



Northwest Career & Technical Center

71 South Main St., St. Albans, VT ~ (802) 527-0614

www.maplerun.org

Student Handbook 2023 – 2024

Last Updated: 8/29/23

The mission of the Northwest Career & Technical Center is to educate today's learners by providing comprehensive career and technical education programs that enhance career awareness, promote lifelong learning, and develop the skills to be responsible, productive citizens for today and tomorrow.

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Board of Directors

Nilda Gonnella-French
Charles Brooks
Katie Messier

Susan Casavant Magnan
Amanda Giroux
Suzanne Kenyon

Joanna Jerosé
Jack McCarthy

Health Offices

Located in the North Building of BFA	Lipka, Valerie, RN	(802)527-6405 vlipka@maplerun.org
Located in the North Building of BFA	Deal, Janessa, RN	(802) 527-6594 jdeal@maplerun.org

REMINDER: All visitors must report to the Administrative Office, sign in, and receive a visitor's pass.










It is the responsibility of families and students to familiarize themselves with the content of this handbook. This is intended to provide general information and is subject to change; any such changes will be updated on our digital handbook on our website. Complete policies are available upon request, and on the Maple Run websites.

Non-Discrimination Policy (MRUSD Policy A22)

The Board of Directors recognizes its obligation to respect the legal rights of all students and parents. The Board will seek to comply with all applicable Federal and State non-discrimination laws. The Northwest Career & Technical Center (NCTC) will not unlawfully discriminate against any person or group on the basis of race, color, religion (creed), ancestry, national origin, place of birth, sex, sexual orientation, disability, age, political affiliation or marital status in admission or access to, or treatment, or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. See the Policy in www.maplerun.org under Community Resources, Policies and Procedures A22p.

Annual Notices

The following annual notices are updated by the Maple Run Unified School District and can be found at maplerun.org, click on "Documents" on the bottom of the screen, then "Notices and Reports" folder, and then "Annual Notices".

	Asbestos Notice FY24
	Annual Notification of Directory Info FY24
	Child Find 504 Annual Notice FY24
	FERPA Notice to Parents re Student Records FY24
	New Americans FY24
	Nondiscrimination Notice FY24
	PPRA Notice to Parents FY24
	Seclusion and Restraint Notification FY24
	Transgender and Gender Nonconforming Students FY24

NCTC School Year Calendar 2023/2024

MAPLE RUN UNIFIED SCHOOL DISTRICT SCHOOL CALENDAR 2023-2024

Bellevue 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	21	22	23	24
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		

Bell Schedule



Student Schedule
2023-2024

Monday	Tuesday	Wednesday	Thursday	Friday
Student Support (7:20-8:00)	Student Support (7:20-8:00)	Teacher Collaboration (7:20-8:00)	Student Support (7:20-8:00)	Teacher Collaboration (7:20-8:00)
 NCTC Morning Program (8:00-10:10)*	 NCTC Morning Program (8:00-10:05)*	 NCTC Morning Program (8:00-11:00)*	 NCTC Morning Program (8:00-10:10)*	 NCTC Morning Program (8:00-10:10)*
Sending School Academics	Sending School Academics	Lunch (11:00-11:25)	Sending School Academics	Sending School Academics
Lunch (11:25-11:50)	Lunch (11:35-12:00)		Lunch (11:25-11:50)	Lunch (11:25-11:50)
 NCTC Afternoon Program (11:50-2:05)	 NCTC Afternoon Program (12:00-1:25)	 NCTC Afternoon Program (11:25-1:25)	 NCTC Afternoon Program (11:50-2:05)	 NCTC Afternoon Program (11:50-2:05)
Specialty Module (2:05-2:50)	Specialty Module (1:25-2:50)	Sending School Academics	Specialty Module (2:05-2:50)	Specialty Module (2:05-2:50)
*Variable Program Timing: These times reflect NCTC's new extended morning program. Arrival and dismissal times will vary (see below for details specific to your sending school). This flexibility ensures our students receive equitable program time as we support our sending schools' transit and scheduling needs.				

Arrival & Dismissal Information

Northwest Career & Technical Center operates independently of its sending schools and maintains its own schedule of instruction. Students are expected to be present for attendance at the time of their school's assigned arrival.

Bellows Free Academy | St. Albans Morning Students

Weekday	Arrival	Dismissal
Mon/Thu/Fri	8:00	9:45
Tuesday	8:00	10:05
Wednesday	8:00	11:00

Afternoon Students

Afternoon programs will start and dismiss at the times noted in the schedule above.

Missisquoi Valley Union High School Morning Students

Weekday	Arrival	Dismissal
Mon/Thu/Fri	8:20	10:10
Tuesday	8:20	10:05
Wednesday	8:20	10:40

Afternoon Students

Afternoon programs will start and dismiss at the times noted in the schedule above.

Bellows Free Academy | Fairfax Morning Students

Weekday	Arrival	Dismissal
Mon/Thu/Fri	8:00	9:45
Tuesday	8:00	10:05
Wednesday	8:00	11:00

Afternoon Students

Afternoon programs will start and dismiss at the times noted in the schedule above.

Two Hour School Delay Schedules

MONDAY – THURSDAY – FRIDAY

10:00 is when NCTC Morning Programs Start
10:10 – 10:36 Period 1
10:41 – 11:07 Period 2
11:12 – 11:38 Period 3
11:43 – 12:05 ENRICHMENT (NCTC Lunch 1)
12:10 – 1:16 Period 4 / Lunch
 *12:10 – 12:32 [Lunch 2]
 *12:32 – 12:54 [Lunch 3]
 *12:54 – 1:16 [Lunch 4]
1:21 – 1:47 Period 5
1:52 – 2:18 Period 6
2:23 – 2:49 Period 7

NCTC Lunch 11:43 – 12:05

BFA Lunch - During Period 4

TUESDAY

10:00 is when NCTC Morning Programs Start
10:10 – 11:06 Period 1
11:11 – 12:51 Period 3 / Lunch
 *11:11 – 11:36 [Lunch 1]
 *11:36 – 12:01 [Lunch 2]
 *12:01 – 12:26 [Lunch 3]
 *12:26 – 12:51 [Lunch 4]
12:56 – 1:51 Period 5
1:56 – 2:50 Period 7

All lunches are during Period 3
this day following Tuesday's
Lunch 1 - 4 schedule.

WEDNESDAY

10:00 is when NCTC Morning Programs Start
10:10 – 11:10 Period 2
11:15 - 12:05 Enrichment
12:10 – 1: 50 Period 6/ Lunch
 *12:10 – 12:35 [Lunch 1]
 *12:35 – 1:00 [Lunch 2]
 * 1:00 – 1:25 [Lunch 3]
 * 1:25 – 1:50 [Lunch 4]
1:55 - 2:50 Period 4

All lunches are during Period 6 this
day following Wednesday's Lunch
1 - 4 schedule.

<p align="center">Half Day School Schedules</p> <p align="center">*NCTC Morning Programs start at 8:00AM</p> <p align="center">Lunch is not served on half days.</p> <p align="center">There is no Advisory or Enrichment scheduled on half days of school.</p>		
<p>Monday, Thursday, and Friday</p> <p>NCTC Morning Programs Start at 8:00am</p> <p>Period 1 8:10 - 8:34</p> <p>Period 2 8:39 - 9:03</p> <p>Period 3 9:08 - 9:32</p> <p>Period 4 9:37 - 10:01</p> <p>Period 5 10:06 - 10:30</p> <p>Period 6 10:35 - 10:59</p> <p>Period 7 11:04 - 11:28</p>	<p>Tuesday</p> <p>NCTC Morning Programs Start at 8:00am</p> <p>Period 1 8:10 - 8:56</p> <p>Period 3 9:01 - 9:47</p> <p>Period 5 9:52 - 10:39</p> <p>Period 7 10:44 - 11:30</p>	<p>Wednesday</p> <p>NCTC Morning Programs Start at 8:00am</p> <p>Period 2 8:10 - 8:58</p> <p>Enrichment 9:03 - 9:44</p> <p>Period 6 9:49 - 10:37</p> <p>Period 4 10:42 - 11:30</p>
<p>When BFA Follows a Half-Day Schedule:</p> <ul style="list-style-type: none"> ● Breakfast is served ● No lunch served ● No Advisory ● No Enrichment (on Wednesday it is a scheduled class) ● ALL PE classes are at BFA 		

Academic Guidelines/Proficiency Based Scoring

Per state statute, NCTC recommends credit and shares scores to be translated and transcribed by the sending high schools.

The recommended minimum proficiency score for both hard skills and soft skills is a score of 2.5 (out of 4). These scores are not out of a certain point total, and you should not try to convert the scores to a percent. For example, a 3 does not mean 3 out of 4, or 75%. A 3 means that the student is proficient and can fully comprehend the information and knowledge in the standard.

Name	Score	Description
Expanding Proficiency (Extended Thinking)	4.0	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 new context . Students can communicate how complex processes relate to content terminology, principles, and procedure(s) for problem-solving.
Proficient Plus	3.5	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 unique situation . Students develop cognitive strategies to independently learn content terminology, principles, and select the best procedure(s) for problem-solving.
Proficient (Strategic Thinking)	3.0	The student can fully comprehend the information and knowledge in the standard. The student can use the information in a similar context independently . Students have knowledge of content terminology, general principles, and select the procedure(s) for problem-solving.
Basic Proficiency	2.5	The student can comprehend the information and knowledge in the standard. The student can analyze new information in a similar context with support . Students have knowledge of content terminology, general principles, and carry out procedure(s) for problem-solving.
Developing (Skill/Concept)	2.0	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.
Emerging (Recall)	1.0	The student can recall/recognize the limited information required for the standards. Students only have knowledge of content terminology.
Not Assessable	0.0	The student does not have sufficient evidence submitted to demonstrate an understanding.

*If there is a question about a score received, please communicate with the teacher.
For further assistance we encourage you to make an appointment with the guidance counselor.*

Your child will be informed about their progress throughout the year. You and your student will use PowerSchool to view a more accurate picture of where your student is in regard to understanding the industry-based standards (also known as "Competencies" or "Proficiencies").

Example 1: In a Digital Media Studies program, you can view your child's progress on how they're progressing in the areas of Color Theory, Design Process Stages, and two- and three-dimensional art forms.

Example 2: In Building Trades, you can view your child's progress on how they're progressing in the areas of hand and power tools, safety in the workplace, carpentry math concepts, and blueprint reading.

NCTC follows BFA's Trend Scoring language which is stated as follows:**Trend Scoring:**

- We believe students should not be penalized for struggling in the process of learning. With trend scoring, student growth and progress are celebrated. A student's score reflects where they are at that point in time while considering the growth over time as a positive factor in the student's overall score.
- Growth over time also accounts for a student's consistency in progress toward achieving proficiency.

The average of the standard score is the **lowest score** a student could receive.

If the trend within the standard over time shows growth of learning not represented by the average, the teacher has the right to increase the final standard score, but not decrease it.

For example, in Standard 1, the teacher might think the final standard score would be better represented by a score of 3.0 and the teacher could increase it (see the highlight score).

For example, in Standard 4, the average is a 1.6 and the teacher will use the average. The student missed a lot of work so there is not enough evidence to justify raising the grade even though the student was on an upward trend at the end.

	Assignment 1	Assignment 2	Assignment 3	Assignment 4	Assignment 5	Assignment 6	Assignment 7	Assignment 8	Assignment 9	Assignment 10	Average	Trend
Standard 1	2.0	2.5	2.5	2.5	3.0	3.5	3.0	3.0	3.0	3.0	2.8	3.0
Standard 2	1.0	2.0	0	2.0	2.5	2.5	3.0	2.5	3.0	3.0	2.2	2.5
Standard 3	2.5	3.0	3.5	3.0	3.0	3.0	3.5	3.5	3.0	3.0	3.1	
Standard 4	2.0	0	0	2.0	2.0	2.5	0	2.0	2.5	2.5	1.6	
										Course Score	2.4	2.5

How Success is Defined at the Northwest Career & Technical Center

Success is defined by your student working hard toward meeting two sets of learning outcomes required by employers, apprenticeship programs, colleges and other technical training opportunities.

The two clear sets of learning outcomes are:

1. **Hard Skills** (or proficiencies/industry-based power standards): These are required understandings necessary to succeed at technical tasks (example: safely operating hand and power tools while applying math concepts to successfully participate in the construction of a building.)
2. **Soft Skills** (or transferable/employability skills): These are the skills and values needed to be successful in all aspects of life beyond high school. Businesses will almost always choose the candidate with the strongest soft skills over the hard skills. Examples of soft skills are showing up to work on time, being respectful and solving problems.

Program Completer

Most programs take two (2) years to thoroughly cover the required industry-based power standards. Upon successful completion, students are awarded a Program Completer status per Vermont's Career and Technical Education State Board Regulations, section 2383 Program Completion, whereby,

1. Each technical education program shall be based on a competency list approved by the state board. The school shall assess and report student performance on the core competencies (industry-based power standards, both hard and soft skills) of the competency list.
2. **Successful Completion:** A student who has been judged competent in 90% of the core competencies (industry-based power standards, both hard and soft skills) has completed the program successfully.

Earn High School Credit

NCTC recommends credit to the student's sending high school. The recommended minimum proficiency score for both hard skills and soft skills is a score of 2.5 (out of 4).

If a student does not meet minimum proficiency at the end of the semester/school year (varies based on program), NCTC defers to the sending school's protocol for awarding credit.

Not Meeting Minimum Proficiency at the end of the Program Term

In the event that a student is not meeting minimum proficiency at the end of the program term, the options are as follows:

1. Re-enroll in the NCTC program the following year.
2. Partial credit may be recommended to sending high school based on circumstances.

Additionally, program instructors will communicate in a timely manner with parents/guardians if a student isn't meeting minimum proficiency.

Accommodations and Modifications

The Vermont Agency of Education states the following about accommodations and modifications (Proficiency-Based Grading Practices, 2018):

- Accommodations or modifications of the industry-based power standards may occur if an Educational Support team and/or the Individual Education Plan team decides that a student will be unable to meet the requirements during the current marking period or academic year without any changes of special support.
- An accommodation is defined as a change that provides access to the general curriculum but does not fundamentally alter the grade level standard. For example, a student may be allowed to respond orally if there are significant needs in the student's writing that affect the quality of response. The student may require additional time or a separate testing environment if test anxiety is a factor. An adult may read the questions to the student if there is difficulty with reading.
- A modification fundamentally alters the grade level standard. Modified standards should still be directly linked to the grade-level standards, based on data, and still be comparably rigorous, but have achievable outcomes. For example, a modification to a spelling test would be to shorten spelling tests to focus on mastering the most functional words which may be different from the content specific words.
- Modifications are not permanent and may change at some point. Teachers report on a student's progress towards that modified expectation. A score should include descriptive feedback about how to improve and what to do next.

Leaders of Your Own Learning

Students are required to produce and store evidence in a portfolio as they practice proficiency in both the hard and soft skill areas. The type of portfolio and method of storage is determined by the program instructor. Additionally, since proficiency-based learning is about students becoming leaders of their own learning, student-led conferences are common practice in many programs.

A student-led conference is a scheduled meeting with a student, their family, teachers, and other trusted adults during which the student shares their current portfolio of work and discusses progress. The student will apply their organizational and communication soft skills (transferable/employability) during the preparation process. This type of conference builds students' sense of responsibility and accountability for their own learning. They become leaders of their own learning as they develop a greater understanding of what it means to work toward proficiency in both the hard and soft skills required for work and life.

Academic Awards

The National Technical Honor Society is awarded to students in the Northwest Career & Technical Center who demonstrate the qualities of leadership, citizenship, workmanship and academic scholarship.

Course Changes/Withdrawals

Contact NCTC's School Counseling Coordinator, Susan Bosland who will also consult with the sending high school.

Adults Eligible for Daytime Programs

The Northwest Career & Technical Center may accommodate adult students for regular daytime classes. Vermont State Law allows access to a high school education for any Vermont resident who does not have a diploma, regardless of age. An adult without a high school diploma is considered a secondary student and may attend high school or the technical center and receive school services. In addition, adults with a diploma may attend academic and NCTC classes on a space available basis with a

reduced tuition charge. If a student has reached the age of nineteen (19), he/she must register and enroll through the **Adult Education Office**. Adult students are required to comply with all of the general policies and procedures of the high school or technical center. The Adult Education Coordinator acts as their advisor, counselor and mentor. Graduation requirements are the same for adults as their younger counterparts. The **Adult Education Office** is located in **The Northwest Career & Technical Center**. Lisa Durocher is the **NCTC Assistant Director and Adult Education Coordinator**. Lisa can be contacted at 527-6513 or ldurocher@maplerun.org.

Website

NCTC's website is accessed via www.maplerun.org. On the Maple Run Unified School District home page, select Campus then choose Northwest Career & Technical Center. The site is continuously being updated, so please check frequently and call with any questions or concerns. Parent input is appreciated.

Visitors

All visitors must report to the NCTC office, sign in, and receive a visitor's pass before going to the destination within the school.

Touring the NCTC

If you know of someone who is interested in attending the Northwest Career & Technical Center and would like to visit please contact the School Counseling Coordinator, Susan Bosland at sbosland@maplerun.org or (802) 527-6512.

Lockers

Individual programs may assign students a locker at the beginning of the school year. Students should not be in any locker other than the one assigned to them. Failure to comply with this expectation could result in disciplinary action. Combination lockers are **only** given to the student assigned to the locker as listed with the NCTC Main Office. Students assume responsibility for the security of the locker to which they have been assigned. For this reason, all students are advised to keep their assigned lockers locked at all times and do not give the combination to others.

Lockers are school property and defacement or destruction of school property may result in disciplinary action. The school reserves the authority to search lockers without the consent of the student to assure the safety and welfare of the school. Students, therefore, should have no expectations for privacy regarding the contents in their lockers. Students may be moved from their lockers for disciplinary reasons, at any point during the school year, at the discretion of Administration.

Locker Maintenance – If locker repair is required, please stop in the NCTC Main Office and we will submit a work order to the Maintenance Department.

Student Photo ID

All students are required to have their picture taken. Each student will be issued a NCTC/BFA picture I.D. and this student picture will appear in PowerSchool within the Attendance Module. There is no charge to the student or family for their picture I.D.

Co-Curricular and Extra-Curricular

Northwest Career & Technical Center and Bellows Free Academy has a diversified co-curricular program 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 co-curricular activity, some additional time and effort is necessary. When participating in co-curricular programs, students must conduct themselves in a manner which is beyond question both in and out of school. Students in these programs have greater responsibilities as school citizens than those who are not participating in co-curricular activities.**

Complete policies on Interscholastic Sports, School Clubs and Activities, and the Athletic Department's Guidelines for Participants, may be obtained upon request through the Guidance Office or Athletic Office. If a student has an interest not currently offered in the list of extra-curricular programs, they are encouraged to speak with an administrator about the possibility of starting a club. NCTC has two co-curricular programs: SkillsUSA and the National Technical Honor Society.

Hall Passes

Prior to leaving class, students must have a NCTC/BFA staff-issued and signed pass. Passes for prearranged meetings with Counselors, Nurse, or other staff, may be issued prior to the meeting. This pass is presented to the teacher of the class which the student is leaving. Misuse of a pass will result in loss of the pass privilege and other possible disciplinary action.

Student Guests

Only students interested in transferring to BFA/NCTC are allowed to visit the campus during the school day. This requires prior parent and administrative approval. A one-week notice is required with permission from parents/guardians, sending school administration, and teachers. A form is required and is available in the NCTC Guidance Office or BFA Guidance Office where arrangements may be made to shadow a NCTC/BFA student. **NCTC/BFA students are not allowed to bring visiting friends or relatives to school with them for the day.**

Dress Expectations

The intent of the Dress Code is to foster an environment that is safe and conducive to teaching and student learning in a career and technical center environment. It is also intended to provide guidance to prepare students for their role in the workplace and society. All students are expected to pay proper attention to dress appropriately for their NCTC programs. Teachers and all other NCTC personnel should exemplify and reinforce acceptable attire, and help students develop an understanding of appropriate appearance in the workplace setting.

Required attire or uniforms will vary with each program. Your instructor will outline the appropriate and safe attire requirements for that program. While working onsite and offsite, students must wear the proper type of protective clothing appropriate to the trade or occupation under study. Wearing the specific attire or uniform helps ensure your safety and prepares you for success in your future career. You will have the opportunity to change into your NCTC program required attire when you arrive at the center.

Students may not participate in specific activities if they are not dressed accordingly. For example: Students in Automotive and Building Trades are required to wear boots and pants in the lab. If the student is not prepared, they will be given the option to wear available clothing and boots in their programs or they can contact their parents to have the attire dropped off. If the student refuses to wear the required attire, parents will be contacted, and disciplinary action may occur.

Students are not allowed to:

- Wear clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Wear clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Wear clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Wear clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.

NCTC wants to ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

School Property

Students are responsible for the care of all school property which has been assigned to them. Vandalism or damage to school property is in violation of our Behavior Expectations and will not be tolerated. You will be required to make restitution or pay for any textbooks, library materials, locker repairs, athletic equipment or other damaged or lost materials assigned to you. Please be respectful of property at NCTC, BFA, and Collins Perley Sports & Fitness Center (CPSFC). There may be situations where the destruction of school property is such that it would be considered a criminal offense and would be treated accordingly.

Personal Property

NCTC/BFA do not carry insurance which covers replacement of, or repairs to, lost, stolen, or damaged property belonging to students. Students must carry their own insurance if those items are to be covered. A lost and found area is located in the NCTC Office or in the lobby outside the BFA Main Office. If you find something that does not belong to you, please turn it in to the NCTC Office or the Main Office. Likewise, if you have lost something, check to see if it has been turned in. **PLEASE, DO NOT BRING LARGE AMOUNTS OF MONEY, OR ITEMS OF VALUE** (such as electronic devices) to school. **The NCTC and BFA are not responsible for lost or stolen items.**

If you have something of value at school on a particular day, please consider checking with the NCTC Office or the Main Office to see if we can store it until you leave that day. It is important that you keep in mind that the office closes at 3:30 p.m. If you have not picked it up by closing, the office will be locked and you will have to wait until the following school day.

Emergency Alert Notification and Messages

NCTC/BFA and MRUSD utilize a mass communication tool to enhance parental communication. This service allows us to send a voice, text message and/or email message to all students' parents/guardians within minutes, if an emergency occurs at school. The tool is also used for school cancellations, delays, early closings, and cancellation or modification of school events. It is imperative that the school has the most current contact information. On each Student Information Verification form there is a place to specify who is to be contacted and their phone number. Please include **all** who should receive this notice. It is the responsibility of families to be sure NCTC/BFA has this information.

Weather Related Information

The NCTC/BFA administration reserves the right to take appropriate safety measures relating to all weather emergencies. Notification will be made through a mass communication tool when necessary. **Again, it is imperative that the school has updated contact information for you to receive these notifications.**

Military Recruitment

In accordance with Every Student Succeeds Act (ESSA) the Northwest Career & Technical Center and Bellows Free Academy will allow military recruiters the same access to students as college and job recruiters. This access includes releasing secondary school students' names, addresses, and telephone numbers to military recruiters, who can use the information for armed services recruiting and for informing these students of scholarship opportunities. However, students or their parents can request that the information not be released. The request must be made to the NCTC Director.

Education Records and Public Record Request

The privacy and confidentiality of student records at NCTC/BFA shall be preserved. The **Family Educational Rights and Privacy Act (FERPA)** affords parents and eligible students (over the age of 18 years) the following rights:

Please visit MRUSD's website for procedure F35p and policy C01. The website to policy and procedures visit:
<https://www.maplerun.org/page/policies-and-procedures>

Child Find and Free Appropriate Public Education (FAPE)

The Maple Run Unified School District (MRUSD), in accordance with Free Appropriate Public Education (FAPE) (34 CFR §300.101), attempts to identify all area resident children between the ages of 3 – 21 years who may be considered to have a disability. These children are entitled to receive an education, regardless of disability, at public expense. It is possible that the district may not be aware of the residence of all children with disabilities. If you know of a child with a disability, they are entitled to these services, so please notify:

Andrea Racek, Director of Special Education
The Maple Run Unified School District
28 Catherine Street
St. Albans, VT 05478
Telephone: 802-370-3949

Tardy Guidelines

Tardiness (Soft Skill/Transferable Skill)

Employers continue to emphasize that being on time, attendance and participation are critical elements and have a direct impact on academic and life achievement.

Every fifth tardy, students will be assigned a call back with their program instructor. If tardiness becomes a pattern, teachers are to first contact parents and have a discussion with both the student and parent. If improvement is still not seen, the program teacher will refer the student to NCTC Administration.

Tardy to a NCTC Program or Work-Based Learning Site

Students are marked tardy just after the bell rings, unless otherwise communicated. In the case of a work-based learning site, the host site employer will determine when the student is tardy and will be asked to notify NCTC's Work-Based Learning Coordinator, who will communicate directly to the Program Instructor.

If a student is tardy, the following will occur:

1. Program Instructor will mark them Tardy in the PowerSchool system. Parents are notified when their student is tardy, unexcused or cut a class through the PowerSchool app.
2. Program Instructor will then manage the tardiness through the Progressive Discipline steps, whereby verbal and written warnings are used, similar to the actual workplace. *(See Student Behavior and Progressive Discipline section)*

Note: Every fifth tardy, students will be assigned a call back with their program instructor.

Acceptable excuses for arriving tardy to school or the host site employer are:

- Bus delays from sending schools
- Personal and family emergencies, and only with a note or call from parent/guardian
- Doctor's notes, court orders, etc.

All other reasons are considered unacceptable (such as oversleeping, having a hard time finding a parking spot, etc.)

If students are going to be late to their NCTC Program or Work-Based Learning site, students must call their supervisor (Program Instructor or Host Site Employer, whomever the student will be late for). Each Program Instructor reserves the right to manage the actions taken when a student doesn't contact their supervisor when they are running late. Do not call or text when driving!

Attendance Guidelines

Attendance (Soft Skill/Transferable Skill)

Employers continue to emphasize that being on time, attendance and participation are critical elements and have a direct impact on academic and life achievement. Attendance **will have a direct impact** on the ability to achieve proficiency based on a

program's requirements to be physically present to practice and perform. In addition, attendance will be measured under soft skills (transferable skills), which appear on the student's transcript.

Students are expected to attend their assigned classes each day. School staff will keep a record of absences and tardies, including a call log and/or a record of absence and tardiness statements submitted by a parent/guardian or, in certain cases, students.

We believe that supporting strong attendance and participation requires a comprehensive approach that goes beyond sanctions and includes incentives.

Procedures for Excused Absences *(These procedures also apply to students who are 18 years of age.)*

- 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
- Upon returning to school from an absence, students are to report to the Student Attendance Monitor and present a parental note, or other notification, to excuse their absence. Notes must be presented within two (2) days of the student's return to school. Notes presented past the two (2) days may not be accepted.
- **No student may sign themselves out of school unless they have obtained emancipation status from the court and provided such documentation to BFA.**
- The school will contact via email and/or text the parent(s)/guardian(s) of students who are absent when a call has not been received.

If a student begins to demonstrate a pattern of absences, whether excused or unexcused, that the administration deems to be excessive, further investigation into the reasons for the absences may be conducted. Students must provide professional documentation (i.e. note from a medical professional) to support the student's absences. If such is not provided, the administration reserves the right to final judgment with regard to the absence(s) being excused or unexcused.

EMPLOYERS' HIERARCHY OF NEEDS™



Rewards and Sanctions for Absences	
Zero Absences per Semester	10 Absences per Semester
Congratulations! Let's celebrate! Students will receive recognition throughout the school and community.	<ul style="list-style-type: none"> • Pause eligibility for Work Based Learning • Pause eligibility for National Technical Honor Society • At risk of being ineligible for co-curricular and extra-curricular activities (reference home high school Student Handbook for details) • Pause field trips • Meeting with Guidance and Instructor (and other school personnel as needed) (phone call home by instructor) • Letter sent home (sent through BFA St. Albans or Northwest Career & Technical Center's main office)
15 Absences per Year	20 Absences per Year

<p>Reference language under “10 Absences per Semester” <u>plus</u> the following:</p> <ul style="list-style-type: none"> ● Pause eligibility for end of year awards ● Parent/Student/School Personnel meeting ● Possible loss of credit ● Possible truancy actions 	<p>Reference language under “10 Absences per Semester”, “15 Absences per Year”, <u>plus</u> the following:</p> <ul style="list-style-type: none"> ● Possible loss of all credit if unable to demonstrate the knowledge and skills required to be proficient within their respective program. ● Instructor may recommend to retake NCTC program the following year.
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Truancy

In addressing serious school attendance issues, BFA and NCTC’s other sending schools will initiate contact with families and students directly. This may be done through a call from the Attendance Monitor, the Family Engagement Specialist, or the Dean of Students. This may also be addressed by mail through the Main Office. The important piece is that there is communication between the family and the school. We want to work together with families and offer assistance and support when class and/or school absences become an obstacle to the student’s education and reaching the necessary levels of proficiency necessary to receive a high school diploma.

When a Truancy Intervention Meeting is scheduled it is the opportunity to identify the obstacles and explore possible options and areas of support which the school may be able to provide or services which may be available. Though meeting with the family is preferred, this can happen with only the student present.

When tracking attendance, MRUSD follows the timeline below and the days run continuously through the school year. Failure to comply with the school’s requests for meetings, parent support, and student attendance may result in a student being removed from the school register and would require re-enrollment to return.

<p>MINIMUM 10 DAYS</p> <p>Excused and Unexcused</p>	<p>When any student misses 10 or more days of school a follow-up letter will be sent stating that a meeting will be scheduled when 15 days of school are missed. Included will be a printout of how these absences have impacted the proficiency level of the student.</p>
<p>MINIMUM 15 DAYS</p> <p>Excused and Unexcused</p>	<p>A meeting is scheduled to address attendance issues and develop a plan of action that will improve school attendance as well as explore possible options and areas of support that MRUSD may be able to provide. This plan of action will be monitored by the school and family.</p>
<p>MINIMUM 20 DAYS</p> <p>Excused and Unexcused</p>	<p>When any student misses 20 or more days of school, they are determined to be truant. At this point, MRUSD may file a report with DCF requesting an assessment. Additionally, the School District may submit an affidavit to the Franklin County Office of State’s Attorney. This legal document asks the State’s Attorney to file a petition with Family Court for judicial intervention.</p>

*** The Vermont Agency of Education defines truancy as 10 consecutive school days of unexcused absence. They affirmed this to all VT school data managers in January 2022 via email, following some confusion with alternate definitions of truancy from other state organizations. This definition is consistent with the federal definition of truancy.**

Any student absent without an excuse for 10 consecutive school days will be removed from the register on the 10th day and absences will no longer be counted. The school’s truant office will be notified and expected to diligently investigate the whereabouts of the student. The student’s enrollment will have an exit code of “status unknown” until the truancy officer determines otherwise.

Students who finish the previous year’s requirements but who do not return to school in the fall and who do not transfer to another school or an approved home study program (i.e., there is no transcript request or notice provided by the state for approved Home Study) and the student doesn’t attend school in the first 10 days, then he/she is considered a summer dropout

and no attendances for this student will be recorded beyond 10 days. The student will be removed from the school register. (AOE Register, as quoted on 5/19/22)

Eighteen-Year-Old Students

Permission slips for participation in field trips or other school activities may be signed by the student if they are 18 years of age. In addition, 18-year-old students may sign their own absence and late notes, but parents will be notified of these absences and tardy incidents on the same basis as other students, unless communications from the school are limited to the student only in accord to policy.

Restricted Participation

When a health-related disability is such that a student cannot meet the objectives of a course, they need to meet with their counselor and work out an alternative. Do not stop going to class until a course withdrawal has been processed. A schedule change may be made to allow earning credit in another class for the semester. A physician's note will be required if a student is to be exempted from a required course for medical reasons. This exemption must be renewed annually and will become part of the student's cumulative folder.

Extended Illness

If a student has an illness or condition, which will keep them from attending school for five or more consecutive days, parents should immediately contact the Health / Nurse's Office and the Guidance Office (802-527-6571) with a documented physician's explanation. With documented extended health issues, students and parents will need to contact teachers concerning missed work. In all instances of extended absences, it is important that families remain in communication with the school.

Expectations and Procedures to Dismiss Early

We consider that a student's first and main responsibility is going to school. No jobs or outside activity should interfere in any way with this responsibility. We believe that it is as important for a student to fulfill his/her school obligations as it is for an adult to fulfill his/her employment obligations. Please adhere to the following protocol if you wish to dismiss your student from school prior to the end of the school day.

Before a student is excused for medical or other appointment reasons, the student should present written parental permission stating the reason for dismissal before school to the NCTC Main Office or call (802) 527-6433.

A student leaving campus before the school has received proper notification is considered to have left campus without permission (LWOP) and will be subjected to disciplinary action.

Illness During the School Day

If a student becomes ill during the school day, **they are to go to the Health Office**. If the nurse determines that they should be sent home, a parent/guardian will be contacted. In cases where the criteria for the nurse to send a student home is not met, the student may place a call from the Health Office and the parent can give their permission for the student to be dismissed. If the nurse is not available, students are to report to the NCTC Office where they can place a call home or sign out with an Administrator. **No student is to leave school without following this protocol.**

Religious observations will be considered excused in addition to medical or health reasons. If the dismissal is for a medical appointment, NCTC will ask for a note upon returning.

Dismissing a student for any other reason, including dismissals to leave campus for lunch, or during an assembly, will be considered unexcused and addressed in accordance with school rules.

Health Services

Contact Information

The Bellows Free Academy (BFA) and Northwest Career and Technical Center (NCTC) Health Offices are a professional nursing practice that promotes school-wide wellness while providing evidence-based practice care for acute and chronic illness. The

Student last name *A – K*

Val Lipka, RN. 802-527-6405

vlipka@maplerun.org

Student last name *L - Z*

Janessa Deal, RN. 802-527-6594

jdeal@maplerun.org

Contact for both:

(ph) 802-752-2260 (fax) 802-527-6431

bfanurses@maplerun.org

*Health Office does not lend equipment or assistive devices such as: crutches, wheelchairs, and canes.

nurses are available when school is in session. Please contact BFA/NCTC Health Office at 802-752-2260 or email bfanurses@maplerun.org.

Student Health Information

An updated Student Health Information Form with emergency contact information must be completed at the beginning of each school year for all BFA/NCTC students. The signed completed form can be delivered or emailed directly to the BFA/NCTC Health Office. Students transferring into our school after the start of the year will be given a form to complete when they register.

A medical note from a primary health care provider is required for students enrolled in Physical Education classes

that need to be excused from active participation for a class or classes. Without a physician's documentation, BFA/NCTC school nurses cannot excuse a student from active participation in a PE or a Dance class for more than one class period.

BFA/NCTC follows the state "Return to Learn" protocols for head injuries and concussions. Please contact either of our nurses for further information.

When a health-related disability is such that a student cannot meet the objectives of a course, they need to meet with their counselor and work out an alternative.

Guidelines for Prescription Drugs & Over-the-Counter Medications (MRUSD C30p)

1. Students who possess any medication other than authorized emergency medications may face disciplinary action.
2. No teacher or staff member can provide any form of medication to a student unless trained by the nurse.
3. Students should never accept any medications from another student.
4. Medication may be given by the school nurse, or a person designated and trained by the school nurse, with written orders from a physician, and upon written request of a student's parent or guardian. The physician's orders must detail the name of the drug, dosage, time interval the medication is to be taken, diagnosis, and reason for giving.
5. Medication must be brought to school by an adult in its original container or a container labeled by the pharmacy or physician and stored by the school nurse or his or her designee in a secure storage place.
6. All medications, with the exception of emergency medications, shall have been administered previously at home with no ill effects from the medication.
7. Students with life-threatening allergies or asthma, who have an emergency action plan signed by the physician and parent, shall be permitted to possess and self-administer emergency medication at school, on school grounds, at school-sponsored activities, on school-provided transportation, and during school-related programs.
8. Non-prescription medication must be accompanied by a written request from the parent or guardian. Medication must be in its original container and left in the custody of the school nurse.

At the request of a BFA/NCTC administrator, the school nurse will conduct a DITEP Assessment which evaluates possible impairment from substances. The administrator requesting the assessment is responsible for contacting the parent/guardian.

Students with a fever greater than 100.4 will be sent home.

Parents or guardians will be asked to make arrangements for transportation.

Searches (MRUSD Policy Code C21)

To maintain a safe atmosphere, school administrators reserve the right to search students if there is reasonable suspicion to do so. The search may include the student, the student's locker, purse, and backpack. Parents/guardians will be notified if their student is subjected to a search. Vehicles parked on school campus (BFA, Northwest Career & Technical Center, and Collins Perley Sports & Fitness Center) can be subjected to searches.

Surveillance Cameras (MRUSD Procedure D11p)

There are video cameras in use on the BFA, NCTC and CPSFC campuses. These video cameras are for the safety of the BFA/NCTC students, faculty, staff, and community members, and footage may be reviewed if needed in investigations. The video cameras are not to be altered in any manner and any attempt to do so will result in disciplinary action.

Building Sites, Access, and Alarmed Doors

- **Northwest Career and Technical Center (NCTC)** South Main Street – offers student technical and career classes, and adult education classes.
- **BFA North Building** (Academy Drive) Principal's Office, cafeteria, IT Dept, library.
- **BFA South Building** (Original BFA Building, South Main Street) Main Office, Guidance Office, PAC, Gymnasium.
- **Academy Connector** (new addition connecting the 2 main buildings) which is used as the Main Entrance for students and visitors during the school day. The Office of Dean of Students is located here.
- **Collins Perley Sports & Fitness Center (CPSFC)** Fairfax Road – used for PE classes, athletic events, and various school and district functions. (Facility is also for public use, please check their information through the MRUSD website.

The Northwest Career & Technical Center and Bellows Free Academy buildings are locked during the school day and may only be accessed through their main entrances. For BFA, the main point of entrance is the **Academy Connector** between the North and South Buildings. Building entrances are monitored with a video intercom system.

- Use the "call" button on the outside to alert office staff of your presence. (This does not open the door.)
- Office staff will activate the door internally upon identification / recognition, or they may respond via the intercom.
- All visitors and guests must check in and have made an appointment before arrival.

Alarmed doors throughout the campus are clearly marked. Students should only exit through doors that are **not** alarmed. A student that exits an alarmed door will face disciplinary consequences.

Bus Conduct (MRUSD C20AP)

It is the expectation of Maple Run Unified (MRUSD) to provide a safe environment on school busses transporting students to and from school and school activities. Providing transportation to school is a privilege and as such, students are required to conduct themselves according to the district behavior expectations.

The importance of proper conduct involving the bus cannot be overemphasized. This includes waiting for the bus, boarding it, riding on it, and departing it. Any behavior which distracts the driver endangers everyone. In the interest of safety, all students should understand (and parents are urged to impress upon their children) the need for following these rules:

- **Follow the direction of the driver at all times.**
- **Sit facing forward in your seat.**
- **Talk quietly.**
- **Keep to yourself.**
- **No eating or drinking is permitted.**

Please refer to MRUSD Procedure Code C20AP; Procedure: Bus Rules and Discipline for further guidelines, expectations and consequences for violations of expected behavior and bus transportation.

Emergency Response Situations

Lockdown – Secure the School – Evacuation – Emergency Dismissal

The safety of students is always the priority when developing our Emergency Response Plans. Drills are conducted throughout the school year, as directed by the State of Vermont. These drills serve to keep staff and students familiar with protocol and expectations. It is also important that parents familiarize themselves with this information and understand their role in allowing the school to carry out these drills and reinforcing our practices. For safety reasons parents will be notified of an Emergency Response, as information is available, by use of our mass notification tool.

Lockdown

➤ **Lockdown** – A lockdown takes place if an internal or external threat is identified at the school. All school doors are locked, and students are confined to classrooms following the school safety procedures. **NO** one is allowed in or out of the school. Students will be escorted from the building by law enforcement to a designated reunification site once it is deemed safe.

Exterior Flashing Lights – Exterior flashing lights indicate that a lockdown is in progress. **If you are outside you need to be aware of these flashing lights and their indication that the BFA/NCTC buildings have been locked. Students and staff who find themselves outside during a lockdown need to immediately move away from the building and report to the designated relocation site.** It is important to realize that when the doors are activated for a lockdown they cannot be overridden. There is NO building access. Any busses arriving during a lockdown will go to a designated location and await instructions. Students will not be allowed off a bus during a lockdown.

➤ **SECURE THE SCHOOL** – Secure the School recovers all students from outside the building, secures the building perimeter, and locks all outside doors. Activity inside the school may continue with supervised movement between classrooms. Criminal activity, dangerous events in the community, or concern with a situation near school grounds could trigger a Secure the School response. NO entry into or exit from the school will be allowed. Students will NOT be released during a “secure the school” event.

➤ **EVACUATION** – In the event of certain building emergencies (gas leak, water main break, etc.), students and staff will leave the building and may be relocated to an off-site evacuation assembly area. Students may be released only to parents/guardians with picture ID and permission from a district official as part of a formalized family reunification process to ensure the safety of all children. BFA High School has a provision for Emergency Dismissal in some situations. Teacher takes attendance with assigned students. Move to the Relocation Sites if/when directed.

➤ **EMERGENCY DISMISSAL** – In the event of an emergency dismissal, busses for sending students operate as usual (if safe to do so) including to CPSFC. Students with vehicles should always be prepared, always carry your keys, and depart as usual. Staff support students with dismissal, direct them based on their circumstances then leave the building.

Again, it is important to remember that families will be notified of an Emergency Response, as information is available, by Blackboard Connect notification service. For this reason it is imperative that the school always have the most updated contact information. **Parents should NOT try to contact the school or their child during a lockdown or drill. Students are directed to not use their phones. In an emergency situation, this could compromise the safety of the students and staff.**

- ✓ Safety requires NO TALKING while exiting and moving promptly but NO RUNNING.
- ✓ Leave books and materials in the room. You may take purses and other valuables with you.
- ✓ First person through an exit door should hold it for those who follow.
- ✓ Watch and listen for any change in plans indicated by the close of an exit for practice/emergency purposes.
- ✓ Maintain order in exiting and returning to your room.
- ✓ Keep driveways clear for emergency vehicles.
- ✓ An administrator will signal when to return to class.
- ✓ Stay with your class throughout the evacuation.
- ✓ Inappropriate behavior during Emergency Response Situations will result in disciplinary action.
- ✓ Students and faculty must stay at least fifty (50) feet away from the building.

Law Enforcement Officials

If a law enforcement officer needs to interview a student who is suspected of violating the law or needs to detain the student at school, or remove the student from school, school officials will make every attempt to notify parents/guardians. If they cannot be reached, school personnel will be present during the interview. All State and Federal laws will be followed when law enforcement is involved.

Directory Information Notice and Right of Refusal (MRUSD Policy C01)

The Northwest Career & Technical Center may disclose designated directory information on students without the prior consent of the parent or eligible student, and without any record of such disclosure. The following types of personally identifiable information may be designated directory information:

- *student's name and address*
- *telephone number*
- *photograph*
- *date of birth*
- *grade level*
- *major field of study*
- *participation in officially recognized activities or sports,*
- *weight and height of members of athletic teams,*
- *dates of attendance,*
- *degrees, honors and awards received.*

Disclosure may include such personally identifiable information contained or reflected in photographs. If you are a student over 18 years of age, or if you are the parent of a student currently attending the Northwest Career & Technical Center, you have a right to refuse to permit the designation of any or all of these types of information as directory information. To do this you must provide written notice of your refusal, listing the type(s) of information which you refuse to have so designated to the Director of the Northwest Career & Technical Center on or before September 23, 2023. If you are enrolling after this date, this may be done when you enroll.

The annual notification is only a summary of rights. Further details about your access to and limitations on disclosure of your education records are available at The MRUSD office or website, www.maplerun.org (Policies and Procedures) and the Vermont Agency of Education website <http://education.vermont.gov>.

Cell Phone Use

(MRUSD Student Conduct and Discipline Policy and Procedures C20) Grades 9 - 12

- Cell phones are not permitted at the Northwest Career & Technical Center unless authorized by the instructor, this includes during any breaks.
- Instructors may collect all cell phones or have alternative stowing requests.
- Phones will be returned by the instructor at the end of class.
- If parents/guardians need to reach their students they can be reached at 527-6433.
- Not having cell phones will allow for more efficient use of class time.
- **Cell phones are only permitted during scheduled passing times and assigned lunch times.**
- If a student is observed using a cell phone without permission of the instructor, they may collect the phone for the remainder of the class, or they may have the phone turned into the Main Office. In this case, if the student refuses either of the choices this will be addressed as insubordination and the violation will be referred to the appropriate administrator as a disciplinary matter.
- The above expectations regarding cell phones at BFA/NCTC also apply to personal and wearable devices such as smart watches, tablets, etc.
- The Northwest Career & Technical Center is not responsible for lost or stolen devices.

As stated in the section, “Lockdown”, cell phone use is not permitted during a lockdown, whether it is an actual emergency or a drill. This is extremely important for the safety of all. Violations in this regard are referred to administration.

The unauthorized use of cell phones, cameras, and any other digital recording devices to record, or take pictures of students, faculty, and staff, is prohibited unless approved for academic purposes. Any violation will result in immediate confiscation of the device.

Phone Calls/Messages

Telephone calls may be made to the school offices or individual teachers between the hours of 7:00 a.m. and 3:30 p.m. Calls to teachers will be forwarded to the teacher’s voicemail. Calls are not put through directly to classrooms. Whenever a class is interrupted, it disrupts the learning environment of each student in that room. The following procedures will be used.

1. The office will **not** put a call through to a classroom. Only *emergency messages will be delivered immediately*. The caller must be willing to state the nature of the emergency to an administrator.
2. No one should interrupt a class to give a message or materials to a student. If there is an emergency, come to the Northwest Career & Technical Center Office or the BFA Main Office and state the nature of the emergency to an administrator. An administrator will get the student from a classroom if necessary. Materials that need to be given to a student must be brought to the Northwest Career & Technical Center Office or the BFA Main Office and the student will be called in between classes, during passing time.
3. The Main Office pages students at passing times (in between classes) to give messages. Messages received after 1:00 p.m. cannot be delivered before the end of the school day. You may refer to class times on the NCTC or BFA Student Schedule for the best time to call for a message to be passed along.
4. Students may use a phone in the Northwest Career & Technical Center Office, BFA Main Office, BFA South Building if they need to call home.

Information Technology (IT) Department

Reference Responsible Computer, Network and Internet Use (MRUSD Policy Code: D03) on the MRUSD.org website and in BFA’s Student Handbook.

NCTC Student Contract

It is our goal to make the Northwest Career & Technical Center a professional and business-like place for you; a place where, regardless of your ability, you have a chance to be successful. The Northwest Career & Technical Center is a school where students grow, become more responsible, learn self-discipline, and find success.

While participating in any of the NCTC programs and/or modules, students agree to:

- Be prepared for class everyday
- Abide by the NCTC attendance policy
- Follow all directions and abide by all safety rules
- Follow cell phone requirements
- Treat everyone with respect
- Show a willingness to work and be helpful
- Not use profanity at any time
- Be honest and trustworthy
- Be an active participant in class
- Follow all expectations and procedures outlined in the NCTC Student Handbook

If at any point a student does not meet the expectations of the program, the student will be subject to dismissal from the program and may not receive credit.

Behavior Expectations

Below is a listing of expectations that must be adhered to in school and at school related activities to maintain our guidelines for student behavior. It is the responsibility of the students and parents/guardians to familiarize themselves with these expectations. Be advised that NCTC/BFA Administration reserves the right to make decisions related to behaviors not explicitly covered in the following list. Violations for non-compliance will result in disciplinary consequences as listed below.

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 willful creation of any safety hazard such as the activation of a fire alarm.
5. Do not bring matches, lighters, or incendiaries on school property at any time.
6. **Harassment, bullying and hazing in any form is prohibited 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 NCTC Office immediately, 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 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, Northwest Career & Technical Center, or Collins Perley Sports & Fitness Center, is prohibited.
14. Use of laser devices is prohibited.
15. The use of cell phones and electronic devices is explicitly outlined by the Maple Run Unified School District Administration and is displayed in its entirety under the section titled, Cell Phone Use. Please familiarize yourself with those expectations.

**** The unauthorized use of cell phones, cameras, and any other digital recording devices to record or take pictures of students, faculty and staff, is prohibited.****

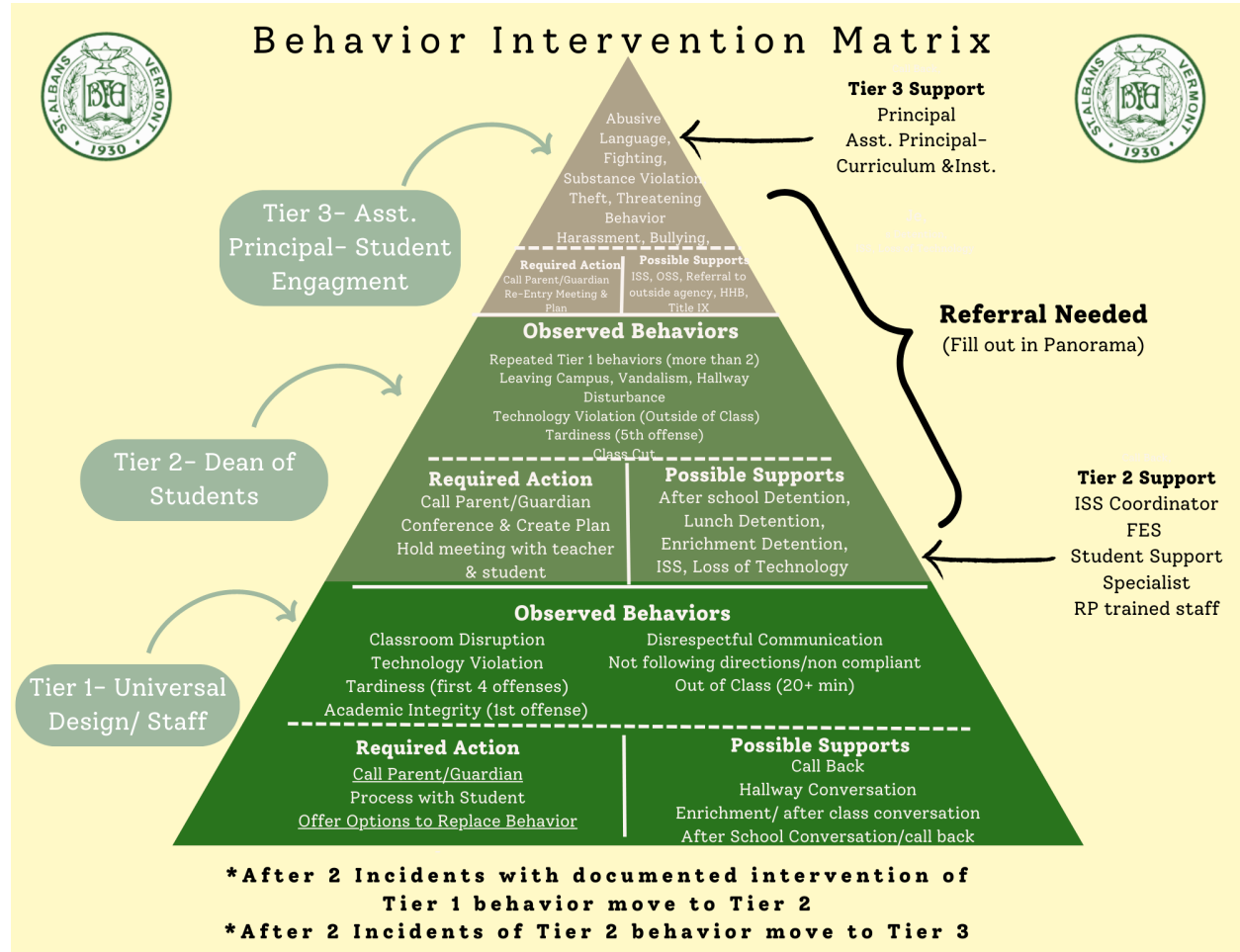
Due Process

Students are not subject to arbitrary decisions and are guaranteed individual rights within the limits of the high school environment and code of conduct. Protecting individual rights and ensuring fair judgment is called due process and provides:

- notification of the charges against the student,
- notification of the facts on which the charge is based,
- the opportunity for the accused to be heard and to present his/her position,
- an impartial decision-maker.
- the accused to be informed of the decision, and,
- the right to appeal.

Student Behavior and Progressive Discipline

In the workplace, there are policies and procedures that address unacceptable employee behavior. NCTC follows a progressive discipline process. The degree of discipline will be proportioned to the severity of the behavior for each student. The discipline will consider the student's history of performance and other relevant factors.



Late Work

The soft skills (transferable/employability skills) are needed to be successful in all aspects of life beyond high school. In a learning environment, we help students maximize their student learning while instilling responsibility by supporting those who need additional academic support and those who need help managing their time. (This specifically refers to the measured Transferable Skill titled, "Self-Direction".)

NCTC wants to maximize student learning with a heavy emphasis on timely work completion. Therefore, each measured assignment/assessment for particularly important industry-based power standards will include both a due date and a deadline date. The deadline date is the absolute last day an assignment/assessment can be turned in. As long as the work was completed by the deadline, students could earn full credit.

Students who do not complete work by the deadline, may be required by their program instructor to complete a [Late Work Reflection](#) form that captures the reason for missing the deadline. The benefit of reviewing the forms can identify whether academic and/or time management support is needed.

Redos/Retakes/Revisions

Evidence based practice indicates that allowing students to redo/retake/revise assignments and assessments is highly effective and can improve student learning ("Giving Retakes Their Best Chance to Improve Learning," Gusk, 2023). Based on what we know about successful learning, this approach better prepares students for the world beyond school. However, there may be times that the initial industry-based assessment cannot be replicated due to scheduling, authenticity, and/or expenses.

Based on the unique nature of each NCTC program, more specifics on this practice can be found on the syllabus created by the program instructor(s).

Call Backs and Detentions

Call Back is a period of time in the morning or after school for students to need to work with their teachers to make up and to make up lost time due to excessive tardies. Detentions are used for students who violated behavior expectations.

If a student is assigned to detention due to a behavior violation, they should plan to bring homework or appropriate reading material. Twenty-four-hour notice will be given for assigned call backs. Transportation home is the responsibility of the student and family. Failure to attend an assigned detention may result in a suspension. Detentions begin immediately after school, at 2:50 p.m. Please be aware that electronic devices, including cell phones, are not permitted for use.

Internal School Support (ISS)

Internal School Support (ISS) may be assigned for behavior violations. It provides time in a designated area with a trained staff member who assists with processing, understanding, and correcting the specific behavior violation. Once a plan is in place to move forward, the student returns to their classes as scheduled.

Suspension

Suspension may be used if it is determined a student's behavior necessitates it. The staff and administration will provide supports and opportunities for the student to make the necessary behavioral changes that support our community expectations, but if no change is demonstrated then suspension from school is the next step. Students may be suspended for up to ten consecutive days without the approval of the Board of Directors. In all cases of suspension, the BFA/NCTC will adhere to the following process:

1. Students and parents will be notified of the reason for the suspension.
2. Opportunity will be given for the student and parent to explain their side of the case. This will occur before the suspension unless the continued presence of the student endangers property or others or threatens to disrupt school operations.
3. Students under suspension may not attend any school functions nor may they participate in any school related events. Parents/Guardians are expected to assume the responsibility for the student during the suspension period. When the student returns to school, it will be necessary that commitments for corrective behavior be made to an administrator.
4. Students are responsible for work missed during a suspension.
5. Right of Appeal: Any suspension may be appealed to the Principal/Director and, if not resolved to your satisfaction, to the Superintendent.

The following behaviors will result in a suspension from school. This is not an all-inclusive list, as other inappropriate behaviors may result in a suspension:

- **Weapons possession, threat to use, or actual use**
- **Causing false fire alarms or setting fires**
- **Possession or use drugs and alcohol**
- **Bomb threats**
- **Gross disrespect**
- **Physical aggression**
- **Theft or possession of stolen property**
- **Jeopardizing the safety of others**

If school is cancelled on a day that a student has been suspended, the day for the suspension will then be served on the first school day following the cancellation. Similarly, if school is cancelled during a multiple day suspension, the cancelled school day will be made up on the first school day following the original suspension end date and attendance in PowerSchool will be adjusted. The school will notify the family in such cases.

Expulsion

The NCTC Administration may recommend for expulsion, any student whose misconduct makes the continued presence of the student harmful to the welfare of the school. A student may be expelled only after a majority vote of the Board of Directors supporting the recommendation of the NCTC Administration, preceded by notice and a due process hearing.

Alcohol and Drugs

Vermont State Law requires all school personnel to report incidents of underage (under 21 years of age) smoking to the police department. Violators will be issued a citation and fined in accordance with Vermont Law. In addition, the use or possession, by students, of any tobacco products or smoking paraphernalia, including chewing tobacco, electronic cigarettes, vape pens and pipes, in the buildings or on the grounds of the Northwest Career & Technical Center, Bellows Free Academy, or Collins Perley Sports & Fitness Center is prohibited. All product(s) and smoking paraphernalia will be confiscated.

Use or Possession Violations:

It is the legal and social responsibility of the MRUSD Board of Directors to establish school policy and encourage administrative action, which is educational, preventative, and proactive, in coping with substance use at BFA. Furthermore, these policies will promote a school environment free from the use, possession, or distribution of drugs of any kind, including tobacco. (The MRUSD policy states the term "drugs" includes legal, illegal, and controlled drugs and alcohol). The Board encourages educational programs that provide every student with an understanding of the physical, psychological, social, and legal dangers associated with drug use.

BFA/NCTC believes that chemical use and dependency are treatable health problems and are primarily the responsibility of the home and community. However, the community and BFA/NCTC share in this responsibility because chemical problems interfere with behavior, learning, and the fullest possible development of each student. To this end, BFA/NCTC can access the SAPD, Canine Narcotics Unit of the SAPD, as well as substance clinicians.

When the school administration has reasonable cause (resulting from observation, information, or referral) to suspect that a probable violation of this policy has occurred, the student(s) will be expected to cooperate fully with the administration. Failure on the part of the student to provide complete cooperation will constitute a violation of this policy and, for purposes of a consequence be treated as a possession violation. Students found under the influence must be picked up by parent/guardian or will be placed with the appropriate law enforcement agency.

The use or possession of drugs (prescription, over the counter, or illegal drugs) alcoholic beverages or drug paraphernalia on the property of Bellows Free Academy, Northwest Career and Technical Center, Collins Perley Sports & Fitness Center, and any other location where a school sponsored event is taking place or where you are representing this school, is prohibited. When administration has determined there is a violation of the student alcohol and drug policy the consequences are as follows:

First Offense: (Grades 9-12)

1. Notification of parent/guardian and SAP. The student will be treated as an ill child and will be monitored until parent/guardian arrives to pick them up from school.
2. Student will be suspended out-of-school for up to three (3) days. The student will lose the privilege of attending and/or participating in all school sponsored activities for a period of time as determined by the Principal/NCTC Director/designee.
3. The appropriate law enforcement agency will be notified.
4. The parent/guardian will be required to work with school officials to develop and implement a drug and/or alcohol education plan for the student which may include, but is not limited to, an assessment by the SAP and the completion of the Substance Use Violation Process.
5. The Principal/NCTC Director/designee shall monitor the implementation of the drug and/or alcohol education plan. Failure on the part of the student to participate in the drug and/or alcohol education plan could result in additional days of in-school or out-of-school suspension and further loss of attending and /or participating in school sponsored activities as deemed appropriate by the Principal/NCTC Director/designee.

6. Given the cooperation of the student and family in the developing and implementing of the drug and/or alcohol education plan, the Principal/NCTC Director/designee may reduce the loss of attending and/or participating in school sponsored activities.

Second Offense: (Grades 9-12)

1. Notification of parent/guardian, SAP, and Superintendent of Schools. The student will be treated as an ill child and will be monitored until parent/guardian arrives to pick them up from school.
2. Student will be suspended out-of-school for up to five (5) days. The student will lose the privilege of attending and/or participating in all school sponsored activities for a period of time as determined by the Principal/NCTC Director/designee.
3. The appropriate law enforcement agency will be notified.
4. The parent/guardian will again be required to work with school officials to develop and implement a drug and/or alcohol education plan for the student which may include, but is not limited to, an assessment by the SAP and the completion of the Substance Use Violation Process.
5. The Principal/NCTC Director/designee shall monitor the implementation of the drug and/or alcohol education plan. Failure on the part of the student to participate in the drug and/or alcohol education plan could result in additional days of in-school or out-of-school suspension and further loss of attending and/or participating in school sponsored activities as deemed appropriate by the Principal/NCTC Director/designee.

Further Violations:

1. Notification of parent/guardian, SAP, and Superintendent of Schools. The student will be treated as an ill child and will be monitored until parent/guardian arrives to pick them up from school.
2. Student will be suspended out-of-school for up to ten (10) days. The student will lose the privilege of attending and/or participating in all school sponsored activities for a period of time as determined by the Principal/NCTC Director/designee.
3. The appropriate law enforcement agency will be notified.
4. The parent/guardian will be required to work with school officials to develop and implement a drug and/or alcohol education plan for the student which may include, but is not limited to, an assessment by the SAP and the completion of the Substance Use Violation Process.
5. The Principal/NCTC Director/designee shall monitor the implementation of the drug and/or alcohol education plan. Failure on the part of the student to participate in the drug and/or alcohol education plan could result in additional in-school or out-of-school suspension and further loss of attending and/or participating in school sponsored activities as deemed appropriate by the Principal/NCTC Director/designee.
6. A hearing will be held before the Superintendent of Schools, or the Superintendent may direct a hearing before the District School Board of Directors should possible expulsion be considered for any violation. The parent/guardian shall be notified and required to attend the hearing. The student must attend the hearing as well. Such a hearing will be held within seven (7) school days. The Superintendent or District School Board shall determine if any additional discipline or other action is to be taken. The Superintendent's decision shall be issued no later than three (3) school days after the hearing.

Sale and/or Distribution Violations

1. Notification of parent/guardian, counselor, and Superintendent of Schools. The student will be treated as an ill child and will be monitored until parent/guardian arrives to pick them up from school.
2. Student will be suspended out-of-school for up to ten (10) days. The student will lose the privilege of attending and/or participating in all school sponsored activities for a period of time as determined by the Principal/NCTC Director/designee.
3. The appropriate law enforcement agency will be notified.
4. The parent/guardian will again be required to work with school officials to develop and implement a drug and/or alcohol education plan for the student which may include, but is not limited to, an assessment by a certified drug and alcohol counselor.
5. The Principal/NCTC Director/designee shall monitor the implementation of the drug and/or alcohol education plan. Failure on the part of the student to participate in the drug and/or alcohol education plan could result in additional days of in-school or out-of-school suspension and further loss of attending and/or participating in school sponsored activities as deemed appropriate by the Principal/NCTC Director/designee.
6. A hearing will be held before the Superintendent of Schools, or the Superintendent may direct a hearing before the District School Board of Directors should possible expulsion be considered for any violation. The parent/guardian shall be notified and required to attend the hearing. The student must attend the hearing as well. Such a hearing will be held within seven (7) school days. The Superintendent or District School Board shall determine if any additional discipline or other action is to be taken. The Superintendent's decision shall be issued no later than three (3) school days after the hearing.

All violations of MRUSD Policy Code C02, Student Alcohol, Marijuana and Drugs, accumulate over the high school career. Additional consequences will be applied for students under an athletic or activity contract which prohibits alcohol or drug use at any time (school-time or non-school time). Students enrolled in the Northwest Career and Technical Center may face additional consequences. Any student who violates this policy will not be eligible for Driver's Education for the entire school year. If they are in Driver's Education at the time of the violation the student will be removed immediately and withdrawn from the course.

Self-Referral and Seeking Help for Others:

Students should seek help and discuss any alcohol or drug problem with their school counselor, a staff member, or they may choose to share this concern with the SAP. The decision to seek help for yourself or others could save a life. The school will do whatever it can by providing educational materials, counseling services, and referrals to outside agencies. Confidentiality will be maintained as long as the student is not a danger to him/herself or others.

In addressing drug and alcohol situations all students will be treated as individuals and every effort will be made to promote responsible decisions, alleviate stress, rehabilitate rather than punish, and seek assistance from outside sources, as necessary. When outside agencies, professional specialists, or law enforcement officials are involved, the school shall cooperate and furnish the necessary information required by these officials whenever appropriate and consistent with the student's rights and school policies and procedures. (A complete copy of the Maple Run Unified School District Student Alcohol, Marijuana and Drug Policy is available on the BFA website under District Resources)

Tobacco-Free School

The use or possession, by students, of any tobacco products or smoking paraphernalia, including chewing tobacco, electronic cigarettes, vape pens and pipes, in the buildings or on the grounds of Bellows Free Academy, Northwest Career and Technical Center, or Collins Perley Sports & Fitness Center, is prohibited. All product(s) and smoking paraphernalia will be confiscated.

1st Offense – 1 Day of In School Suspension- must complete Substance education curriculum

2nd Offense- 3 Days of In School Suspension- must complete Substance education curriculum

ALL subsequent violations – 5 Days of In School Suspension with a referral to law enforcement, citation will be issued. Notification will go to the Superintendent.

* Vermont law bans all tobacco use and the use of tobacco substitutes (e.g., e-cigarettes) on the grounds of public schools and at school-sponsored events at all times and by all persons.

Weapons

The possession of any dangerous or deadly weapon on the property of Bellows Free Academy, Northwest Career and Technical Center, Collins Perley Sports & Fitness Center, or any off-campus site of a school sponsored activity, without prior permission of the administration, is strictly prohibited. Any incident involving the possession of a dangerous or deadly weapon on such property will be reported immediately to the administration. All such incidents will be reported to the appropriate law enforcement agencies for their information and possible action. For further clarification refer to MRUSD Policy Code C05: Firearms, and C51: Weapons.

In accordance with State and Federal laws, should the weapon described above be a gun, the student will go before the board for possible expulsion from school for not less than one year. (The Board may modify the expulsion on a case-by-case basis.) All such gun related incidents will be reported to the Vermont Commissioner of Education.

Threats

The penalty in Vermont for persons who initiate or willfully circulate a warning of a false bomb threat or other offense or catastrophe, may be imprisoned for up to two (2) years and/or fined up to \$5000. Any student, who participates in a false bomb threat, or other offense or catastrophe, will be suspended from school immediately, and the Administration will recommend to the Board of Directors that the student be expelled.

1. The extent to which collaboration or group participation is permissible in preparing term papers, laboratory exhibits or notebooks, reports of any kind, tests, quizzes, examination, homework, or any other work.
2. The extent to which the use of study aids, memoranda books, data, or other information is permissible to fulfill course requirements.

3. Guidelines on what constitutes plagiarism, including requirements for citing sources.
4. Expectations for multiple drafts of a research project, including proof of original research and notes from sources.

Hazing - Harassment - Bullying - Retaliation

*HAZING – Harassment – Bullying – Retaliation 16 V.S.A. § 570.
<p>The Northwest Career & Technical Center (NCTC), and Bellows Free Academy (BFA) is a school that is legally compliant with the Vermont Agency of Education Policies and Procedures on the Prevention of Hazing, Harassment, Bullying (HHB), and Retaliation. All students need a safe and supportive school environment to progress academically and developmentally. NCTC and BFA recognizes its responsibility to provide such an environment, and is committed, along with the VT AOE, to ensure that there is equity and opportunity for every learner in the public education system.</p> <p>“It is the policy of the State of Vermont that all Vermont educational institutions provide safe, orderly, civil, and positive learning environments. Harassment, hazing and bullying have no place and will not be tolerated in Vermont schools. No Vermont student should feel threatened or be discriminated against while enrolled in a Vermont school.</p> <p>If any student in Vermont feels afraid or unsafe in their learning environment, it can create an adverse effect on their attendance, compromising their ability to learn and thrive. All children benefit from a healthy school environment and are better able to learn when they feel safe and supported. No student should fear that any part of their identity will cause other people to do harm. That is a core right of all our Vermont students. Vermont Agency of Education 2017</p> <p>The US Department of Education’s Office of Civil Right announced new regulations in May 2020 specific to Title IX Prohibited Sexual Harassment. Maple Run Unified School District adopted MRUSD Policy Code: C12 Title IX Sexual Harassment Policy, and information on this policy and proceedings is included separately, below.</p>

*HAZING
<p>It is the policy of the Northwest Career & Technical Center (NCTC), and Bellows Free Academy (BFA) to provide a safe, orderly, civil and positive learning environment at all times. Hazing has no place at the NCTC/BFA and will not be tolerated. Accordingly, the Maple Run Unified School District has adopted a policy and procedures to prohibit hazing and will ensure the enforcement thereof.</p> <p>Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the NCTC/BFA, and which is intended to have the effect of, or should reasonably be expected to have the effect of, humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. Hazing also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. The act in question may or may not occur on school grounds.</p> <p>Conduct which constitutes hazing will be subject to disciplinary action up to and including expulsion. In addition to school consequences, you may face legal charges or be subject to civil penalties.</p> <p><i>Students or staff who have reason to believe that an incident of hazing might occur, or has occurred, shall report verbally and in writing, such belief to any coach/advisor of an extracurricular activity, teacher, school nurse, school counselor, or school administrator.</i></p>

*HARASSMENT
<p>The Northwest Career & Technical Center (NCTC), and Bellows Free Academy (BFA) are opposed to, and prohibits without qualification, all forms of harassment in our school. Harassment violates an individual's basic civil rights, undermines the integrity of the school environment, and adversely affects students, teachers, and other school personnel whether they are direct subjects of harassment.</p> <p>Harassment means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from, or interfering with, a student's educational performance or access to school resources; or creating an objectively intimidating, hostile, or offensive environment. For example, harassing a student for failing to conform to stereotypical masculine or feminine notions or behaviors constitutes sex discrimination/harassment, and complaints will be handled in accordance with our Prevention of Harassment, Hazing, and Bullying of Students Policy (Code: C10)</p> <p>Please see specifics on <u>Title IX Sexual Harassment Policy</u></p>

Other types of harassment that may not meet the criteria for unlawful harassment are also prohibited at NCTC/BFA. Conduct which constitutes harassment will be subject to disciplinary action up to and including expulsion. In addition to school consequences, you may face legal charges.

*BULLYING
<p>The Northwest Career & Technical Center (NCTC), and Bellows Free Academy (BFA) recognizes that students must have a safe, orderly, civil, and positive learning environment and that bullying has no place in the school. Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated. Bullying is defined as any overt act, or combination of such acts, including any act(s) conducted by electronic means, directed against a student (or students) by another student or group of students and which:</p> <ul style="list-style-type: none"> • occurs during the school day on school property, on a school bus, or at a school-sponsored activity, • occurs before or after the school day on a school bus or school-sponsored activity, • does not occur during the school day on school property, or on a school bus, or at a school-sponsored activity, and can be shown to pose clear and substantial interference with another student's right to access educational programs or resources, • is intended to ridicule, humiliate, or intimidate the student, • is repeated over time. <p>Conduct which constitutes bullying, meeting any of the criteria above, and those involved, will be subject to disciplinary action up to and including expulsion. In addition to school consequences, you may face legal charges.</p>

*RETALIATION
<p>It is unlawful for any person to retaliate against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated. The District will take reasonable steps to prevent any retaliation against the student who made the complaint (or was the subject of the harassment), against the person who filed a complaint on behalf of a student, or against those who provided information as witnesses. At a minimum, this includes making sure that the students and their parents, and those witnesses involved in the school's investigation, know how to report any subsequent problems and making follow up inquiries to see if there have been any new incidents or any retaliation.</p>

If you believe that you have been subjected to **harassment or bullying or retaliation** at NCTC/BFA, please report the incident(s) at once to a teacher, counselor or administrator to begin the process of any necessary investigation in a timely manner, as directed under **MRUSD Policy Code C10**.

*A complete copy of the **MRUSD Policy Code C10, The Prevention of Harassment, Hazing, and Bullying**, is available upon request in the NCTC Office, the BFA Main Office and on the website, www.maplerun.org under Policies and Procedures. NCTC/BFA also utilizes an online means of reporting incidents which is available on our website under **Student/Parent link: Anonymous Online Incident Reporting**.

CONSEQUENCES FOR HAZING, HARASSMENT, BULLYING – GENERAL GUIDELINES

When a violation cannot be resolved informally, or violations continue to occur after administrative intervention, or the violation is severe in the opinion of the administrator, the following general guidelines apply:

First Offense:

- Notification of parent/guardian,
- A meeting with the student,
- A firm, explanatory warning with possible detention, Internal School Support (ISS), out of school suspension (OSS) and/or restorative conversation.

Second Offense:

- Notification of parent/guardian,
- A meeting with the student,
- A minimum of three (3) days suspension,
- The development of a learning project/contract that encourages the student stop the behavior. Failure to participate in the learning project/contract will result in a minimum five (5) day suspension.

NCTC/BFA reserves the right “to impose strict discipline immediately for first offenders where the situation or circumstances warrant it.”

Further Violations:

- Notification of parent/guardian,
- A minimum of ten (10) days suspension,
- A meeting with the student, parent/guardian, administrator, school counselor, and administration,
- Consideration of a further learning project/contract or referral to the District Board of Directors for possible expulsion and/or educational contingency plans.

Be advised that in addition to school consequences, you may face legal charges.

Investigation Time Frame

The school is required to initiate an investigation no later than one (1) school day after notice is received by a designated employee, when the designated employee determines there is reasonable belief that a policy violation may have occurred. The investigation is to be concluded no later than five (5) days from notice unless special circumstances are present and documented.

Independent Review

A complainant may request an independent review within thirty (30) days of a final determination if the complainant: (1) is dissatisfied with the final determination as to whether harassment occurred, or (2) believes that although a final determination

was made, the school's response was inadequate to correct the problem. The complainant shall make such a request in writing to the superintendent of schools.

Right to Appeal

"Any person determined to have engaged in an act(s) of hazing, harassment, and/or bullying may appeal the determination and/or any disciplinary action(s) taken, directly to the school board. Appeals must be made to the district school board within ten (10) calendar days of a student receiving the determination that an act of hazing, harassment or bullying has occurred and/or any announced discipline."

Retaliation

The school has the duty, by law, to take appropriate action against any student who retaliates against any person who makes a report of hazing, harassment, or bullying, or for participating in any investigation or other part of the process established by BFA/NCTC.

Other Resources Regarding Harassment

Vermont Human Rights Commission
14-16 Baldwin Street
Montpelier, VT 05633-6301

(800) 416-2010
(802) 828-2480
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
US Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921

(617) 289-0111 (voice)
(617) 289-0150 (fax)
Email: ORC.Boston@ed.gov

Title IX Sexual Harassment Policy

NCTC/BFA prohibits all forms of sex-based harassment and maintains policies and procedures that align with the model policies and procedures set by the State of Vermont Agency of Education. The purpose of this policy is to address regulations announced by the U.S. Department of Education's Office of Civil Rights in May 2020, specifically as they have defined sexual harassment. The school's response to conduct that satisfies the definition stated in Title IX, is governed by MRUSD Code: C12, Title IX Sexual Harassment Policy.

Sexual Harassment prohibited under Title IX is conduct on the basis of sex, that meets one or more of the following thresholds: 1) occurring in an education program or District activity, 2) against a person in the United States, 3) by a student, district employee, or 3rd party contracted by the district.

Having met the threshold for consideration, the conduct is unwelcome and so severe, pervasive and objectively offensive that it effectively denies a person equal access to the district's education program or activity. Or any conduct that would satisfy the definition of 1) sexual assault, 2) dating violence, 3) domestic violence, 4) stalking, or 5) a staff member conditioning a provision of a benefit, aid or service, to another contingent upon participating in unwelcome sexual conduct.

ALL Conduct which may be reasonable to believe may be considered sexual harassment must be reported to the school's Title IX Coordinator immediately. At the NCTC, Leeann Wright is the Title IX Coordinator. At BFA, Heather Fitzgibbons is the Title IX Coordinator.

A complete version of the Title IX Sexual Harassment Policy is available on the NCTC/BFA website, under District Resources, or you may contact the NCTC office at 527-0614 and request a printed copy.

Academic Honesty/Plagiarism

NCTC follows the same academic honesty / plagiarism guidelines which are stated as follows:

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

Cheating is defined as follows:

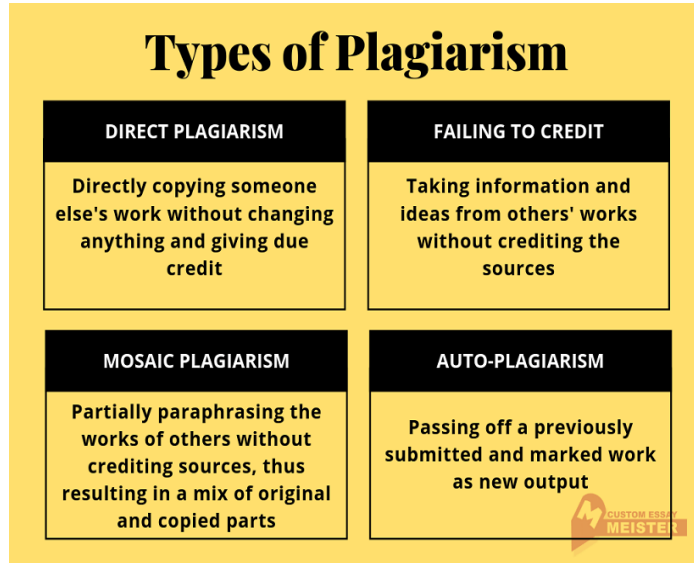
1. The willful giving or receiving of an unauthorized, dishonest, or unscrupulous advantage in academic work.
2. The above may be accomplished by any means whatsoever, including, but not limited to, the following: fraud, duress, deception, theft, talking, signs, gestures, copying from another student, unauthorized collaboration, and the unauthorized use of study aids, memoranda, books, technology, internet, or electronic programs, data, or other information.
3. Attempted cheating (as defined above).

Plagiarism* is defined as follows:

1. Deliberate plagiarism is claiming, indicating, or implying that the ideas, sentences, or words of another are one's own. It includes copying the work of another or following the work of another as a guide to ideas and expression that are then presented as one's own.

Note: Doing academic work requires that the work you turn in is your own. A paper that is written by AI is not considered your own original work. It doesn't matter which AI program/software you use. Using any of these to generate work is considered a form of plagiarism.

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



Disciplinary Process

First Offense:

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

Second Offense:

A parent conference with the administration to review the circumstances. The student will serve a day in ISS. Credit for the assignment may be denied.

Third Offense:

The case goes before the administrative team. The consequences may include ISS, suspension, or losing credit for the enrolled course.

*A violation of Academic Honesty may impact a student's Transferable Skills scores.

Vehicle Parking and Traffic

STUDENT PARKING IS NOT ALLOWED ON THE BFA/NCTC CAMPUS. TOWING WILL OCCUR.

Presently the school campus at BFA cannot accommodate student parking. Parking in the downtown community is limited. Students are strongly encouraged to park at the Collins Perley Sports & Fitness Center and access the BFA school bus that runs prior to the start of the school day and at the end of the school day. Bus service is also available between classes for those students who have been excused to leave school during the day. The speed limit at BFA and the Collins Perley Sports & Fitness

Center is 5 mph. Failure to obey speed limits or otherwise driving in a dangerous manner, or failure to obey parking/no-parking zones, may result in the loss of driving privileges at BFA/NCTC and the CPSFC.

PARKING VIOLATION – CONSEQUENCES

Unauthorized vehicles parked on the BFA/NCTC campus will be ticketed. The first offense for a parking violation will result in a traffic ticket being issued. At such time, the student will be required to remove the car from school grounds. Each subsequent offense will result in a ticket, and the student having to remove the vehicle. In addition, BFA Administration will assign a one-hour detention and notify the parent or guardian. Be advised the tickets for vehicle violations are issued by the St. Albans Police Department.

Students are not allowed to drive to or from school sponsored events or field trips at any time during the school day. This includes driving to and from PE classes that are held at the Collins Perley Sports & Fitness Center. Violations are subject to disciplinary action.