



This playbook has been developed for Bellows Free Academy students, parents, and staff to gain a better understanding of our expectations and procedures.

A complete handbook, including district policies, is accessible on our website.



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Who To See For What?

Need	Call or email the individual
After School Programming	Michael Campbell Phone: 802-527-6535 Email: mcampbell@maplerun.org
Attendance Reporting (Absence, late arrival, early dismissal)	Ashley Geraw Phone: 802-527-6409 Email: bfaattendance@maplerun.org
Athletics	Jordan O'Grady, Assistant Athletic Director Phone: 802-752-2273 Email: jogrady@maplerun.org
Community Integration Program (CIP)	Kasia Bilodeau Phone: 802-527- 6486 Email: kbilodeau@maplerun.org
Educational Support Coordinator (EST)	Cate Lamb Phone: 802-752-2274 Email: clamb@maplerun.org
Guidance Counseling/School Counseling Office	Guidance Department Phone: 802-527-6571 Email: sgagnon@maplerun.org
Drivers Education	NCTC Office Phone: 802-527-6433 Email: dlanglois@maplerun.org
Discipline/Conduct/Report Bullying or Harassment	Dean of Students: Mark Ginsburg Phone: 802-527-6474 Email: mginsburg@maplerun.org Assistant Principal of Student Engagement: John Bratko Phone: 802-527-6417 Email: jbratko@maplerun.org
Flexible Pathways, Co-Ops, Internships	Liam Mahabir- Phone: 802-527-1063 Email: lmahabir@maplerun.org Rob Thayer - NCTC Phone: 802-527-6516 Email: rthayer@maplerun.org
Health and Medical	BFA Nurses Phone: 802-752-2260 Email: bfanurses@maplerun.org
IT/Chromebook/PowerSchool Login	Phone: 802-527-6498 Email: bfahelpdesk@maplerun.org
The Lighthouse Alternative Program	Matt Bloom Phone: 802-527-6503 Email: mbloom@maplerun.org
Lockers (By request only)	Peg Goldsbury Phone: 802-527-6556 Email: pgoldsbury@maplerun.org
Lunch	Abbey Group Phone: 802-527-6430 Email: bfaabbey@maplerun.org

NCTC Programming	Susan Bosland, School Counselor 802-527-6512 Email: sbosland@maplerun.org
NOVUS	Mike Szewko Phone: 802-527-6484 Email: mszewko@maplerun.org
Online Classes Coordinator	Scott Cooledge Phone:802-527-6472 Email: scooledge@maplerun.org
Personal Learning Plan	9/10 grade PLP Coordinator: Liam Mahabir Phone: 802-527-1063 Email: lmahabir@maplerun.org 11/12 grade PLP Coordinator: Jamie Bristol Phone: 802-527-6438 Email: jbristol@maplerun.org 9-12 IT PLP Coordinator: Michael Atwood Phone: 802-527-1064 Email: matwood@maplerun.org
Senior Community Service Advisor	Geoff Murray 802-527-6590 Email: gmurray@maplerun.org
School of Choice	Theresa Callan Phone: 802-527-6400 Email: tcallan@mapleru.org
Special Education and Support Services	Heather Dunigan Phone: 802-527-6410 Email: hdunigan@maplerun.org
Transportation/Busing	Teri Brunelle Phone: 802-527-6404 Email: tbrunelle@maplerun.org
Transcripts/Student Records/Registration	Registrar Martina Newell Phone: 802-527-6570 Email: mnewell@maplerun.org
504 Coordinator	Sorel Chaput Phone: 802-752-1059 Email: schaput@maplerun.org

To facilitate efficient communication, we kindly ask that you provide teachers with a minimum of two school days to respond to your email requests. This time frame ensures that they have sufficient opportunity to carefully review your message and provide a thoughtful response. If you have an urgent matter that requires immediate attention, we respectfully request that you indicate the urgency in the subject heading of your email or consider contacting the front office via phone.

Daily Schedule

Bellows Free Academy Bell Schedule 2023-24				
Monday	Tuesday	Wednesday	Thursday	Friday
7:20-8:00 Teacher Collaboration	7:30-8:00 Call Back	7:20-8:00 Teacher Collaboration	7:30-8:00 Call Back	7:30-8:00 Call Back
NCTC 8:00	NCTC 8:00	NCTC 8:00	NCTC 8:00	NCTC 8:00
P1 8:10-8:55	P1 8:10-9:35	P2 8:10-9:35	P1 8:10-8:55	P1 8:10-8:55
P2 9:00-9:45			P2 9:00-9:45	P2 9:00-9:45
P3 9:50-10:35	ADVISORY 9:40-10:05	ENRICHMENT 9:40-10:55	P3 9:50-10:35	P3 9:50-10:35
P4 10:40-11:25	P3 10:10-11:35		P4 10:40-11:25	P4 10:40-11:25
ENRICHMENT 11:30-11:50 (NCTC Lunch 11:30-11:55)	P5/Lunch 11:40-1:20	P6/Lunch 11:00-12:40	ENRICHMENT 11:30-11:50 (NCTC Lunch 11:30-11:55)	ENRICHMENT 11:30-11:50 (NCTC Lunch 11:30-11:55)
P5/Lunch 11:55-1:10		11:00-11:25 L1 NCTC+	P5/Lunch 11:55-1:10	P5/Lunch 11:55-1:10
11:55-12:20 L2	11:40-12:05 L1 NCTC+	11:25-11:50 L2	11:55-12:20 L2	11:55-12:20 L2
12:20-12:45 L3	12:05-12:30 L2	11:50-12:15 L3	12:20-12:45 L3	12:20-12:45 L3
12:45-1:10 L4	12:30-12:55 L3	12:15-12:40 L4	12:45-1:10 L4	12:45-1:10 L4
	12:55-1:20 L4	ADVISORY 12:45-1:20		
P6 1:15-2:00	P7 1:25-2:50	P4 1:25-2:50	P6 1:15-2:00	P6 1:15-2:00
P7 2:05-2:50			P7 2:05-2:50	P7 2:05-2:50

BFA students start at 8:10 am. Morning program NCTC students start at 8:00 am. Call Back 7:30-8:00 am is for students to receive academic, social emotional, behavior, attendance support, etc. It may also be used for club or extra-curricular meetings.



Report Card Dates

Progress Report Fall: November 2

Semester 1 Report: January 19

Progress Report Spring: April 4

Semester 2/Final Report: June 28

PSAT

October 11th, 2023

SAT Dates

October 7th, November 4th, March 9th,
June 1st

Calendar

MAPLE RUN UNIFIED SCHOOL DISTRICT SCHOOL CALENDAR

2023-2024

Bellows Free Academy - Northwest Career & Technical Center - Fairfield Center School - St. Albans City School - St. Albans Town Educational Center

July 2023				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August 2023				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

8/24-8/29 Staff Inservice

Student Days: 2

8/30- First day for K-12

Staff Days: 6

September 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

9/4 Labor Day

Student Days: 20/22

9/5 First day for preK

Staff Days: 20/26

October 2023				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

10/13 Non Student Day

Student Days: 20/42

10/16 Staff Inservice

Staff Days: 21/47

November 2023				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

11/20 Staff Inservice

Student Days: 17/59

11/21 Parent Conferences

Staff Days: 19/66

11/22-11/24 Thanksgiving Break

December 2023				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

12/25-12/29: Winter Break

Student Days: 16/75

Staff Days: 16/82

January 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

1/1 Winter Break

Student Days: 21/96

1/15 Martin Luther King Day

Staff Days: 21/103

February 2024				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

2/26-2/29 Second Winter Break

Student Days: 17/113

Staff Days: 17/120

March 2024				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

3/1-3/5 Second Winter Break

Student Days: 17/130

3/22 Staff Inservice

Staff Days: 18/138

April 2024				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

4/19 Parent Conferences

Student Days: 16/146

4/22-4/26 April Break

Staff Days: 17/155

May 2024				
M	T	W	Th	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	22	23	24	25
27	28	29	30	31

5/27 Non Student Day

Student Days: 22/168

Staff Days: 22/177

June 2024				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

6/13 Last student day

Student Days: 9/177

6/19 Juneteenth

Staff Days: 9/186

Non-Student Days		Other Days	
	Holiday/Vacation		First & Last Day for Students
	Staff Inservice		Possible Snow Day Make Up
	Parent Conferences		

Academic Awards and Recognition

We remain committed to recognizing and celebrating academic excellence within a proficiency-based system.

Latin Honors used in the senior year based on cumulative GPA

- Summa Cum Laude: 3.9 GPA or higher
- Magna Cum Laude: 3.7 - 3.89 GPA or higher
- Cum Laude: 3.5 - 3.69 GPA or higher

Semester High Honor Roll

- All Final Course Scores 3.5 or higher

Semester Honor Roll

- All Final Course Scores 3.3 or higher

Yearly Academic Pin Awards

- Gold Pin = 3.9 or higher for the school year
- Silver Pin = 3.7 – 3.89 or higher for the school year
- Bronze Pin = 3.5 – 3.69 or higher for the school year



Class Standing

For promotion to grade 10, students must have attained 5 academic credits.

For promotion to grade 11, students must have attained 10 academic credits.

For promotion to grade 12, students must have attained 17 academic credits.

Graduation Requirements

English – 4 credits	Arts (Art, Music, Drama, or Dance) ** – 1 credit
Mathematics – 3 credits	Health Education – .5 credit
Science – 3 credits	Career Exploration - .5 credit
Social Studies – 3 credits	Electives – at least 7 credits
Physical Education (PE)* – 1.5 credits	
Personal Finance - .5 credit	

**PE can include 1 credit of Dance.*

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

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



A total of **24 academic credits** are needed to graduate with a BFA diploma and must include the following:

- 10 Hours of community service
- Personal Learning Plan



Increase student success;
familiarize yourself with
BFA's systems & supports!



Advisory

Students are assigned an advisory upon enrollment. Students generally keep the same advisor for the duration of their time at BFA. Advisory time may be used for relationship building, all-school activities, grade-level assemblies, dissemination of information, PLP work time, etc.

Call Back

Callback is available from 7:30 - 8:00 am on Tuesdays, Thursdays, and Fridays. This is an opportunity for students to get caught up with work and connect with their teachers in order to be more successful in class. Students can self-schedule Call Back by communicating with their teachers. The teacher will provide a pass for Callback. Students may also be assigned to Call Back by staff.

Enrichment

Enrichment provides students with the time and space to complete classwork and homework or meet with teachers for retakes, redos, and reteaching. It can also be used for meetings with guidance counselors or for events such as student engagement activities, guest speakers, performances, or college and career fairs. Students and teachers use FTM to create and sign up for activities or events. Student movement during this time is determined by signed passes from staff.

Course Changes and Withdrawal

Students may change or withdraw from courses within the first five days of the semester, with parent/guardian permission, if space is available in another desired course. If a course change occurs after the 30th day of the semester, credit denied will be recorded on the student transcript.

Lockers

Requests for lockers can be made by emailing pgoldsbury@maplerun.org. You will receive a reply through your school email account, which will include your combination.

Personal Learning Plan (PLP)

The personalized learning plan will help students connect academic achievements and personal accomplishments to college and/or career readiness upon graduation. Students will collect high-quality pieces of evidence (e.g. final projects, papers, performances, etc. drawn from coursework, extracurricular activities, and out-of-school learning experiences, etc.), in a digital portfolio housed within Google Sites. Advisories and courses provide the time and structure for students to regularly update and reflect on this work. The Personal Learning Plan (PLP) is **required** for each year a student is enrolled in BFA.

Grading System

Proficiency-Based Learning is a crucial component of creating an educational environment in which every student graduates, and every graduate is college and career ready.

BFA requires a 2.5 course score to receive credit for a course.






Score	Name	Description
0	Not Assessable	The student has not demonstrated evidence of learning.
1.0	Emerging <i>(Recall)</i>	The student can recall/recognize the limited information required for the standard. Students only have knowledge of content terminology.
2.0	Developing <i>(Skill/Concept)</i>	The student has a basic comprehension of information and knowledge in the standard. The student can explain the concept. Students have knowledge of content terminology and general principles.
2.5	Basic Proficiency	The student can comprehend the information and knowledge in the standard. The student can analyze new information in a <i>similar context</i> with support. Students have knowledge of content terminology, general principles, and carry out algorithms for problem-solving.
3.0	Proficient <i>(Strategic Thinking)</i>	The student can fully comprehend the information and knowledge in the standard. The student can use the knowledge in a <i>similar context</i> independently. Students have knowledge of content terminology, general principles, and select the best algorithms for problem-solving.
3.5	Proficient Plus	The student can fully comprehend and independently analyze the information and knowledge in the standard. The student can independently extend learning and apply knowledge to a <i>unique situation</i> . Students develop cognitive strategies to independently learn content terminology, principles, and select the best algorithms for problem-solving.
4.0	Expanding Proficiency <i>(Extended Thinking)</i>	The student can fully comprehend and independently analyze the information and knowledge in the standard. The student can independently meet a learning goal by using the knowledge expressed in the learning standard to expand their learning in a <i>new context</i> . Students can communicate how complex processes relate to the content terminology, principles, and algorithms for problem-solving.

Proficiency Score to Letter Grade Conversion

Course Proficiency Score	Letter Grade
3.9 - 4.0	A+
3.7 - 3.8	A
3.5 - 3.6	A-
3.3 - 3.4	B+
3.1 - 3.2	B
2.9 - 3.0	B-
2.7 - 2.8	C+
2.5 - 2.6	C
Below 2.5	CD (Credit Denied)

Transferable Skills

Transferable skills are all the skills that you take with you from one job to another. The Vermont Transferable Skills Assessment Supports (VTSAS) were developed as a part of a collaboration between the AOE, Great Schools Partnership, and dozens of Vermont educators, administrators, and curriculum leaders.

Transferable Skill Standard	Performance Indicators
Clear & Effective Communication 	<ul style="list-style-type: none"> -Presentation and organization of information -Using evidence to support a claim -Poise -Language control -Collaborative discussion
Self-Direction 	<ul style="list-style-type: none"> -Demonstrate preparation, initiative, and responsibility for learning -Complete assignments in a timely manner -Demonstrate flexibility with learning; persevere in challenging situations
Creative & Practical Problem Solving 	<ul style="list-style-type: none"> -Understanding the problem -Selecting and choosing a strategy -Analysis -Reflection
Responsible & Involved Citizenship 	<ul style="list-style-type: none"> -Take responsibility for personal decisions and actions -Working collaboratively with others -Use technology and digital media responsibly
Informed & Integrative Thinking 	<ul style="list-style-type: none"> -Apply knowledge from various disciplines to real-life situations -Develop and use models to explain a system, process, or concept -Apply systems thinking to understand the interaction and influence of related parts on each other

Behavior Expectations

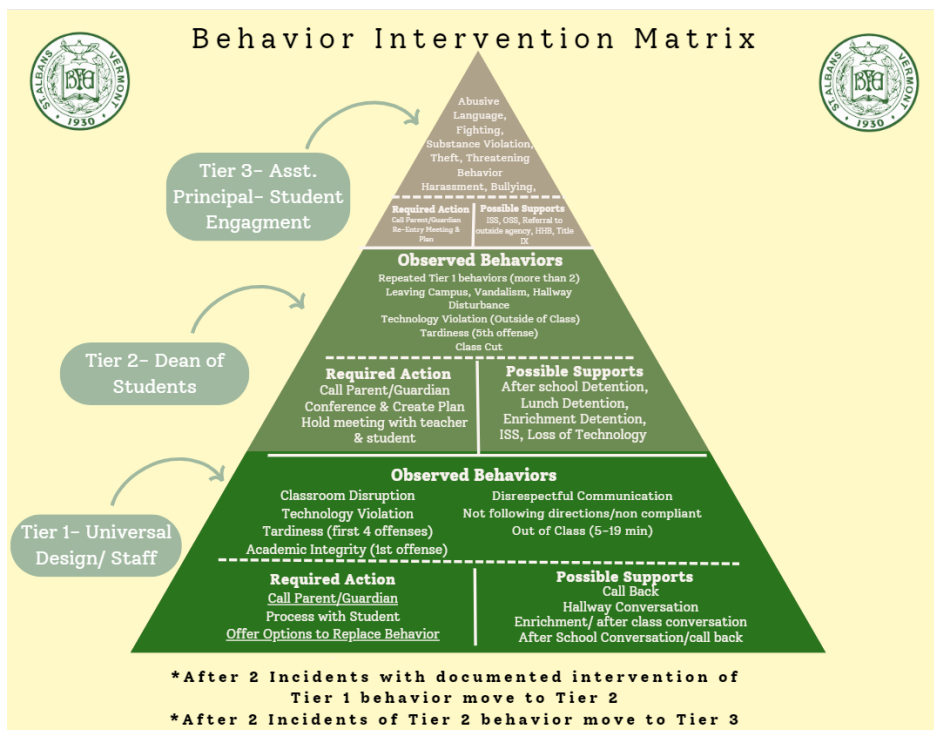
BFA is a school that fosters students' individual growth within the context of a safe social, emotional, and academic environment. Students will learn to take responsibility for their own actions and continually work towards making appropriate behavioral choices. Helping students understand their behavior also helps them learn how to manage it.

Be Respectful Feel Safe Achieve Academically

Below is a listing of expectations that must be adhered to in school and at school-related activities to maintain a safe and respectful environment.

1. There shall be no use of tobacco products on school property at any time.
2. The possession and use of drugs or alcoholic beverages on *school* property or at any school function regardless of location or time is prohibited. (Being under the influence of a substance or alcohol would be indicative of use.)
3. There shall be no fighting or assaultive behavior of any type on the school premises or at any school function, regardless of location.
4. There shall be no lying, stealing, trespassing, vandalism, or fraudulent behavior in any school-related activity. This includes the willful creation of any safety hazard such as the activation of a fire alarm.
5. Do not bring matches, lighters, or incendiaries on school property or buses at any time.
6. Harassment, bullying, and hazing in any form is prohibited by law.
7. You are expected to be courteous and respectful of staff, faculty, and one another. Threats or intimidation of any kind will not be tolerated. These behaviors are counterproductive to a safe learning environment.
8. Students dismissed from a room for disciplinary reasons, must report to the Main Office, as directed by the teacher.
9. Students are expected to respond appropriately when asked their name by a faculty or staff member. Students are expected to follow all reasonable requests.
10. Students are to refrain from the use of improper, offensive, or profane language in school.
11. Students are not to leave campus at any time during the school day without administrative permission. This includes lunchtime and the time between classes.
12. Behaviors that threaten to interfere with the orderly process of the educational experience will not be tolerated. Unsafe behaviors in classes including but not limited to science labs, auto and shop classes, and driver's education may result in removal from the class and loss of credit.
13. Use of a drone on the campus of BFA is prohibited.
14. Use of laser devices is prohibited.

Bullying, harassment or hazing should be directed to Mr. Bratko or Mr. Ginsberg.
Complete hazing, harassment, and bullying policies can be found in BFA's online handbook on our website.



Attendance

Bellows Free Academy believes that students must attend school regularly to ensure the best possible learning opportunities. Instructional activities and daily interaction between teachers and students are essential for academic growth. When a class is missed, students miss out on specific classroom instruction and subsequent dialogue.

**ATTENDANCE
MATTERS
ALL DAY, EVERY DAY**

- Parents/guardians are responsible for calling the school, or providing written notes, whenever a student is going to be absent.
 - Please be advised of the following acceptable reasons for a student's absence from school:
 - Illness or Medical Appointment (A note from your medical provider may be requested upon return.)
 - Emergency family situations (such as a death in the family)
 - Religious Observances

The Attendance Monitor can be reached by phone at **802-527-6555**; LEAVE A MESSAGE IF THERE IS NO IMMEDIATE ANSWER. You may also email bfaattendance@maplerun.org.

Tardy to School

Any student tardy to school must report to the Attendance Monitor upon arrival to receive a pass to class. ***Only students who arrive tardy due to hazardous road conditions or school bus delays will be excused. If a student is tardy due to a medical appointment, they may need to present a doctor's note.***

1st- 4th tardy to school – If Parent/Guardian has the PowerSchool App, a notification will be sent. Otherwise, a parent will receive an email notification after the 5th tardy.

5th tardy to school – Students will be assigned after-school detention.

Administration will connect with the student and parent/guardian to create a plan for successful attendance. After a plan is created, the tardy consequences reset.

Tardy to Class or Missing from class 5-19 minutes

There may be times when a student is late to class due to being detained by a staff member or coming from the Health or Guidance Office. Students will need a pass from that staff member.

Late class arrival after the first period of the day

1st unexcused tardy to class – Teacher warning to the student

2nd unexcused tardy to class – Teacher communicates with parent/guardian via phone or email

3rd unexcused tardy to class – Teacher may assign a callback 7:30-8:00 am.

4th unexcused tardy to class – Teacher may assign a callback 7:30-8:00 am.

5th unexcused tardy to class – Teacher refers the student to administration; possible interventions may include a parent meeting, after-school detention, callback, in-school school support (ISS).

Class cut or missing from class more than 20 minutes

Students who are truant /cut class may lose credit for that day's work. Students assume full responsibility for meeting with teachers about instruction or assignments that were missed.

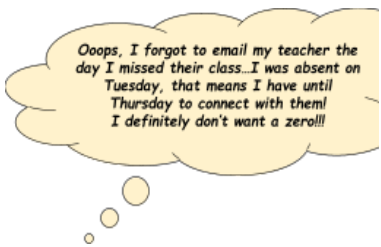
For consequences, ***See the Behavior Intervention Matrix.***

Missed Work

If a student misses an assignment or assessment, they have 2 days to make a plan with their teachers. **Once the student has met with their teachers (within the 2-day window), a new due date will be established (within a 2-week period).**

Extenuating circumstances and/or documented student needs will be handled on an individual basis.

- Students will arrange a meeting with their teacher either before school, during Advisory, during Enrichment, or at a pre-arranged time after school within the required two (2) class days to make arrangements for making up what they missed.
- If the required period of time stated elapses and the student has not taken the required steps to meet with the teacher to obtain their missing work, then a **zero** (which signifies insufficient evidence of learning) will be entered into the grade book.
- Students must make up ALL missing work within two (2) weeks of the original due date.
- It is always the student's responsibility to learn and practice being a self-directed and responsible learner.



Ooops, I forgot to email my teacher the day I missed their class. I was absent on Tuesday, that means I have until Thursday to connect with them! I definitely don't want a zero!!!

Retake and Redo

Retaking or redoing an assignment or assessment means that the student has already done the assignment, by the due date, or mutually agreed upon due date, and wishes to improve their learning up to Proficiency (3.0). (Students cannot redo and score higher than a 3.0.) Throughout a course, students will have multiple and varied opportunities (other than redo and retake) to demonstrate learning at a 4.0. Students must complete any retake/redo within two (2) weeks of receiving their score. *The decision to redo an assessment or assignment is up to the teacher's discretion.*

In all instances of extended absences of three or more days, it is important that families remain in communication with the school.

Extracurricular Eligibility

Bellows Free Academy has diversified extracurricular programs comprised of numerous sports, clubs, and activities in which students can participate. Students and parents should recognize that, when exercising the privilege to participate in any extracurricular activity, some additional time and effort is necessary. When participating in extracurricular programs, students must conduct themselves in a respectful manner. Students in these programs have greater responsibilities as school citizens than those who are not participating in extracurricular activities.



If a student is absent from school they are not eligible to participate in extracurricular activities that day. Students must be in attendance for at least half of the school day to participate in extracurricular activities.

Athletic Eligibility

Note: Athletic Eligibility is based on Overall Course Proficiency. *Students are expected to be in school and on time in order to actively practice and play in games. Exceptions need to be approved by the Athletic Director.*

Eligible: If a student has received a 2.5 (Proficient) or above for their Overall Course Proficiency and they are performing well in their classes, they are eligible to play on a team.

Eligible but on Warning: If a student has earned a score of 2 in two or more classes, they are also still eligible to play on a team; however, this is considered a warning and will require the student to submit another Athletic Eligibility Snapshot within two weeks to determine if progress or growth has been demonstrated. These Snapshots should be submitted to the Coach(es) who will communicate with the Director of Athletics to determine active eligibility. Students may be required to attend callback sessions to assist with growth.

On Probation: If a student earned a **score of 1 from two or more classes**, students will be placed on probation and will have 2 weeks to improve their scores. Students will need to submit another Athletic Eligibility Snapshot within two weeks to determine if progress or growth has been demonstrated. If no progress is made, continued active eligibility will be determined by the Director of Athletics and the respective coach(es). Students may not be eligible to play but may remain on the team. Students may be required to attend a number of callback sessions to assist with growth.

Cell Phones/Personal Electronic Devices

(MRUSD Student Conduct and Discipline Policy and Procedures C20)

STARVE YOUR
DISTRACTIONS.
FEED YOUR
FOCUS.

- Personal Electronic Devices are only permitted during scheduled passing and lunch times.
- Cell phones are off and away in either student's bag or in the cell phone holders provided in classrooms.
- Teachers have the right to ask students to turn in their phones, or place them in a backpack, at the start of the class.
- During Advisory, faculty and staff may use their professional discretion as to when cell phone use is appropriate.
- Cell phones are permitted for use in classrooms for instructional purposes only with explicit direction from the teacher.
- Air Pods (or any other bluetooth enabled headphones) with teacher permission during independent work time

A failure to comply with the above expectations may result in disciplinary action (See Behavioral Intervention Matrix)

*Taking pictures, videos and/or sound recordings of other students and/or staff without their consent is prohibited.

**Taking pictures, videos and/or sound recordings of other students and/or staff and posting to social media is an invasion of privacy and will result in loss of personal electronic devices

Exceptions:

Exceptions to this policy may be granted for students who require the use of a cell phone due to a medical condition or other extenuating circumstances. In such cases, students must provide documentation and receive written approval from the school administration.

Academic Honesty

BFA values academic honesty and expects all students to demonstrate high moral and ethical standards in the preparation and presentation of their academic assignments.

*A violation of Academic Honesty may impact Transferable Skills scores.

Types of Plagiarism

DIRECT PLAGIARISM

Directly copying someone else's work without changing anything and giving due credit

FAILING TO CREDIT

Taking information and ideas from others' works without crediting the sources

MOSAIC PLAGIARISM

Partially paraphrasing the works of others without crediting sources, thus resulting in a mix of original and copied parts

AUTO-PLAGIARISM

Passing off a previously submitted and marked work as new output

First Offense:

The consequence for the first offense is at the discretion of the teacher and the Program Leader.

Second Offense:

A parent conference with administration to review the circumstances and determine consequences. Credit for the assignment may be denied.

Third Offense:

A parent conference with administration to review the circumstances and determine consequences. The consequences may include ISS, suspension, or losing credit for the enrolled course.

Driver's Education

Applications for driver's education are available online at www.maplerun.org/o/nwtc or at The Northwest Technical Center's main office at 802-527-0614.

*Due to the nature of this course, any student who violates the Maple Run Unified School District: POLICY: STUDENT ALCOHOL, MARIJUANA AND DRUGS CODE: C02 will not be eligible for Driver Education for the entire school year or should the violation happen while enrolled in the course, will be automatically withdrawn from the course, moved to the bottom of the current waitlist, and must fulfill all school requirements from the policy violation before they are allowed to re-apply.

Information Technology (IT)

BFA recognizes that information technology is integral to learning and educating today's students for success in the global community and fully supports the access of these electronic resources by students and staff. The purpose of these guidelines is to:

1. Create an environment that fosters the use of information technology in a manner that supports and enriches the curriculum, and provides opportunities for collaboration.
2. Ensure that BFA takes appropriate measures to maintain the safety of everyone that accesses the district's information technology devices, network, and web resources.
3. Comply with the requirements of applicable federal and state laws that regulate the provision of access to the internet and other electronic resources by school districts.

Chromebooks

1. Chromebooks must be brought to school each day fully charged
2. Students are fully responsible for the care of the device that is assigned to them.
3. Students may be charged for the repair or replacement of the device if it is lost or damaged while assigned to the student.
4. Do not put ink, or other markings on your school-issued device.
5. Do not attempt to repair your device. If your device needs service, please bring it to the IT office.

Breakage and Loss

Students are responsible for the safekeeping of their assigned chromebook, and will be held financially responsible for any loss or theft. Each student is assigned one chromebook, and if a replacement is needed, the following procedure will be followed:

Day Chromebook Loans:

- Temporary chromebook checkout for short-term use.
- Students who are already assigned two chromebooks are not eligible for daily loans.

First Incident of Loss or Repair:

- No charge for repair that does not require full chromebook replacement.

Additional Incidents of Loss or Repair:

- A fee of \$30 will be charged for chromebook repair that does not require full replacement.
- A fee of \$250 will be charged for chromebook replacement.

By following these procedures, we ensure that all students have access to a functioning chromebook and are able to fully participate in their education.

BYOD (Bring your own device) Guidelines

For students who opt to use their own device instead of one provided by the school:

- A student's choice of BYOD device needs to be capable of supporting the student's learning requirements.
- BFA does not provide technical support or repair for BYOD devices.
- Students who repeatedly use their BYOD in ways that violate the school technology 'Responsible Use Policy' could lose their BYOD privileges and be assigned a school-issued Chromebook.
- Students must bring their BYOD device fully charged to school.
- MRUSD is NOT responsible for the theft or damage of a BYOD device. Students are fully responsible for their devices. In case of theft or damage in school, students are advised to contact an administrator or their teacher. Some devices have a device locator; it is recommended to enable this feature if possible.
- Virus and Malware protection and an up-to-date operating system are highly recommended on BYOD devices.

Library

The BFA Library is open to students and staff during school hours; students will be informed when the library is closed through the daily announcements or via a sign on the door. Materials may be requested for the Library through the book request form on the school website.

By providing materials, spaces, resources, and guidance in pursuing both academic and personal interests, and supporting their development as lifelong learners, the BFA Library will offer the best possible resources in a warm, welcoming environment.

When using the Library students are expected to:

- sign in (when requested)
- respect the space and each other,
- use a voice level that does not interfere with others,
- follow Library Staff requests regarding seating and noise level.
- tidy up after themselves

Library books may be checked out for two weeks. Videos and DVD's can be checked out for seven days. There is an option to renew if materials are needed for extended periods. Students with more than three (3) unreturned items may be restricted from taking out additional materials. The BFA Library does not charge late fees or fines, however, we ask that you notify Library staff if materials you have borrowed are lost or significantly damaged. Borrowers may be responsible for the replacement costs of these materials.

Extracurricular & Athletics

GET INVOLVED

GET INVOLVED

GET INVOLVED



DID YOU KNOW?

Research shows that getting involved:

- Improves academic performance
- Strengthens social skills
- Provides stress relief & relaxation
- Broadens horizons
- Shows employers and/or colleges your willingness to commit

<div data-bbox="104 609 214 706"></div> <div data-bbox="256 604 385 628">ATHLETICS</div> <div data-bbox="440 613 522 712"></div> <div data-bbox="211 660 430 1068"> <p>Baseball Basketball Cheerleading Cross-Country Running Dance Team Football Golf Ice Hockey Lacrosse Nordic Skiing Snowboarding Soccer Softball Tennis Track & Field Volleyball</p> </div>	<div data-bbox="738 604 801 628">Clubs</div> <div data-bbox="563 657 974 1065"> <p>Athletic Council-<i>by nomination</i> Gaming Club Gender and Sexuality Alliance (GSA) Club Hope Happens Here INTERACT: Creating A World of Difference International Club Interact Club Math League Mercury (School Newspaper) Yearbook Robotics Scholars Bowl SkillsUSA Social Justice Club Student Council Unified Sports</p> </div> <div data-bbox="574 1092 963 1136"> <p>→ Don't see what you're looking for? Start a new club by getting a staff advisor on board!</p> </div>
<div data-bbox="206 1156 438 1182">MUSIC & DRAMATICS</div> <div data-bbox="217 1209 425 1385"> <p>Chamber Singers Drama One Act Plays Fall Drama Production Jazz Band Junior Jamboree Pit Orchestra</p> </div>	<div data-bbox="666 1156 872 1182">HONOR SOCIETIES</div> <div data-bbox="655 1182 884 1205"><i>*Application process required</i></div> <div data-bbox="614 1229 922 1382"> <p>National Honor Society National Art Honor Society National Business Honor Society National Technical Honor Society Tri-M Music Honor Society International Thespian Society</p> </div>

