	Lane, Tom	2600	HS Science
Aceto, Penny	1020	Kinderg/ Reading Recovery	Mack, Katie	4080	HS Social Studies
Anderson, Cynthia	1091	Elem Spec Ed	Mascolino, Melinda	4510	MS Special Ed
Bailey, Gerald	3600	Math Grade 7/8	McDonald, Andrea	3030	MS/HS Nurse
Baker, Dawn	1100	Grade 1	McIntyre, Rachel	4031	MS/HS Behavior Spec.
Black, Amy	1180	Elem Nurse	McKay, Sheila	2580	HS Science
Bockus, Jennifer	1550	Grade 5	McRae, Bruce	2671	Music
Boissoneault, Tammy	1510	Grade 5	McSoley, Joe	2620	HS Science
Boutin, Stephanie	1010	Preschool	Mercer, Joy	3020	Librarian
Branch, Jean Anne	3520	HS Business	Messier, Michelle	3610	Science Grade 7/8
Breen, Patricia	1050	Kindergarten	Murray, Nelson	2100	HS PE
Brooks, Will	4070	HS Social Studies	Nye-McKeown, Jill	2020	Elem Health
Brown, Justin	3010	Student Support Center	O'Brien, Katie	1092	Elem Special Ed
Brown, Michael	2080	Athletic. Dir/HS Health	O'Brien, Susan	2650	Family Consumer Science
Brown, Sandy	1520	Grade 3	Olivetti, Deb	2055	NCSS
Buckingham, David	2051	Director of Guidance	Omerod, Jennifer	1120	Elem Special Ed
Carpenter, Melinda	1530	Grade 5	Pearl, Suzanne	1620	Grade 2
Cassidy, Kitty	1070	Grade 1	Pfeiffer, Thomas	2610	HS Science
Choiniere, Marc	4520	MS Art	Pinault, Vicki	1600	Grade 4
Chouiniere, Chris	2030	MS Music	Poulin, Karine	2550	French
Clark, David	4060	HS Social Studies	Reaves, Douglas	3551	HS Computer Instruction
Clark, Diann	1093	Elem SLP	Roughgarden, Julie	4540	MS Resource
Cole, Beth	2053	HS Guidance	Schraven, Mary	1060	Grade 2
Collaro, Kathleen	1570	Grade 4	Scott, William	4010	MS PE/Health
Cummings, Marcy	2041	Title I	Siemons, Rhonda	3530	HS Business
Daniels, Alfred	4530	Grade 6	Sinclair-Fowler, Elaine	1560	Grade 2
Davis, Steven	1202	Computer Technician	Skerrett, Jennifer	3580	Grade 7/8 social studies
Duffy, Amelia	2380	HS Literacy Specialist	Stewart, Judy	4090	HS Social Studies
Duplissa David	4570	Grade 6 math	Sweet, Lisa	1030	Kindergarten
Eaton, Jessica	1590	Grade 4	Tague, John	2520	HS Math
Ellingson , Kate	1540	Grade 3	Thompson, Paula	3540	MS Math
Feiner, Michele	1621	Elem. Social Worker	Thorsen, Eve	2130	HS English
Fitzgerald, Mary	2003	Math teacher/leader	Towle, Melissa	2810	HS Music/chorus
French, Kristie	2002	Preschool	Trushaw, Steve	1160	Elem SSC
Garland, Emily	4020	HS Art	Vecchio , Joe	2590	HS Spanish
Gardner, Lynn	1130	Elem Guidance	Viau, John	2171	HS Dr. Ed
Gilbert, Brenda	2530	HS Math	Villeneuve, Sara	4050	HS English
Green, Erica	1040	Kindergarten	Weeks, Heather	2101	Elem. PE
Griffin, Fred	2150	HS English	Welch, Jensen	2540	HS Math
Griswold, Lisa	3630	MS Science	Wiener, Jordan	2070	Network Manager
Gross, Nancy	2611	Technology Integration	Wills, Emily	3560	Lang. Arts Grade 7/8
Haddock, Katie	1080	Grade 1	Witalec, Geri	2052	MS Guidance/Health
Hall, Brenda Logee	2591	Vocational Liaison	Woodley, John	3510	HS Spec Ed
Hamm, Dana	3620	Grade 7/8	Young, Lisa	4550	MS Language Arts
Hebert, Kevin	2110	HS English			
Hogan Suzanne	2010	Elem. Music			
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			
LaClair, Jeanne	1622	K/Reading Recovery			
Ladue, Mark	2510	HS Math			

Support Staff

Albarelli-St.Louis, Vanessa
Barner, Jeanne
Beyor, April
Bonneau, Janet
Bonning, Melissa
Brigham, Jon
Brooks, Carolyn
Combs, Kelly
Combs, Kim
Cote, Allisson
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
Varney, Michelle
Yandow, Cheryl

<p><u>Audio Visual</u></p> <p>Nancy Lynch</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>Building and Grounds</u></p> <p>Tod Granger</p>	<p><u>Library</u></p> <p>Joy Mercer</p>
	<p><u>Transportation</u></p> <p>Del Sweatt 849-2068</p>

PTSA

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.

*Christel Michaud, President 849-9757
2141*

*Selena Senesac, V. Pres. 849-2205
6599*

Nikole Brock, Secretary 849-

Julie Filiberti, Treasurer 849-

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**

<i>Mack</i>	<i>Gilbert</i>
<i>Clark</i>	<i>Ladue</i>
<i>Duffy</i>	<i>Vecchio</i>
<i>Stewart</i>	<i>Poulin</i>
<i>Griffin</i>	<i>Lane</i>
<i>Reaves</i>	<i>McSoley</i>
<i>Hebert</i>	<i>Pfeiffer</i>
<i>Brown</i>	<i>Branch</i>
<i>O'Brien</i>	
<i>Garland</i>	
<i>Towle</i>	
<i>Viau</i>	
<i>Quarter 1 total students: 145</i>	<i>Quarter 1 total students: 154</i>
<i>Quarter 2 total students 151</i>	<i>Qtr 2 total students 156</i>

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

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

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

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		

SCHOOL OPERATIONAL PROCEDURES

1. Support Staff, Para-Educators, and Non-Contracted employees' timesheets must be submitted to Sally Billado or Val French no later than Thursday at 9:00 a.m. in order for paychecks to be processed. Timesheets are available in the AV (copy) room and the elementary office. (See Appendices A-1, A-2, A-3 for sample timesheets)
2. All teachers will be in their classroom at least ten minutes prior to their first class and ten minutes after dismissal. Teachers will be available before or after school to attend meetings, conferences, and assist and supervise various student activities. Teachers may leave earlier, if necessary, with proper notification to the administration.
3. All teachers will be available every Tuesday after school to attend faculty meetings and/or committee meetings.
4. All full-time, high school teachers shall be class advisors (complete list of assignments and responsibilities follows).
5. A schedule of teachers' meetings will be posted in advance by the administration.
6. Staff members are reminded to lock all valuables in their file or the school vault when leaving their room. All rooms should be locked when the teacher is absent for prolonged periods.
7. No food should be kept in rooms that are unapproved. (In accordance with BFA's Allergy Policy).
8. If illness prevents your attendance, please call Val French (K-5) at 849-6367, Sally Billado (6-12) at voice mail number 849-9200 ext. 3070 only. Please do not call Sally at home. (she will be checking voice mail starting at 5:30 am) Faculty/staff members requesting personal, professional, bereavement, or jury duty leave must fill out the Leave Request Form available in respective offices. Approval of such requests is based on the Master Agreement.
9. The Guidance Office will send progress reports to parents as requested by teachers in grades 6-12 at the middle of each marking period. It is very important for parents to be made aware if a student is in danger of failing for the year. (See Appendix C) (For listing of report card and progress report dates see Appendix D).
10. Each faculty member is responsible for putting together course syllabus/units of study for distribution which shall include: student academic/behavioral expectations, general

course content, grading system, reading list (when applicable), voice mail procedures and instructions regarding setting up conferences.

11. All plan books should be kept one week in advance and left in teachers' desks. Periodically, they may be reviewed by the administration. Teachers should include copies of seating arrangements.
12. All teachers must maintain a substitute file in the main office. This file will include the information contained in the forms attached to this handbook (see Appendix E1-E6). Information in the substitute file should be updated as needed. In addition, three days of emergency plans should be turned in to the appropriate administrator by the end of the 7th day of school.
13. Each teacher is responsible for his/her classroom. Any audiovisual equipment signed out during the day is to be returned to the A.V. room.
14. Attendance will be taken at the beginning of the first class for all grades and subjects. Attendance sheets must include students' **first and last name**, date, as well as the teacher's name. Attendance sheets are available in the A.V. Room.
 - Students absent from class who are not on the daily absentee list should be reported immediately to the main office.
 - Students whose name appears on the absentee list but are in class should be asked to report to the office, if they have not already done so.
 - In no case should a student who is tardy or absent be admitted to class without an admission slip from the office unless informed to do so by the main office.
15. The office will email a daily announcement in the morning. Faculty, staff and students desiring information to appear in the announcement must have them to Sally Billado, in legible form, by 3:00pm the day before you want the announcement to start. Teachers must post this announcement in an appropriate place so students have access. Announcements are posted daily outside the Main Office.
16. The Faculty Room is for faculty and staff. **Students shall not be permitted access.** The cleanliness of this area is the responsibility of the faculty and staff.
17. Phone messages will be forwarded to voice mail unless the caller indicates that it is a necessity. Voice mail should be checked on a daily basis. Teachers are responsible for having a greeting on their voice mail. The school phones are available for business and personal use. School and personal authorization codes have been issued for faculty and staff use. New teachers can obtain their authorization codes through the main office.
18. A phone is available for students in the main lobby for high school and middle school students.

19. Teachers must receive a principal's permission IN ADVANCE before any reimbursement for trips or other items will be paid.

In all cases, no payments shall be made until receipts are submitted. When meals or rooms are part of group expenditure, individual receipts will be necessary for payment. No reimbursements shall be made for alcoholic beverages or gratuities.

20. Teachers should not leave their room during class unless another faculty member is present to supervise the students. Assistance should be requested from the office if an emergency arises.

21. A master calendar is maintained in the main office for all building events (see Carol Stanley). All activities must be approved by the principals by using the Activity Request Form (See Appendix F).

22. Corridor supervision is the responsibility of every staff member.

23. Teachers will dress as outlined in section 8:10 of the Master Agreement.

24. Communication with parents is essential. It is the responsibility of all teachers to maintain communication with parents/guardians regarding academic or behavioral progress.

25. All students traveling throughout the building will use passes.

26. All faculty members are expected to accompany their classes to assemblies.

27. Confidentiality: Faculty and staff members recognize that communications regarding students, verbal or written (including e-mail), may be considered confidential and must not be violated according to the provisions outlined in the Family Educational Rights and Privacy Act (FERPA).

28. Faculty members shall complete a Bus Request Form (see Appendix H) when planning a field trip or student activity. This should be done **at least one week before the activity.**

29. Students participating in field trips will need to have a signed Field Trip Permission Form turned into the faculty member in charge of the field trip. Students without the signed permission form should be directed to the appropriate administrator (see Appendix I).

30. Dismissal of all students will generally take place at 2:45.

There will be occasions when this schedule may be altered (inclement weather, student activities, bus issues, etc.).

CLASS ADVISORS

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

Responsibilities at each grade level include but are not limited to:

- | Grade 9 | Grade 10 | Grade 11 | Grade 12 |
|--|--|---|--|
| <ul style="list-style-type: none"> ▪ Organize orientation ▪ Organize as class ▪ Plan fundraisers ▪ Prepare farewell to Seniors for Class Day | <ul style="list-style-type: none"> ▪ Plan fund raisers ▪ Prepare “Motto” banner for graduation ▪ Prom Site selection ▪ Prepare farewell to Seniors for Class Day | <ul style="list-style-type: none"> ▪ Plan fund raisers ▪ Plan Prom ▪ Review and propose Senior Privileges ▪ Prepare farewell to Seniors for Class Day | <ul style="list-style-type: none"> ▪ Plan fund raisers ▪ Collaborate with administrators and Sr. officers re: privileges ▪ Plan commencement: <ol style="list-style-type: none"> 1. Select speaker 2. Choose motto 3. Announcements and Caps/Gowns 4. Choose class song 5. Choose marshals ▪ Plan Class Trip ▪ Plan/present school gift ▪ Gifts for Advisors |

Expectations for Work Block

- Students should only use the library and computer lab if they have a pass from a teacher and a legitimate project or task to work on.
- Students should not be allowed to go to the cafeteria during work block because there is a middle school lunch which happens at that time.
- Students going anywhere should have a pass.
- When in doubt, call ahead to be sure that some one is available to work with a student.
- Students who are chronic wanderers will be “grounded” from travel during work block.
- Passes for students should come from the “receiving teacher” i.e. If you want a student to see you for help or make up, give her or him a pass BEFORE work block.
- If a student has a need for help that is not planned the “sending teacher” can/should CALL before sending the student.
- Movement for students should be for make – up, extra help and/or meetings.
- The purpose of work block is not for boyfriends and girlfriends to get together.
- Each work block teacher should have an accurate list of students in each “group” which might be meeting, student council, helping hands, Spanish club, French club, VTLSP, others.
- There will be a calendar of work block meetings for these groups published monthly.

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.

Violations of the above rules will result in the loss of the privilege to bring a bicycle to school.

8. 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 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, no bare middles. 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 are prohibited.
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.
14. The school day is defined as beginning when a student first boards a school bus, walks, rides a bicycle or drives onto school property. Additionally, students, upon arrival in the morning at school, or prior to departure by bus at the end of the day, will not be allowed to leave school property to smoke or go to the store.

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

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.

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

“CLEAR THE HALLS” Drills

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

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.

FIRE DRILL PROCEDURE

Exit plans are posted in individual classrooms. Please check to ensure that Fire Drill directions in your room are accurate. If not, notify the Maintenance Supervisor immediately.

Please follow these instructions:

1. Keep class in one area. DO NOT allow inter-class mingling.
2. Please complete attendance slips as soon as possible. The Principal will coordinate pick-up of attendance slips. Identify students absent, with another teacher, other locations (Library, Nurse, Resource Room, etc.) or unknown. (See Appendix K)
3. Be sure to take your Lesson Plans and Grade Book with you. A Fire Drill attendance sheet should always be in your Plan/Grade book.
4. Close all classroom doors and windows and turn off lights when leaving.
5. Faculty and staff should remain with their students at all times.
6. DO NOT allow students on any portions of public highways.

The map of the building has the suggested evacuation exits numbered. Should a real emergency arise and result in your assigned exit being blocked, proceed to the nearest safe exit.

RULES FOR SCHOOL ENVIRONMENTS

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 student's 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
- Accept responsibility for the behavior that resulted in Planning Room visit
- Process behavior with staff person
- Write a plan

COMMUNICATIONS POLICY

There are three main components to the Communications Policy.

1. One component is the policy itself, which describes a broad range of issues dealing with our computer network.
2. The second component is the "Acceptable Use" section of the policy which details for students and parents how our network and the internet are to be used.
3. The third is a permission form, which must be signed by parent/guardians and the students saying that they understand the Acceptable Use Policy and will abide by it.

Before allowing a student to use your computer for internet access, please check to see that they have a signed permission form on file. A list of these students can be found at U:\Information for Teachers and Staff\Internet Permission List. A blank form can be found at U:\Forms & Letterhead\Internet Permission Form.

In general, students and faculty are to use the BFA network and the internet for educational and professional purposes only. Chat rooms, instant messaging, game playing, file sharing, internet radio, and student email are not, under normal circumstances, deemed educational and are therefore not allowed. Some of these activities pose a threat to the security of our network and to our students. Some use expensive bandwidth for unnecessary activities. Please closely monitor the use of your classroom computers. Do not allow students to use the computer if you are not there to supervise. Do not allow students to download files unless you know it is legal and educationally appropriate.

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 those 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 webmail, 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.

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
 - Underclassmen will not be allowed in the senior space, even with the permission of the senior.
 - Noise shall be kept to an acceptable level; classes and events may not be disturbed.
 - The senior space shall be kept clean, both in atmosphere and appearance. This responsibility lies with the senior occupants.
 - 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.

Library Resources

The Fairfax Community Library serves the school as well as the community of Fairfax. It is staffed by a full-time school librarian, two school library assistants, a part-time public librarian, and a part-time public library assistant.

Resources

In addition to print, audio, and video materials the library subscribes to the following online resources:

Vermont Online Library
 CQ Researcher
 Grolier Online Encyclopedia

Passwords are available in the library.

What we can do for you:

- Schedule time in the library for students to use resources. Please sign up at least one day in advance.
- Put books on reserve for your class, or sign them out to your classroom.
- Request materials through Inter-library loan.

The following presentations are available upon request:

- Research 101 – what resources are available and how to use them. How to find quality information.
- Plagiarism 101 – what it is and how to avoid it.
- Book talks – please give as much notice as possible
- How to use the library – Dewey decimal system, fiction/non-fiction etc.

Teacher – Librarian collaboration on any special project you can think of. Just ask!

What you can do for us:

- Give as much notice as possible when making requests.
- Notify the library about any special projects or topics so we can gather the resources.
- Recommend specific books or general subject areas that you would like to see purchased.
- Monitor students when using the library to keep them on task.
- Distribute overdue notices to students promptly.

Patron Confidentiality

The state of Vermont passed a strict library patron confidentiality law in July 2008. Please assist us in upholding this law by keeping student checkout information confidential. **Do not use overdue notices as scrap paper.** Please distribute to intended students promptly or return to the library if you do not have that student. Please see the librarian if you have any questions.
<http://vsla.info/professional-development/patron-confidentiality>

STUDENT ATTENDANCE PROCEDURES

POLICY:

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:

High School 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 complete 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.

RESPONSE TEAM

In the event of a crisis, the BFA Response Team will be activated according to the Crisis Management Plan currently in place. Copies of the plan are available through your building administrator.

HEALTH OFFICE INFORMATION

1. ALL medications (both prescriptions and non-prescriptions) will be held in the Health Office. The school nurse will administer them. Exceptions to this are inhalers and bee sting kits. These will be given to students on a case by case basis. If possible, medications will be given just before or just after a class.
2. Health screenings will be done throughout the year. The school nurse will coordinate with teachers when the best times are to complete these screenings.
3. Should a student become severely ill, the teacher should call the nurse to go to the classroom or have the student come to the Health Office with another student or staff member.
4. Information regarding Blood Borne Pathogens and Hepatitis B is available in the Health Office. All new employees must review a video and sign a form.
5. The Health Office may be closed for lunch, except for emergencies.
6. **Faculty will phone the Health Office prior to sending a student to the nurse (unless in an emergency situation).**

FOOD ALLERGEN NOTICE:

Please be aware that several students in the middle school/high 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.

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 demean or degrade 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 precede 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:

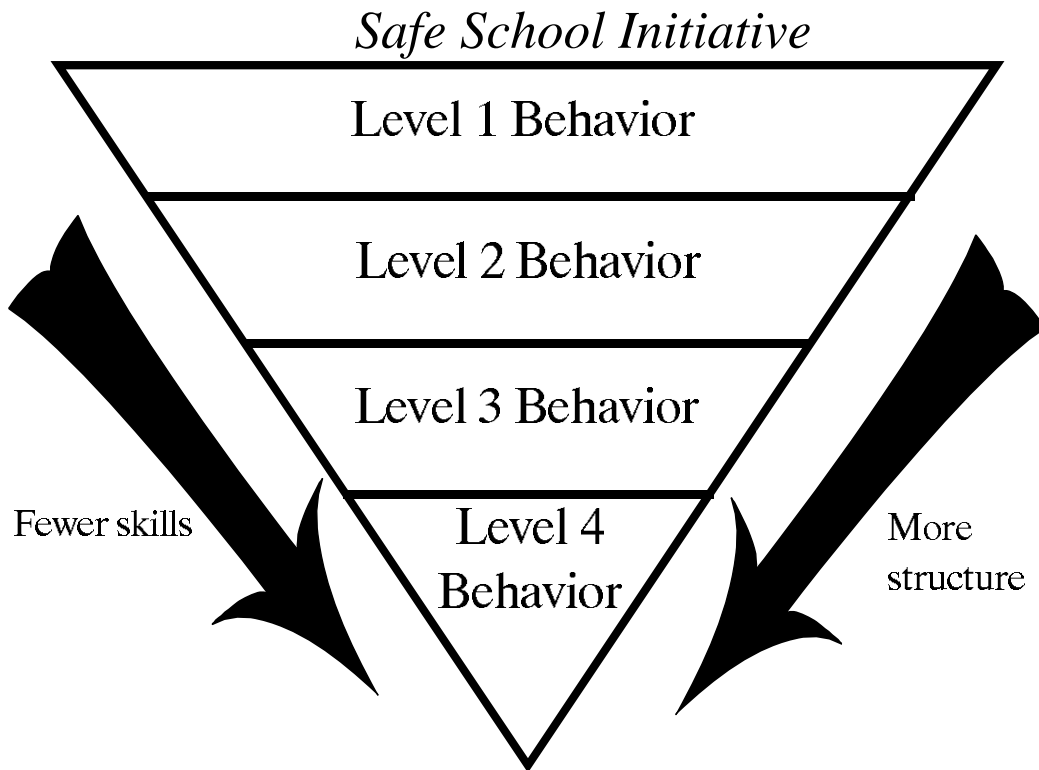
Statutory/Regulatory Authority: 16 VSA Chapters 101 and 23, PL 101-476. Individual with Disabilities Education Act (IDEA), PL 93-112, 504 of the Rehabilitation Act of 1973, PL 89-313 and PL 94-482, all as amended from time to time.

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.



**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
PLANNING ROOM**

- 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 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.
- 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.

GUIDANCE

Every effort will be made to accommodate students' needs. The following procedure will ensure access to counselors:

1. A student will not be pulled from academic courses unless it is an emergency.
2. Students wishing to meet with a college representative need to make arrangements with the guidance office and respective teacher prior to the date of the college visit.
3. Students wishing to meet with counselors will need to make an appointment with the guidance secretary and receive an appointment slip that will be shown to their teacher of that block.
4. Seniors who have questions about colleges, work, SAT deadlines, scholarships, etc., should try to meet with the counselor during their free blocks or at the end of their daily academic schedule.

All permanent student records are to be kept in the Guidance Office. Teachers' must sign the record out to make entries. Please use the sign-out sheets provided. Records should not be taken without signing them out nor should the records at any time be taken off school premises.

GUIDANCE PROCEDURES FOR ALL NEW AND TRANSFERRING STUDENTS

Registration:

All registration/transferring information must be forwarded to the Guidance Secretary prior to enrollment.

Transferring:

- Staff and faculty are asked to notify the Guidance Office prior to a student transferring to another school so debts can be collected before they move.
- Teachers are also asked to notify the Guidance Office if a student is considering dropping out of school for any reason. Guidance will meet with the student to discover reasons and give assistance to help keep the student in school.
- Guidance will issue a Textbook Clearance/Withdrawal request form which the student will carry to each class, the library, cafeteria, and main office to have signed. All textbooks must be returned.

GRADING/REPORT CARDS

Kindergarten teachers will grade students using “S” for successful or “N” for needs more time.

Grade 1-5 teachers will base their grades on the following:

- EExceeding Expectations
- SSecure
- D.....Developing
- EDExperiencing Difficulty
- NINot Introduced
- NA.....Not Applicable

Middle School Grading System
6-12

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

Grade 9-12 teachers will base their grades on the following:

- | | | | |
|----------------|----------------|--------------|-------------------|
| A+100-98 | B+.....90-88 | C+.....80-78 | D.....70-65 |
| A.....97-94 | B.....87-84 | C.....77-74 | FBelow 65 |
| A-93-91 | B- 83-81 | C-.....73-71 | IIncomplete |

Teachers may obtain copies of the appropriate report card through the Guidance Office. All incomplete grades, given during one marking period, must be changed to a number grade. If the work is not completed by the student within 2 weeks following the end of the marking period, all incomplete work will be recorded as zeros and the grade calculated accordingly. If the student has been ill, has special extenuating circumstances, or has been unable to make up the necessary requirements because of a family or personal situation, the Guidance Office and the grading teacher will evaluate these cases on an individual basis. A specified time limit will be determined for the student to complete the necessary work.

Honor Roll Grades 7-12

First Honors
No mark below 91

Second Honors
No mark below 88

Third Honors
No mark below 81

Honor Roll Grade 6

No mark below 81

TECHNICAL EDUCATION

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 all day programs at The Center for Technology at Essex or half day programs at Burlington Technical Center. Embedded academic credits may be earned upon completion of a technical program at either technical center.

AUDIOVISUAL EQUIPMENT REQUESTS

A.V. equipment is stored in the A.V. room. DVD/VCR units are available in the Faculty Room. **Please use the sign out sheets provided by the copier.** Teachers are responsible for the pick-up and return of all equipment. Please report any damage or malfunction to the A.V. Technician. Mobile Lap top sign ups can be accessed on the "U" drive under Staff /Computer sign ups.

CLASSROOM SUPPLIES

General classroom supplies are available in the AV room. Use the clipboard provided to record supplies taken. Hours are posted on the door.

PHOTOCOPYING GUIDELINES

The A.V. Technician provides photocopying/duplicating and laminating services. A copier is provided for faculty use in the A.V. room. Below is a sample of the request form you should submit when requesting copies. This form is available in the A.V. room. Work orders should be left on the counter in the A.V. room designated for that purpose or e-mailed to Mrs. Lynch. Work orders needing to be filled by 8:30 a.m. must be submitted by noon the day before. Teachers are responsible for picking up completed work in the A.V. room

Name of Teacher
Number of Copies _____
Date Needed _____
Back and Front _____
Enlargement/reduction Yes No
Collated _____ Stapled _____
3-Hole Punched _____
Special Comments and Instructions

MAINTENANCE REQUESTS

All requests for maintenance or repairs should be submitted in writing to the Maintenance Supervisor. Repair/request forms are available in the main offices.

BUILDING ACCESS SECURITY

The school building can be accessed with your employee badge during the regular school day and after school whenever there are custodial services. Please make arrangements with an administrator if you need access to the building after regular custodial hours

- Entrances are: the Main Lobby entrance, the doors in the high school to the parking lot and the main entrance door to the elementary wing.
- **All visitors** should report to the main office to sign in and receive a visitor's pass. They should **sign out when they leave**. Please let the main offices know if you are expecting presenters, etc.
- When the school day is over, at 3:00 p.m., all hallway doors will be locked. Teachers use an "A" key to access classrooms, cafeteria, gymnasium, AV room, main offices, etc.
- Classrooms should be locked and lights turned off when not in the room.

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:

- 4. 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.*
- 5. The use of security cameras shall be publicly posted at entrances to the schools, and this policy shall be included in school handbook.*
- 6. 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*

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.

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.

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.

- 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:

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. 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.
 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. 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.

DISTRICT POLICIES SUMMARIES

Listed below are brief descriptions of district policies that impact all members of our school community. For full descriptions of these policies, please feel free to contact the library, FWSU Office or Principals' offices.

Alcohol and Drug Free Workplace	No employee will unlawfully manufacture, distribute, dispense, possess or use alcohol or any drug on or in the workplace.
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.
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.
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.
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.
Harassment of Employees	Fairfax School District shall provide employees a work environment free of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct, or communications constituting harassment.
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.
Harassment Policy	Fairfax School District is opposed to and prohibits without qualification, unlawful harassment based upon race, color, religion (creed), national origin, marital status, sex, sexual orientation or disability.

Hazing Policy	Hazing has no place in the District's schools and will not be tolerated.
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.
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 of his/her designee shall be responsible for implementing procedures to comply with federal and state laws that define standards for serving LEP students.
Personnel Records Policy	The Office of the Superintendent shall be responsible for establishing and maintaining all personnel records of current administrators and faculty.
Professional Development Policy	Recognizing that there is a connection between educator professional development and student achievement, the Board adopted a policy that will enable teachers, paraprofessionals, administrators and board members to broaden their knowledge and skills to effectively contribute to achievement of District goals.
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.

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.
Support Services Personnel Policy	This policy provides guidelines for employment of personnel not covered by the teachers' or administrators' contracts.
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.
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.
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.
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.

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.

