

BFA PLAYBOOK '25-'26

This Playbook is a condensed version of the MRUSD/BFA Parent-Student Handbook. It highlights the most frequently used information to help ensure your experience at BFA is both positive and productive.

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



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Report Card Dates

Progress Report Fall: November 7

Semester 1 Report: January 23

Progress Report Spring: April 10

Semester 2/Final Report: June 26

Parent Teacher Conference Dates

November 12th and 13th

April 15th and 16th

Exam Weeks

January 12-16 and the final week of school in June.

PSAT required 10th & 11th grades

SAT optional 12th grade

October 29, 2025

WHO TO CONTACT FOR WHAT

Need	Call or email the individual
Academics: Curriculum & Assessment	Sara Kattam, Assistant Principal of Academics 802-527-6558 skattam@maplerun.org
After-School Programming	Michael Campbell 802-527-6535 mcampbell@maplerun.org
Athletics	Jordan O’Grady, Assistant Athletic Director 802-752-2273 jogrady@maplerun.org
Attendance Reporting (Absence, late arrival, early dismissal)	Ashley Geraw, Attendance Monitor 802-527-6409 bfaattendance@maplerun.org
Community Integration Program (CIP)	Kasia Bilodeau 802-527-6486 kbilodeau@maplerun.org
Discipline/Conduct/Bullying/Harassment	John Bratko, Assistant Principal of Student Engagement: 802-527-6417 jbratko@maplerun.org Mark Ginsburg, Dean of Students 802-527-6474 mginsburg@maplerun.org Sara Kattam, Title IX Sexual Harassment Coordinator 802-527-6558 skattam@maplerun.org
Drivers Education	NCTC Office 802-527-6433 dlanglois@maplerun.org
Educational Support Coordinator (EST)	Andrew Sweet 802-752-2268 asweet@maplerun.org
Flexible Pathways, Co-Ops, Internships	Liam Mahabir 802-527-1063 lmahabir@maplerun.org Rob Thayer 802-527-6516 rthayer@maplerun.org
Guidance/School Counseling Office/Schedule Changes	Stephanie Gagnon, Administrative Assistant 802-527-6571 sgagnon@maplerun.org
Health and Medical	BFA Nurses 802-752-2260 bfanurses@maplerun.org
IT/Chromebook/PowerSchool	Helpdesk 802-527-6498 bfahelpdesk@maplerun.org
The Lighthouse Alternative Program	Matt Bloom 802-527-6503 mbloom@maplerun.org
Lockers (By request only)	Peg Goldsbury 802-527-6556 pgoldsbury@maplerun.org
Lunch	Abbey Group 802-527-6430 bfaabbey@maplerun.org

Main Office	Judy Turner 802-527-6402 jturner@maplerun.org
NCTC Programming	Susan Bosland, School Counselor 802-527-6512 sbosland@maplerun.org
NOVUS	Mike Szewko 802-527-6484 mszewko@maplerun.org
Online Classes Coordinator	Scott Cooledge 802-527-6472 scooledge@maplerun.org
Personal Learning Plan (PLP)	9/10 grade PLP Coordinator: Liam Mahabir 802-527-1063 lmahabir@maplerun.org 11/12 grade PLP Coordinator: Jamie Bristol 802-527-6438 jbristol@maplerun.org 9-12 IT PLP Coordinator: Michael Atwood 802-527-1064 matwood@maplerun.org
Principal	Polly Rico 802-527-6589 prico@maplerun.org
School of Choice and Senior Events	Theresa Callan 802-527-6400 tcallan@mapleru.org
Senior Community Service Advisor	Geoff Murray 802-527-6590 gmurray@maplerun.org
Special Education and Support Services	Heather Dunigan 802-527-6410 hdunigan@maplerun.org
Transportation/Busing	Teri Brunelle 802-527-6404 tbrunelle@maplerun.org
Transcripts/Student Records/Registration	Martina Newell, Registrar 802-527-6570 mnewell@maplerun.org
504 Coordinator	Sorel Chaput 802-752-1059 schaput@maplerun.org

Communication Guidelines

To help us respond thoughtfully and on time, please allow teachers at least two school days to reply to emails. This gives them time to review your question or concern and respond with care.

If your message is urgent and needs a faster response:

- Put “Urgent” in the subject line of your email OR
- Call the main office for prompt assistance

Thank you for helping us keep communication between school and home clear, respectful, and effective.

District Calendar

MAPLE RUN UNIFIED SCHOOL DISTRICT SCHOOL CALENDAR 2025-2026

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

July 2025				
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	

August 2025				
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

8/21-8/26 Staff Inservice

Student Days: 3

8/27 - First day for K-12

Staff Days: 7

September 2025				
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			

9/1 Labor Day

Student Days: 21/24

9/2 First day for preK

Staff Days: 21/28

October 2025				
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	31

10/2 Non Student/Staff Day

Student Days: 20/44

10/23 Staff Inservice

Staff Days: 21/49

10/24 Non Student/Staff Day

November 2025				
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

11/24 Parent Teacher Conferences

Student Days: 15/59

11/25-11/28 Thanksgiving Break

Staff Days: 16/65

December 2025				
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		

12/24-1/2: Winter Break

Student Days: 17/76

Staff Days: 17/82

January 2026				
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	30

1/1-1/2 Winter Break

Student Days: 18/94

1/19 Martin Luther King Day

Staff Days: 19/101

1/20 Staff Inservice

February 2026				
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

2/23-3/3 Second Winter Break

Student Days: 15/109

Staff Days: 15/116

March 2026				
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			

3/2-3/3 Second Winter Break

Student Days: 19/128

3/20 Parent Teacher Conferences

Staff Days: 20/136

April 2026				
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	

4/20-4/24 April Break

Student Days: 17/145

Staff Days: 17/153

May 2026				
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

5/25 Memorial Day

Student Days: 20/165

Staff Days: 20/173

June 2026				
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			

6/16 Planned Last Student Day

Student Days: 12/177

6/19 Juneteenth

Staff Days: 13/186

1 day after last student day - Staff Inservice

Non-Student Days		Other Days	
	Holiday/Vacation		First & Last Day for Students
	Staff Inservice		Possible Snow Day Make Up
	Parent Conferences	* *	No evening events - 9/23, 10/1, 10/2 10/23, 3/20

ACADEMIC EXPECTATIONS

- Students are expected to be prepared and on time for all classes.
- Students and parents should refer to each class syllabus for specific course information.
- If a student has questions about schoolwork, they need to ask their teacher for help. Students may need to schedule a time with their teacher before or after school, or during student work/enrichment time.
- Students will be expected to do daily homework for most courses at Bellows Free Academy.
- Academic honesty is expected in *all* work.

Graduation Requirements

To earn a BFA diploma, you must complete the following graduation requirements:

- Earn a minimum of 24 academic credits, which must include required courses in core subjects and electives.
 - Complete your Personalized Learning Plan (PLP) every year you are enrolled at BFA.
 - Complete 10 hours of community service during your senior year.
-

BFA Graduation Credit Requirements

<u>Subject Area</u>	<u>Credits Required</u>
English	4 credits
Mathematics	3 credits
Science	3 credits
Social Studies	3 credits
Arts (Art, Music, Drama, or Dance)**	1 credit
Physical Education (PE)*	1.5 credits
Health Education	0.5 credit
Personal Finance	0.5 credit
Business Course	0.5 credit
Electives	At least 7 credits



Important Notes:

- PE can include up to 1 credit of Dance.
- Dance cannot count for both PE and Arts credit at the same time.

Class Standing

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

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

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

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+
3.7-3.89	A
3.5-3.69	A-
3.3-3.49	B+
3.1-3.29	B
2.9-3.09	B-
2.7-2.89	C+
2.5-2.69	C
Below 2.5	CD (Credit Denied)

Work Habits (Formerly known as Transferable Skills)

Why Work Habits Matter: Building Self-Direction and Responsible & Involved Citizenship

At BFA, we believe that academic success goes hand in hand with strong work habits and personal growth. That's why we emphasize Work Habits, skills that help students become self-directed learners and responsible, involved members of their school and community.

By focusing on these Work Habits, BFA helps students build the life skills they need to thrive, not just in the classroom, but in the workplace, in relationships, and as active citizens in their communities. These habits are taught, practiced, and assessed because they are essential to both academic growth and lifelong success. **Work Habits scores comprise 10% of a student's final score in the class.**

BFA Work Habits Rubric

 Self-Direction	 Responsible & Involved Citizenship
Definition: Demonstrates initiative, responsibility, perseverance, and self-regulation when completing this assignment, including effective use of time, preparation, and goal-oriented behavior. SEL Aligned Learning Goals: Self-Management & Self-Awareness	Definition: Demonstrates respectful collaboration, responsible technology use, and self-awareness in behavior, group work, and emotional expression during this assignment. SEL Aligned Learning Goals: Self-Management & Self-Awareness
4 – Fully prepared and on time; used time efficiently; completed work on time or early; managed emotions and behavior; persevered through challenges using resources.	4 – Respectful and collaborative; used tech responsibly; recognized emotional impact on behavior; advocated for needs; contributed positively.
3.5 – Prepared and on time; used class time effectively; completed work on time; persisted through minor setbacks; managed emotions with minimal prompting.	3.5 – Respectful with rare redirection; used tech appropriately; understood action impact; responsibly expressed emotions; contributed positively.
3 – On time, mostly prepared; used time appropriately; completed work on time; attempted difficult tasks; effort to self-regulate and reflect.	3 – Followed expectations with minimal reminders; respectful group participation; correct tech use; some emotional awareness; expressed needs/ideas; contributed positively.
2.5 – Needed reminders to stay on task; unprepared; incomplete work; struggled with self-regulation; partial effort.	2.5 – Some rule reminders needed; emerging self-awareness; appropriate tech use; struggled with expression and advocacy; attempted positive contributions.
2 – Frequent redirection needed; incomplete work; minimal perseverance; struggled with self-regulation.	2 – disrespect; distracted; inappropriate group participation; tech misuse; limited emotional awareness; rare positive contributions.
1 – Unprepared, off-task, disengaged; work not completed; no effort in managing challenges.	1 – Disruptive, disrespectful, disengaged; did not participate or collaborate; tech misuse; no emotional awareness or advocacy.
0 – Not enough evidence to evaluate.	0 – Not enough evidence to evaluate.

 Missed Assignment & Assessment Procedure	<u>4. Deadline for Make-Up Work:</u> The new assigned due date must be within 2 weeks of the original due date. <ul style="list-style-type: none"> • Exceptions may be made for serious or documented situations. If more time is needed, teacher approval is required.
<u>1. If You Miss an Assignment or Assessment:</u> You must contact your teacher within 2 school days of returning to class to make a plan for completing the missed work.	<u>5. Your Responsibility:</u> You are expected to be proactive and manage your time. Developing self-directed learning habits is a key part of your success.
<u>2. Meeting with Your Teacher:</u> You need to schedule time with your teacher during one of the following: <ul style="list-style-type: none"> • Before school (Call Back) • During Enrichment or Study Hall • After school (by appointment) • Before or after class The new assigned due date must be within 2 weeks of the original due date.	<u>6. School-Related Absences:</u> <ul style="list-style-type: none"> • Get work before planned absences (e.g., field trips, competitions). • Assignments due on the day of your absence must be turned in on the first day back. • You have 2 extra school days to arrange makeup work for anything missed.
<u>3. If You Don't Take Action:</u> If you do not contact your teacher within the 2-day window, a zero (indicating no evidence of learning) will be entered in the grade book, and you will lose the opportunity to complete the work.	<u>7. Extended Absences (3+ days):</u> Keep in regular contact with your teachers and school. <ul style="list-style-type: none"> • If you're out for 5+ days due to illness, your family should call the Nurse's Office and Guidance (802-527-6571) and provide a dr. note. • You need to work with teachers to stay caught up. • Communication is key.

 Retake/Redo Procedure	<u>3. Deadline to Request a Retake/Redo:</u> You must contact your teacher within 2 school days of receiving your score to create a plan for improvement.
<u>1. Purpose:</u> Retakes/Redos allow you to improve your score by showing what you've learned—up to a 3.0 (Proficient). <ul style="list-style-type: none"> • You can only retake/redo if you submitted the original work on time or by a teacher-approved extension 	<u>4. Meeting with Your Teacher:</u> Schedule a time during: <ul style="list-style-type: none"> • Before school (Call Back) • Enrichment or Study Hall • After school (by appointment) • Before or after class The new assigned due date will be no later than 2 weeks from the original due date.
<u>2. Limits on Retakes/Redos:</u> The highest score you can earn through a redo/retake is 3.0. <ul style="list-style-type: none"> • If you want to go beyond that (up to a 4.0), you'll have other chances throughout the course—outside the redo process. 	<u>5. Teacher Discretion:</u> Your teacher will decide if a redo/retake is appropriate based on: <ul style="list-style-type: none"> • Your effort and engagement • Your specific situation • The quality of your original attempt

Personal Learning Plan (PLP)

Your PLP is a tool that helps you connect what you're learning in school to your personal goals and future plans. It's designed to support you in getting ready for college, a career, or whatever path you choose after high school.

At BFA, you'll build a digital portfolio that shows what you've learned and experienced, like projects, essays, performances, sports, clubs, project-based learning, and community service. It's your chance to show off your growth, strengths, and interests. You'll get time during Advisory and in some of your classes to keep your portfolio updated and reflect on what matters most to you.

Finishing your PLP each year is required for graduation at BFA. It's also a statewide requirement from the Vermont Agency of Education, so every student in Vermont builds one, too. Think of your PLP as your personal highlight reel and roadmap for what's next!

Academic Honesty

At BFA, academic honesty is a core value. All students are expected to uphold high moral and ethical standards when completing and presenting their academic work.

What is Plagiarism?

Plagiarism is using someone else's ideas, words, or work without giving proper credit and presenting them as your own.

There are two main types:

- **Deliberate Plagiarism**

This includes intentionally copying someone else's work, using their ideas or structure without credit, or submitting something that is not your own.

- Example: Copying from a classmate, using text from a website without citing it, or submitting AI-generated writing as your own.

- **Accidental Plagiarism**

This happens when a student incorrectly paraphrases or forgets to properly quote and cite a source, even unintentionally.

- Example: Not using quotation marks or proper citation when summarizing a source.

Important Note on Artificial Intelligence (AI):

Any work generated by AI (like ChatGPT or other software) is not considered your original work. Submitting AI-generated content without permission or proper citation is considered a form of plagiarism.

Consequences for Academic Dishonesty

First Offense

- The teacher and Program Leader will determine appropriate consequences based on the situation.
- This may include redoing the assignment, a reduced grade, or other classroom-level actions.

Second Offense

- A parent/guardian conference with a school administrator will be scheduled.
- The circumstances will be reviewed, and formal consequences will be determined.
- Credit for the assignment may be denied.

Third Offense

- A parent/guardian conference with administration will take place.
- Depending on the severity, consequences may include:
 - In-School Suspension (ISS)
 - Out-of-School Suspension
 - Loss of credit for the course

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.

Student Expectations for a Safe and Respectful Learning Environment

To maintain a positive school climate and ensure the safety and well-being of all students and staff, the following expectations apply during the school day and at all school-sponsored events, regardless of location or time:

- 1. No Personal Electronics**
Cellphones, smart watches, laptops, Bluetooth headphones, tablets, and all other personal electronic devices are not permitted from 8:10 am - 2:50 pm.
- 2. No Nicotine Use**
Possession and use of nicotine or tobacco products—including vapes and pouches—is strictly prohibited on school property at all times.
- 3. No Drugs or Alcohol**
Possession, use, or being under the influence of drugs or alcohol is not allowed on school property or at any school event.
- 4. No Fighting or Violence**
Physical aggression, fighting, or assaultive behavior is strictly prohibited both on campus and at school-related functions.
- 5. Respect for Property and Community**
Lying, stealing, trespassing, vandalism, and fraudulent actions are not permitted. This includes intentionally creating safety hazards, such as falsely activating a fire alarm.
- 6. No Matches, Lighters, or Incendiaries**
These items are never allowed on school property or school buses.
- 7. No Harassment, Bullying, or Hazing**
These behaviors are prohibited by law and will not be tolerated. 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.
- 8. Respect for All**
Students are expected to be courteous and respectful to peers, faculty, and staff. Threats, intimidation, or disrespectful conduct undermine the learning environment and are unacceptable.
- 9. Classroom Removal Procedures**
If dismissed from a class for disciplinary reasons, students must report directly to the Main Office as instructed by the teacher.
- 10. Compliance with Staff Requests**
Students are expected to provide their name when asked and to follow all reasonable directions from school staff.
- 11. Appropriate Language**
The use of offensive, profane, or inappropriate language is not permitted in school or at school events.
- 12. Campus Boundaries**
Students are not allowed to leave campus during the school day—including lunch or passing time—without prior administrative permission.
- 13. Safe and Orderly Learning**
Behaviors that disrupt the learning environment or create safety risks (especially in science labs, tech ed, shop, or driver's education) may result in removal from class and potential loss of credit.
- 14. Prohibited Devices:**
The use of drones and laser pointers is not allowed on school property.



Hazing, Harassment, Bullying & Sexual Harassment (HHB & Title IX)

At BFA, everyone has the right to feel safe, respected, and included. The following behaviors are not allowed and may also be against the law. School administration will take all possible steps to investigate and address Hazing, Harassment, Bullying, and Title IX violations to ensure that every student has equal access to education.

⊘ Hazing - Forcing, pressuring, or expecting someone to do something risky, humiliating, or harmful to join or stay in a group or team. Even if someone “agrees,” it’s still hazing.

⊘ Harassment- Unwanted behavior targeting someone’s race, religion, gender, sexual orientation, disability, or other protected identity. -Includes slurs, stereotypes, offensive jokes, or hurtful comments.

⊘ Bullying- Repeated actions or words meant to hurt, embarrass, or intimidate someone.

- Physical: hitting, pushing
- Verbal: name-calling, teasing
- Social: spreading rumors, excluding someone
- Online: cyberbullying

⊘ Sexual Harassment- Any unwanted sexual behavior, comments, or attention that makes a person feel uncomfortable, unsafe, or disrespected.

- Verbal: sexual jokes, comments about someone’s body, asking for sexual favors
- Physical: touching, grabbing, intentionally brushing up against someone
- Nonverbal: gestures, sending sexual images, showing inappropriate materials

Cyberbullying is when someone uses phones, computers, apps, or social media to hurt, embarrass, or intimidate another person.

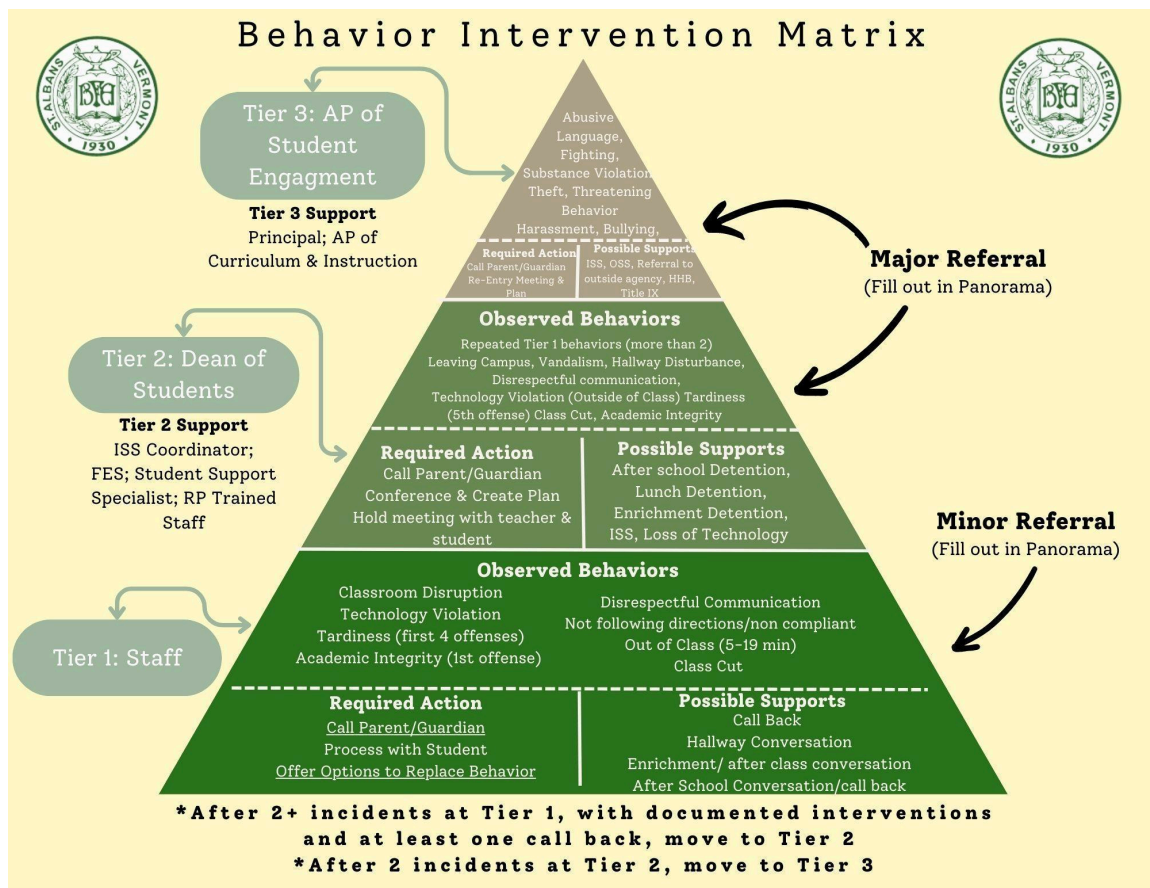
- +Sending mean or threatening messages
- +Posting or sharing harmful photos or videos
- +Spreading rumors online

Remember:

- +What you do online can be shared, even if you delete it.
- +Save the messages and tell a trusted adult right away.

Remember:

- These behaviors will not be tolerated at school, school events, or online if it impacts the school environment.
- If you experience or witness any of these, tell a teacher, counselor, or administrator immediately.
- Your safety and dignity matter.



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.

- 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 connector desk or Attendance Monitor upon arrival to get 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 the 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 because they were detained by a staff member or came 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 - 4th unexcused tardy to class – Teacher communicates to student and parent/guardian, and may assign a callback or intervention as needed.
- 5th - unexcused tardy to class – Teacher may refer the student to administration; possible intervention may include a parent meeting, after-school detention, callback, and in-school support (ISS).

Class cut or missing from class for **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.***

**ATTENDANCE
MATTERS
ALL DAY, EVERY DAY**

PHONE/DEVICE PROCEDURE

BFA is a “phone-free” space. If students choose to bring their phones to school instead of leaving them at home or in their car, they are expected to follow the procedures described below.

DAILY PROCEDURE:

As students **arrive at school**, they will:

1. Turn phone/device off
2. Place their phone, smartwatch, and Bluetooth headphones/AirPods inside their BFA Pouch (this will be provided by the school).
3. Store their Pouch:
 - In their backpack. (If a bag is needed, the school will provide one)
 - OR
 - In their locker. (To request a locker, please email pgoldsbury@maplerun.org)
4. If a student does not have their pouch, the phone is housed in the main office for the day.



It is the student's responsibility to bring their pouch to school with them each day. Every student is assigned a personal BFA Pouch. It is each student’s responsibility to bring their Pouch with them to school every day and keep it in good working condition.

Students not meeting expectations are subject to disciplinary action, which may include but is not limited to the following responses:

If a student is found to have a cell phone, smartwatch, or Bluetooth headphones that are not in their BFA pouch:

Levels of Consequence

Level 1	Level 2	Level 3
<ul style="list-style-type: none"> Behavioral Referral (major) Phone/Device is turned into the office for the remainder of the day. Communication home. 	<ul style="list-style-type: none"> Behavioral Referral (Major) Phone/Device is turned into the office for the remainder of the day. Parent/Guardian must pick up the phone 	<ul style="list-style-type: none"> Behavioral Referral (Major) Phone/Device must be checked in/out at the main office for 2 Weeks 1 Day of ISS Parent/Guardian communication

Please Note: If a student forgets/fails to turn their device off and the volume is heard, they will be asked to turn the device off, return the device to the pouch, and place it in their backpack. If there is a refusal to do so, this is an infraction.

COUNSELING AND GUIDANCE OFFICE

Getting Help for Yourself or a Friend

If you're worried about your own or someone else's use of alcohol or drugs, mental health, or thoughts of hurting yourself, talk to a school counselor, a trusted teacher, or a staff member. Asking for help could save a life.

We can connect you with:

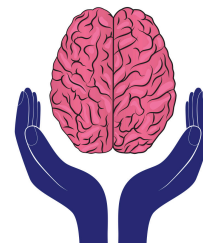
- Information and resources
- Counseling support
- Outside programs or services if needed

What you share will be kept private unless there's a safety concern for you or someone else.

At BFA, we:

- Treat each situation individually
- Focus on helping, not punishing
- Support you in making healthy choices
- Work with outside experts when needed

If other professionals or law enforcement get involved, we'll follow school rules and protect your rights.



Course Changes and Withdrawal

All students are expected to follow their assigned schedule on the first day of classes.

Course changes or withdrawals may be requested within the first five school days of the semester, but must be approved by both the student's parent/guardian and school counselor.

After the five-day window, students are expected to remain in their scheduled courses for the duration of the semester. Any schedule changes beyond this point require approval from the school counselor, teacher, and Program Leader.

If a student withdraws from a course after the 30th day of the semester, the course will appear on their transcript with one of the following notations:

- **WP (Withdraw Pass)** – the student was passing at the time of withdrawal
- **WF (Withdraw Fail)** – the student was failing at the time of withdrawal

Academic Awards and Recognition

We are committed to celebrating academic excellence within our proficiency-based system. To be eligible for academic awards, a student must be enrolled full-time, taking a minimum of five classes.

Latin Honors are determined 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

- Semester GPA of 3.7 or higher

Semester Honor Roll

- Semester GPA of 3.5-3.69

Yearly Academic Pin Awards

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



EXTRACURRICULAR ACTIVITIES & ELIGIBILITY

Bellows Free Academy offers a wide range of extracurricular opportunities, including sports, clubs, and activities that allow students to explore interests, build community, and grow beyond the classroom.

Participation in these programs is a privilege that requires a commitment of time, effort, and personal responsibility. Students involved in extracurricular activities are expected to conduct themselves with respect and integrity, both on and off campus.

As representatives of the school, these students are held to higher standards of behavior and are expected to serve as positive role models within the BFA community.



ATTENDANCE *Matters!*

To participate in any extracurricular activity, including practices, games, performances, or events, a student must be **present at school for at least half of the school day**. Students who are **absent for the entire day** are **not eligible** to participate in extracurricular activities that day. Exceptions may only be made with prior **administrative approval** and in alignment with school policy. **Note:** Students are expected to be in school and on time in order to actively practice and play in games. If a student has a recorded UAU (unexcused absence unverified) this may impact their ability to practice and play. Exceptions need to be approved by the Athletic Director.

Athletic Eligibility

Note: Athletic eligibility at BFA is based on Overall Course Proficiency and positive behavior. **A student must be enrolled full-time, taking a minimum of five classes.** In addition, students are expected to attend school regularly and arrive on time in order to participate in practices and games. Any exceptions must be approved by the Athletic Director.

Eligibility Tiers

1. Eligible

Students who have earned an Overall Course Proficiency of 2.5 (Basic Proficient) or higher and are performing well in their classes are fully eligible to participate in athletics.

2. Eligible – On Warning

Students who have received a score of 2 (“Developing”) in two or more classes remain eligible to play, but this status serves as a warning.

- The student must submit another Athletic Eligibility Snapshot within two weeks.
- This Snapshot should be submitted to the coach, who will consult with the Athletic Director to review progress and determine continued eligibility.
- Students may be required to attend Callback sessions to support their academic growth.

3. On Probation

Students who have earned a score of 1 (“Emerging”) in two or more classes will be placed on probation.

- They have two weeks to improve their scores.
- A follow-up Athletic Eligibility Snapshot must be submitted to the coach after that time.
- If no growth is shown, the Athletic Director and coach(es) will determine if the student may continue to participate in games. Students may remain on the team but may not be eligible to compete.
- Callback, Study Hall, and Enrichment sessions may be required to support academic progress.

GET INVOLVED GET INVOLVED GET INVOLVED



CLUBS

After School Program
Club Interact
DECA
GSA- Gender and Sexuality Alliance
Hope Happens Here
International Club
Math League
Scholar Bowl
Ski and Snowboarding Club
Skills USA
Social Justice Club
Unified Sports Club
Upward Bound
Win-Win Mentoring Program
Robotics

SPORTS

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

ARTS

All New England Music Festival
All-State Music Festival Chamber Singers

Concert Band
District Jazz Festival
District Music Festival
Jazz Band
Junior Jamboree
Marching Band Mixed Chorus Musical

Production
One-Act Festival Play
Pit Band
Regional Drama Production
Student Directed Plays
Young Playwright Festival

PUBLICATIONS

Mercury (School Paper)
Yearbook

HONOR SOCIETIES

**Application process required*
National Honor Society
National Art Honor Society
National Business Honor Society
National Technical Honor Society
Tri-M Music Honor Society
International Thespian Society

STUDENT LEADERSHIP

Athletic Council
Prom Council
School Spirit Council
Senior Events Council
Student Government Council
Student Voice Council

MISCELLANEOUS INFORMATION

Callback

Callback is available from 7:30 - 8:00 am on Mondays and Thursdays. This is an opportunity for students to catch up on work and connect with their teachers, thereby increasing their chances of success in class. Students can self-schedule a Call Back by communicating with their teachers. The teacher will provide a pass for the Callback. Students may also be assigned to Callback by staff, as needed.

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 Ed. 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)

Chromebook Expectations

Daily Use & Care

- Chromebooks must be brought to school fully charged every day.
- Students are responsible for the care and safekeeping of their assigned Chromebook.
- If a device is lost or damaged, students may be charged for repair or replacement costs.
- Do not mark, decorate, or write on your school-issued device.
- Do not attempt to repair your Chromebook. If it needs service, bring it to the BFA IT Office promptly.

***All students are expected to use the school-issued Chromebooks. Personal laptops/devices are not permitted.**

Breakage & Loss

- Each student is issued one Chromebook. Students are financially responsible for loss, theft, or damage.
- If a replacement is needed, please refer to the BFA Parent/Student Handbook (2025–2026) for more information.

Daily Chromebook Loans

- Short-term Chromebook checkouts are available for temporary use.
- Students who are already assigned two Chromebooks are not eligible for daily loans.

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.

When using the Library, students are expected to:

- Sign in, 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, and tidy up after themselves.

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.

Passes

Students must obtain a pass from their teacher when leaving the classroom that designates their destination. If a student does not have a pass, they will be directed back to their assigned area.

School Dances & Sporting Events

All students are expected to follow BFA's behavior expectations during school-sponsored dances and athletic events.

These expectations align with the guidelines for all extracurricular activities.

- Students who violate these expectations may be removed from the event, and parents/guardians will be notified.
- Only the Winter Ball and Junior Prom are open to non-BFA guests.
 - Guests must be under the age of 21 and bring a valid photo ID that includes their date of birth.
 - All guests must be approved in advance by the school administration.
- Students are responsible for the behavior of their guests.

Our goal is to ensure a safe, respectful, and enjoyable environment for all community members at school events.



School Messages: What is BrightChat?

BrightChat is a safe and secure messaging app that lets teachers and school staff send messages to students and families in real time.

With BrightChat, you can:

- Get updates about class, assignments, and after-school activities and events.
- Send and receive messages with teachers, staff, and coaches

All messages are monitored to make sure communication is respectful and follows the law. BrightChat helps keep everyone informed and connected.

Senior Late Arrival & Early Dismissal

Seniors, or rising seniors, may have a late arrival or early dismissal in their schedule. To be approved, a student must:

- Have a schedule that allows for this.
- Be in good academic standing in all classes (Proficiency score of 2.5 or higher)
 - This applies to classes that may or may not be needed for graduation.
- Be on track with all graduation requirements, including their Personalized Learning Plan (PLP)

Approval is granted for one semester only and must be reapplied for each semester. Juniors may submit their request at the end of their junior year or the start of their senior year; eligibility for the first semester of a student's senior year is based on their final junior year grades and progress.

Note: Administration reserves the right to revoke late arrival/early dismissal privileges at any time if a student falls below academic expectations or is at risk of not graduating.

Senior Privileges

It is the intent of BFA St. Albans to teach students to increase their personal self-direction and help them to become aware of their relationship to the community by promoting responsible citizenship. Senior Privileges are intended to grant senior students an opportunity to enhance their day as a Senior. Seniors must be in good standing both academically and behaviorally to be eligible. More information will be available when privileges go into effect in September and will communicate when in effect. Note: BFA Administrative Team reserves the right to revoke a senior's privilege at any time.

Student Parking

At this time, BFA's campus does not have enough parking to accommodate all student vehicles. Parking on campus is available on a first-come, first-served basis and is limited to the 15 designated student parking area behind the cafeteria. Students who park outside of this marked area may receive parking tickets issued by the City of St. Albans, and vehicles may be towed at the owner's expense.

Because on-campus and downtown parking are both limited, students are strongly encouraged to park at the Collins Perley Sports & Fitness Center. Free bus service to and from BFA is available:

- Morning bus departs from Collins Perley at 7:15 AM
- The afternoon return bus runs at the end of the school day.
- Midday bus service is available for students who have permission to leave school during the day

The City of St. Albans also provides free student parking in the secure parking garage, which is a short walk from campus.

Bell Schedule

Bellows Free Academy Bell Schedule 2025-26				
7:30-8:00 Callback	7:20-8:00 Teacher Collaboration	7:20-8:00 Teacher Collaboration	7:30-8:00 Callback	7:30-8:00 Teacher Collaboration
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 A 9:40-10:15	P3 9:50-10:35	P3 9:50-10:35
P4 10:40-11:25	P3 10:10-11:35	ENRICHMENT B 10:20-10:55	P4 10:40-11:25	P4 10:40-11:25
STUDY HALL 11:30-11:50 (Afternoon NCTC Lunch 11:30-11:55)		P6/Lunch 11:00-12:40	STUDY HALL 11:30-11:50 (Afternoon NCTC Lunch 11:30-11:55)	STUDY HALL 11:30-11:50 (Afternoon NCTC Lunch 11:30-11:55)
P5/Lunch 11:55-1:10	11:40-1:20	11:00-11:25 L1 NCTC+	P5/Lunch 11:55-1:10	P5/Lunch 11:55-1:10
11:55-12:20 L2	12:05-12:30 L2	11:25-11:50 L2	11:55-12:20 L2	11:55-12:20 L2
12:20-12:45 L3	12:30-12:55 L3	11:50-12:15 L3	12:20-12:45 L3	12:20-12:45 L3
12:45-1:10 L4	12:55-1:20 L4	12:15-12:40 L4	12:45-1:10 L4	12:45-1:10 L4
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.

Advisory

to advise is to offer suggestions about the best course of action

- **Purpose:** To ensure that each student at BFA is well-known by at least one adult, fostering a sense of community and belonging and encouraging students to make sound academic choices and plan for their future.
- Personal Learning plans, course registration, grade level information & meetings, team building
- By grade level; stay with Advisory family all 4 years
- Tuesdays & Wednesdays: AD
 - No student movement; everyone must stay in their Advisory

Enrichment

to enrich is to improve or enhance the quality or value

- **Purpose:** Provides students with additional time to explore topics in greater depth and complexity, access academic support from teachers, and enrich their experience through diverse activities.
- Seek out academic support, engage in an activity of interest, and get involved in your school community.
- Wednesdays: ENR A & ENR B
 - Student movement through choice and teacher request. Remain in ENR all period.
- Adaptive Scheduler:
 - Students sign up for 2 periods: open activity, clubs, or academic support.
 - Teachers can request students to attend support sessions.

Study Hall

time in a student's day set aside for study, homework, academic planning & goal setting

- **Purpose:** a quiet space and time for students to achieve academic goals and take advantage of mini sessions of targeted support.
- Work on assignments, organize your calendar, read a book. If you need help on a specific skill ask your teacher to request you to a SH session.
- Mixed grade level grouping.
- Monday/Thursday/Friday: SH
 - Student movement through teacher request only.
 - Teacher requests through the Adaptive Scheduler.

Updated August 2025

