



THETFORD ACADEMY
A Sense of Community - A Source of Challenge

STUDENT HANDBOOK

2011-2012

Thetford Academy Contact Information

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Dear Parents and Guardians:

In this handbook are the new standards, policies and procedures for the 2011-2012 school year. Please know that the Academy will make every attempt to keep you informed about the progress and experience of your student(s). We ask that you invest your best effort to share the responsibility of your student's educational experience by effectively communicating with the school. Should you have any questions about the expectations and procedures outlined in this Handbook, you may contact your student's advisor, his or her counselor, the office staff or me.

I look forward to working with families to address any challenges that may arise during the year. All of us at Thetford Academy appreciate your support and look forward to the excitement and opportunities of the 2011-2012 school year.

Sincerely,

A handwritten signature in cursive script that reads "Jade Huntington". The signature is written in black ink on a light-colored rectangular background.

Jade Huntington
Dean of Students

Table of Contents

Introduction	1
Fundamental Principles of the School Community	1
Thetford Academy Learning Principles	1
Academic Program Information	2
Full-Time Student	2
Grade Placement Requirements	2
Diploma Requirements	2
Competencies	2
Diploma Requirement Waiver	3
New Graduation Standards	3
Commencement Ceremonies Requirements	4
Academic Reports	4
Grade Reports	4
Progress Reports	4
Examinations	5
Academic Warning	5
Course Changes	5
Special Recognition for Academic Achievement	6
Honor Roll	6
Honors Celebration	6
General School Information	6
Beginning and End of School Day	6
Attendance	6
Incomplete Work	7
Procedures for Documenting Absences	7
Procedures for Leaving Campus	7
Tardiness to School/Class	7
Definitions of Absence	8
Documented Absences	8
Undocumented Absences: (Truancy/Class Cuts)	9
Attendance at Technical Center Programs	9
Withdrawal for Attendance Reasons	9
Textbooks and Supplies	9
Student Debts	9
Breaks and Lunch Periods	9
Lockers	9
Procedure for Medication in School	10
Prescription Medication	10
Nonprescription Medication	10
Dress Code	10
Use of School Telephones	11
Use of Personal Communication Devices	11
School Cancellation or Delay - "Snow Days"	11
Junior-Senior Open Campus Privileges	12
Eligibility Requirements	12
Open Campus Rules	12
Consequences for Infractions	13
Transportation	13
School Bus Riders	13
Student Activity Bus	13
Field Trips Using Student Drivers	14
Student Automobile Responsibilities	14
Student Parking Procedures	14
Other Motor Vehicles	15
Other School Sponsored Activities	15
Field Trips	15
Special School Days	15

Senior Day	15
Dances	16
Visitors to School	16
Educational Records: Parent/Guardian and Student Rights	17
Notification of Management Plan Availability	18
Support Services	18
Advising and Counseling Services	18
School Nurse	18
Learning Center Program	19
Library Rules and Responsibilities	19
Computer Lab	19
Responsible Use Policy for Information Technology	19
Study Center	20
Behavior Expectations	20
Eighteenth Birthday	20
Use of Class Time	20
Private Enterprise	20
Playing Music	20
Public Display of Affection	21
Dangerous or Inappropriate Items	21
Use of Tobacco Products	21
Tobacco Prevention and Education	22
Harassment	22
Disciplinary Action	23
Bullying	23
Hazing	23
Honor Code Regarding Plagiarism and Cheating	24
Drug and Alcohol Use Rules	24
Support and Referral System	25
Student Support Team (SST)	25
Suspected Use	26
Self-Referral	26
Students in Recovery	26
Violations and Consequences	26
Procedures for Handling Incidents	27
Property Damage/Vandalism	28
Disciplinary Procedures	28
Detention	28
Social Probation	29
Suspension	29
Disciplinary Ladder	30
No Status	30
Disciplinary Warning	30
Disciplinary Probation	30
Consideration for Dismissal	30
Organizations and Activities	31
Athletics	31
Athletic Philosophy	31
Athletic Programs and Regulations	32
Classes	32
New Club or Program Proposal	32
Student Activity Funds	32
Fund Raising Guide	33
Student Activity Posters	33

INTRODUCTION

The Student Handbook is designed to outline for the whole school community including the administration, faculty, staff, students and their families—the academic, disciplinary, and social expectations and practices at Thetford Academy. It is important that all parties become familiar with these practices.

FUNDAMENTAL PRINCIPLES OF THE SCHOOL COMMUNITY

Excellence:

We set high expectations. We challenge all members of the school community to reach their highest potential.

Commitment:

We value initiative, courage, and dedication. We take responsibility for the goals we set and work hard to achieve them.

Cooperation:

We work and learn together. We see teachers as coaches, students as team members, and families as partners, and learning as practice and action.

Caring:

We provide individuals with personalized support and guidance. We care about each other and about the larger community.

Diversity:

We respect differences among people. We welcome the contributions of varied perspectives to a rich and flexible school culture.

THETFORD ACADEMY LEARNING PRINCIPLES

We believe that learning should be...

Active and Engaging: People learn by doing. Students need to engage in direct experience, including practice, application, creation, and invention.

Reflective and Thoughtful: People learn by thinking about experience. Students need to reflect, evaluate, and integrate new learning.

Varied and Adaptive: People learn in diverse ways. Students need multiple approaches that explore and respect varied learning styles.

Safe and Supportive: People learn by taking risks in a secure environment. Students need physical and emotional safety, along with encouragement to question and experiment.

Structured and Coherent: People learn by constructing meaning and seeing patterns. Students need clear expectations, purposeful organization, and valid assessment of their work.

Motivating and Inspiring: People learn by interacting with expert mentors and inspiring models. Students need relationships with adults--both professional teachers and community mentors --who know their subjects and who love their vocations.

ACADEMIC PROGRAM INFORMATION

Full-Time Student

To be considered a full-time student at Thetford Academy, you must be enrolled in a minimum of five and one-half (5 1/2) credits during the current academic year.

Grade Placement Requirements

The Director of Counseling in consultation with the Head of School will determine grade placement.

Diploma Requirements

To qualify for a Thetford Academy Diploma, you must make sure that you are registered for all the required courses needed to receive a diploma. If there is any question, please consult the Director of Counseling.

Requirements include the following:

English: 4 credits: English 9 and English 10 plus at least one English elective credit each year in grades 11 and 12

Mathematics: 3 credits and proficiency test to meet Mathematics Competency Standard, completed between May in Junior year and end of April in Senior year

Social Studies: 3 credits, which include 1 credit from History 9, U.S. History to 1900, and 20th Century History

Science: 3 credits, including Conceptual Physical Science, Biology, and one additional Science course

Physical Education: 1 1/2 credits

Health: 1/2 Credit (Health 9, Health 10)

Arts: 1 credit, in any of the following: Art, Chorus, Band, Instrumental Music, Drama, Design Technology, or Musical Theater Production

Competencies:

Mathematics Competency: proficiency tested between May of junior year and April of senior year

Eight Graduation Standards: graduates must demonstrate mastery in all eight standards

NOTE: Students in the Classes of 2011-13 must earn a total of 24 credits; the Class of 2014 and beyond will be required to earn 26 credits.

Diploma Requirement Waiver

You may request a waiver of a diploma requirement by petitioning the Department Coordinators. Application for a waiver may be made only before entering your senior year, with the exception of illness, injury, or other unforeseeable circumstances. Consult the Counseling Department for details.

New Graduation Standards

Graduates of Thetford Academy should be prepared to undertake lives of work, service, and continued learning, actively determining the quality of their experience after high school. The Academy diploma signifies that graduates are ready to be in charge of the next steps in their lives.

In order to be certain all students have learned the most important skills, the Academy has established a set of performance standards as well as credit requirements. This means asking all students to show what they can do, by preparing a collection of work to document personal learning and achievement.

The eight standards represent “vital results” — the most important, useful, and powerful things a student can take away from a high school education. The first two are habits to develop and apply in all areas of work: responsibility and reflection. The next five standards represent essential skills for lifelong learning: writing, reading, investigation, reasoning & problem solving, and expression. The final standard reflects a commitment to community membership and responsible citizenship: service.

The goals are the same for every student, but there are multiple pathways to meeting them. Given our belief that students are “smart” in many different ways, these standards provide room for individual expression and interpretation, while setting out the results we expect all students to achieve.

The process of developing new graduation standards has been a major project for the school community and was completed in 2009. The new requirements apply to all classes beginning with the Class of 2013. Students in earlier graduating classes will not be subject to these requirements.

With the new standards, students will continue to select courses and complete assignments, as they do now. Work toward meeting standards will still take place within the regular curriculum, since the course of studies is already designed to help students learn and practice essential skills. We will keep both the credit requirements and the grading system we use now.

A standards-based diploma, however, will lead to some significant changes. There will be more clarity about expectations for learning. Students will know what skills matter most, and will understand how their coursework contributes to meeting those goals. There will be more accountability. As a result, there will also be more support. We will keep track of progress and see where each student needs help. A student who is struggling with a particular skill may need extra instruction or practice to reach the goal. Teachers give that kind of support now, but will be able to focus it more effectively. Most importantly, with new standards in place, all students will be actively demonstrating key skills and knowledge. A Thetford Academy diploma will represent mastery of the eight standards. New graduation standards will therefore be a concrete expression of our belief that every student can learn well.

Commencement Ceremonies Requirements

Participation in the Commencement ceremonies requires that a student be in good standing. Good standing reflects responsible participation in the school community. This includes acting in accordance with rules and expectations, as well as meeting financial and material obligations to the Academy. At Commencement time, if you are not in good standing, you will not participate in Commencement activities, including Baccalaureate and Graduation exercises. The opportunity to join these community celebrations is a privilege, not a right.

You are not in good standing if you:

- Are not enrolled as a full-time student.
- Are lacking more than one (1) diploma requirement. Beginning with the Class of 2014, all requirements must be completed.
- Are on Disciplinary Probation status. (See page 30) If you have this status and you have met academic requirements, you may receive a diploma; but you may not participate in Commencement activities.
- Have outstanding debts, materials, uniforms, etc. These obligations must be cleared by the conclusion of the final rehearsal for graduation.
- Have violated attendance at graduation and baccalaureate rehearsals. School disciplinary procedures remain in effect throughout this period. Failure to fulfill assigned consequences will result in loss of your privilege to participate in the ceremonies.
- Have behaved inappropriately. Any substance violation during the period from baccalaureate rehearsal through graduation exercises will result in exclusion from the graduation program.

If you are barred from Commencement activities for these reasons, you may appeal through a petition to the Dean of Students. The Dean will bring the appeal to the full faculty for a decision, no later than the final faculty meeting preceding Graduation.

Academic Reports

Grade reports (Report Cards) are issued for each nine-week quarter of the school year. The report card indicates assessment of academic performance and student's responsibility to his/her learning. Grades are presented in the traditional manner: A, B, C, D, and F. In addition, for each class the student's Personal Responsibility and Personal Rubric (PRPR) score will show:

1. Meets Standard
2. Nearly Meets Standard
3. Below Standard

Comments used in the grading system are available in the office upon request. Should a student receive an incomplete on a grade report they have a maximum of two (2) weeks to establish a plan with the teacher and work towards completion.

Progress reports are issued in the middle of quarterly marking periods. A teacher may issue an additional report at any time during the term.

Examinations

A special examination period will take place at the end of each semester. During this time, you are required to be in school only for your scheduled exam times. You may come late or leave early, provided that you bring **written** parental permission to do so and sign in and out. (One note for the whole exam period will be sufficient.)

You should take care to be on time for exams. Teachers do not need to admit those who come late. You must remain in the exam room during the entire period.

If you wish to change your exam schedule, you need permission from the Head of School. You need to present compelling reasons and evidence of your teachers' agreement to get this approval.

If you become too ill to take an examination, your parents/guardians must notify the school (by telephone is fine) on the day the exam is administered. If the school is not so notified, the teacher need not provide a make-up exam and a zero (0) may be recorded. Teachers may provide make-up exams at their own discretion. It is the student's responsibility to contact a teacher to schedule a make-up exam time.

Midterm exams for semester courses may be given during regular class time, at the teacher's discretion.

Academic Warning

- If you are failing, or have an incomplete in one or more courses at report card time (not progress report time), you will be placed on Academic Warning.
- When you are placed on Academic Warning, you will be restricted to study center during assigned study periods. Teachers may issue a pass to you if you are on Warning **ONLY** if you are behind, need extra help, or need research time in the library. The Head of School or Dean must also sign the pass.
- If you believe that you have been unfairly placed on Academic Warning or denied participation in a class activity, you may appeal the decision within five (5) school days by a petition to the Dean.
- If you have made substantial improvement in grades at progress report time, you may petition the Dean to be taken off Academic Warning. In addition to your written petition, the Dean will need a note from the teacher whose course you were failing at the quarter. The Dean will be responsible for deciding the matter.
- If you have failed a course in the last quarter of the year, you will be placed on Academic Warning in the first quarter of the next year.

Course Changes

Course changes must be made prior to the end of the third (3rd) school day after the start of each marking period. The instructors involved will evaluate course changes for credit.

If you withdraw after this date, you will receive a withdrawn passing (WDP) or withdrawn failing (WDF) grade based on your grade in the course at the time of withdrawal. Withdrawn passing grades do not factor into your Grade Point Average. Withdrawn failing grades do factor into your quarterly GPA. All withdrawn grades, passing or failing, are kept on your transcript.

Special Recognition for Academic Achievement

Honor Roll

You must be enrolled as a full-time student to qualify for the Honor Roll.

Honors will be determined by quarter grades for all students. Academic honors will be recognized for all students at the end of each marking period. **Honor Roll students may receive no grades below B-.**

High Honors: 3.6 G.P.A. or higher

Honors: 3.2 – 3.59 G.P.A.

Honors Celebration

Each year the Academy recognizes outstanding academic achievement at the annual Honors Celebration. You will be invited to this special event if you have achieved High Honors at least once in the preceding four quarters, including the fourth quarter of the preceding year, and achieve Honors in all remaining quarters.

If you are a first-year student, attendance at the Honors Celebration will be based on your grades in the first three quarters of the year.

GENERAL SCHOOL INFORMATION

Beginning and End of School Day

The school is open at 7:00 a.m. Students should not arrive before that time. Teacher supervision begins at 7:20 a.m. The first bell rings at 7:32 a.m. and signals you to report to advisory or assembly. You are due in advisory or assembly by 7:35 a.m. The last period ends at 1:57 p.m. and buses leave shortly thereafter. If you are a senior or second quarter junior with privileges electing to leave early by private transportation, you must submit permission forms signed by your parents/guardians to the office **each** semester.

To secure the campus, the Academy is considered closed after scheduled events have ended for the evening.

ATTENDANCE

Attendance Expectation

Thetford Academy is a learning community, and all members are obliged to contribute to the best of their ability. In this spirit, students are expected to attend all classes in which they are enrolled. If you are under the age of sixteen (16) in Vermont, or eighteen (18) in New Hampshire, legally you are required to be in regular attendance at school.

Thetford Academy believes that frequent absences of students from regular classroom learning experiences disrupt the continuity of the learning process. One absence in a full block class is the equivalent of two days in a traditional year-long course. When a student reaches five absences in any quarter, the Academy will investigate the impact of the student's absences on the integrity of his/her learning experience.

Incomplete Work

It is your responsibility to get assignments and make up work on time. On the day of your return, you will need to make arrangements to complete any missing work.

Procedure for Documenting Absences

- When you are absent, your parents/guardians are expected to call school and report the absence that day. (Please note that messages can be left on the school's voice mail system at any time of day.)

NOTE: If parents/guardians do not contact the office by 9:00 a.m. a call will be made to check the student's status.

Procedures for Leaving Campus

- You are not permitted to leave school any time after 7:32 a.m. (first bell) until 1:57 p.m. without permission from a parent/guardian and the office. If you need to leave as a result of illness, injury or an emergency, you must sign out in the office. If you have an appointment, etc., and you have no note, the office will call and confirm your appointment before you will be allowed to sign out. Parents/Guardians should know that you will not be allowed to leave campus to get lunches or to run errands that can otherwise be done outside school hours. Failure to follow these procedures will result in a single day of in-school suspension. A third offense in a school calendar year will result in a three-day suspension. Your leaving campus in a vehicle will be subject to the appropriate steps in the Vehicle Use Expectations.
- Exceptions are students with off-campus privileges. (See page 12.)
- Upon return to school students must sign in at the office.

Tardiness to School

Excused

If you are late for school, which begins with the advisory period at 7:35 a.m., you must sign in at the office. Parents/ Guardians are expected to send a note or call the school explaining the tardiness, **prior** to the student arriving at school. A total of **SIX (6)** excused times tardy will be allowed per quarter. A phone call home will occur after the fifth (5th) violation to serve as a reminder of the student's status. On the seventh (7th) violation a detention will be assigned accompanied by a phone call home. A subsequent tardy will result in a detention for the student and a parent/guardian meeting. In school suspension may result for any additional times tardy thereafter. Once an in-school suspension is served the tardy count will reset.

Unexcused

Unexcused tardiness to school or advisory period will result in a detention being assigned on each violation. **SIX (6)** unexcused times tardy per quarter will be tolerated prior to an in school suspension being assessed on the 7th violation. The suspension will be served on the day of the violation. Parent/Guardian will be notified by phone on the fifth (5th) violation as a reminder of the student's status. Once an in-school suspension is served the tardy count will reset.

Tardiness to Class

If a student is late to class the teacher will issue a detention that needs to be served at the end of the following day.

Definition of Absence

Thetford Academy defines all absences in one of two ways: **Documented** or **Undocumented**. Whether documented or undocumented, **ALL absences count towards the SIX (6) day limit per quarter before receiving a failing grade for the quarter.**

FIVE (5) DAYS OF ABSENCE PER QUARTER WILL RESULT IN:

- A letter will be sent to the parent or guardian
- A meeting with the Administration
- Establishment of a plan for the remainder of the marking period
- Loss of open campus privileges
- Loss of participation in field trips

SEVEN (7) DAYS OF ABSENCE IN A QUARTER WILL RESULT IN:

- Failure for the quarter in the absence of extenuating circumstances as determined by the Administration.

NOTE: Failure for the quarter will be counted as a maximum grade of fifty (50). If the student has an average of less than fifty (50), the actual grade will be recorded.

Documented Absences

- Illness for which a written proof from parents/guardians or doctor is supplied
- Serious illness or a death in the family
- Emergency medical or dental attention
- Absence approved in advance by a member of the Administration
- Absence due to attendance at a school-sponsored or school-related activity, or co-curricular activity requires prior approval.
- You may be absent for a reasonable period of time by a prior written request from a parent/guardian for a planned event or unforeseen emergency. You should bring the written request to the Dean and then seek permission from each teacher. In cases that will result in missing three or more days of classes, you will be required to complete a plan indicating make-up work requirements, which will include deadlines for work to be completed. This plan must be signed by you, your parents/guardians, your teachers, and your advisor, and must be turned in to the Dean prior to the absence. This documented absence will still count toward the SIX (6) day limit per quarter. Parents/Guardians are encouraged to request a meeting with teachers prior to the absence to discuss the terms of the plan. We strongly urge families to avoid scheduling events during mid-term and final examination periods. If the absence becomes necessary at this time, the family must notify the Head of School in writing as soon as possible to receive a copy of our procedure for taking missed exams.

College Visits/Field Study

Students are allowed three (3) documented approved absences per year for college visits/field study. These must be pre approved to be counted as school approved. These documented school approved absences **DO NOT** count towards the six (6) day max per quarter.

Undocumented Absences – Truancy/Class Cuts

When absence from either a single class or a full day does not meet the requirements for a documented absence, this is considered truant behavior. The absence will not be excused by the school.

- Your absence is considered undocumented unless valid reasons are presented to the school as outlined in the section on documented absences.
- If you have more than three (3) undocumented absences per class per quarter, you will fail that class for the quarter.

Attendance at Technical Center Programs

- If you attend programs at one of the area Career & Technical Centers, you will sign in and out at the main office before leaving and upon returning from the center.
- On half days, you will be required to check in with your teachers before being dismissed.
- You may not drive your own vehicle to the center without prior permission from the Administration. Failure to comply will result in one day of in-school suspension for each offense. A third offense will result in dismissal from the technical program.
- When either Thetford Academy or the Technical Center is open, you are expected to attend your program even if the other is closed. Students will be provided a calendar noting these unique dates.

Withdrawal for Attendance Reasons

If you have been absent for twenty-four (24) consecutive days, or have accumulated thirty-five (35) days of absence in any semester, you will be withdrawn automatically from school. If you are withdrawn for attendance reasons, you must make application for re-admission to the Head of School. If you experience a second withdrawal after being re-admitted, you will be dismissed from the Academy automatically.

Textbooks and Supplies

You are expected to come to class with the required books and supplies. You are expected to maintain materials issued by the school in good order. Payment is required for books or materials lost or damaged during the year.

Student Debts

All your debts for missing or damaged books and materials must be paid before you will be issued a report card.

Breaks and Lunch Periods

- You are **not** allowed to go off campus during study center or at break and lunch time unless you have off-campus privileges.
- Lunch is to be eaten by all students in the Café located in Anderson Hall or outside at the picnic tables. You may **not** go to your locker during lunch. Be respectful, keeping in mind that classes are going on during all lunch periods.

Lockers

School lockers and locks are issued for your use during the school year, but remain the property of the school. **The school reserves the right to inspect lockers at any time.** In order to keep your school locker private and secure, please do not share your combination with anyone. Also, do not change your locker without prior permission from the office or attach a personal lock to a locker, or the lock will be cut off. It

is your responsibility to keep your locker locked and the combination private. The school assumes no liability for items lost from your locker.

Lockers are to be kept neat and in working order. Writing on them, damaging them, or defacing them is considered vandalism, and you will be held accountable. Please help to keep the school in good condition.

Common courtesy calls for keeping locker noise and conversations at a quiet level while school is in session.

Procedure for Medication in School

Prescription Medication

Thetford Academy recognizes that many children are able to attend regular school because of the effective use of prescription medication in the treatment of conditions or illnesses. It is more desirable for medication to be administered in the home; however, if you are required to take prescribed medication during the regular school day, you must comply with the following regulations:

1. Written orders from a physician detailing your name, the drug dosage, reason for giving, and time that the medication is to be given must be received by the School Nurse or an Administrator before the medication can be given. A renewal of a long-term medication order is required each school year.
2. Written permission from your parent/guardian requesting that the school comply with the physician's order must accompany the physician's order. Parents/Guardians will be required to sign a release form recognizing the school's ability to administer medications.
3. If you have a chronic illness (e.g. asthma, seizure disorders, cystic fibrosis, diabetes, etc.) and are responsible for self-administering your medications, you will be allowed to continue the practice.
4. Medication must be brought to school in the original pharmacy issued container.
5. Medication will be stored in a locked cabinet in the health office or in the main office.
6. Unused medication shall be destroyed or returned to parent/guardian.

Non-Prescription Medication

The school nurse must be notified if a non-prescription medication is to be used during school hours or activities. No non-prescription medications will be allowed in student possession unless managed by school nurse or office personnel.

Only Tylenol and Ibuprofen are available at school for you and may be given only with parental permission. (Phone permission is acceptable.) All other non-prescription medications will be administered only after a permission form has been signed by your parent/guardian. Non-prescription medication must be left at the health office and must be supplied in its original identifying container with your name and the correct dose clearly marked on the container.

All medications except for those described in item 3 above, including non-prescription medications, must be administered in the presence of the school nurse or a designated employee.

Dress Code

Students are expected to dress in an **APPROPRIATE** manner for school. Clothing should convey an attitude of respect for yourself and others and should not **distract others or make anyone feel uncomfortable**. Attention should be paid to dress so that it does not expose you to unsafe situations

anywhere on the campus or at associated technical centers. Footwear must be worn at all times. The Dress Code guidelines reflect our fundamental principles of excellence, cooperation, commitment, **caring**, and respect for diversity.

If a member of the school community feels uncomfortable with the way you're dressed, that person may speak directly to you or ask an administrator to intervene. Conversations of this nature should be private, and you may be asked to change or cover up. If you don't have something of your own to wear, the school will provide you with something. If you are in doubt about whether or not your outfit is appropriate for school, bring your own extra layers.

- The following manners of dress are **NOT** allowed during the school day:
- Clothing or hats that depict - either through words or graphics - alcoholic beverages, illegal drugs, and/or tobacco products or have sexual innuendo
- Garments that reveal ANY cleavage, midriff, and/or lower back while standing or sitting
- Visible underwear, including underwear worn as outerwear
- Spaghetti straps, strapless or halter garments
- Shorts, skirts, or dresses that fall shorter than half (1/2) way up the inseam from a bent knee
- Garments worn over leggings or tights that fall shorter than half (1/2) way up the inseam from a bent knee

Repeated violations of the Dress Code will result in the assignment of detention.

Use of School Telephones

The school's phone system is for staff, school business, or **emergency calls only**. You should instruct your family and friends not to call you at school unless it is absolutely necessary.

Use of Personal Communication Devices

- No cell phone, iphone, blackberry, etc., use or text messaging will be allowed in any building during the school day (7:30 a.m.-2:00 p.m.).
- Cell phones may be used outside buildings only during break, lunch, before and after school, or unscheduled time (junior/senior privileges only). Any infractions will result in confiscation.
 1. **First offense: the phone will be confiscated and a parent will be notified. The student may pick up the phone, in the office, at end of the school day. A detention will be assigned.**
 2. **Second offense: phone will be confiscated and parents will be required to pick up phone, in the office, at the end of the school day. A detention will be assigned.**
 3. **Third offense: phone will be confiscated and parents will be required to pick up phone at the end of the school day. A one-day in-school suspension will be assigned.**

NOTE: The school is not liable for lost, stolen or damaged electronic devices (i.e. phones, ipods, computers, etc.).

School Cancellation or Delay: "Snow Days"

Each year the school calendar includes three days to accommodate closings due to inclement weather or other emergencies. The Head of School makes school closing decisions in consultation with road crews and bus dispatchers. The news of a cancellation or delay is communicated to you and your family in a variety of ways, as follows:

- You will **receive a phone message** from the Head of School via the Alert Now message system.
- Barring a power outage, the Academy sends out **e-mail** as early as possible to families who have submitted addresses for the weekly Parent Family Community newsletter. Any changes or cancellation messages are posted at <http://www.thetfordacademy.org/resources/pfc/>

If Thetford Academy delays school opening because of weather conditions or an emergency, this will be a 90-minute delay for buses and start time. The school day will begin at 9:00 a.m. (and still end at 1:57 p.m.). Thetford bus runs on delayed opening days will serve Elementary and Academy students together; that is, one morning bus run per route for both schools.

Junior-Senior Open Campus Privileges

The Student Council designed the following policy in 1992 after meeting with members of the student body, faculty, and administration. The goal of Open Campus is to allow students at Thetford Academy to take responsibility for their time while providing a good model for younger students. Juniors and seniors will soon be going on to settings, whether in higher education or the work force, where they will be required to organize their time and resources independently. We see the open campus privilege as a valuable form of preparation for that future.

Eligibility Requirements

To qualify and retain the Open Campus privilege a student:

- Must be a junior in the second quarter or senior at Thetford Academy
- Must have achieved a 3.0 Grade Point Average and no failing grades in the quarter preceding eligibility
- Must have achieved at least "Meets Standard" in all effort and attitude comments
- Cannot be on Disciplinary Warning or Probation.
- Cannot be on Social Probation
- Must have turned into the office, at the beginning of **each semester**, the appropriate permission slip with parent/guardian signature
- Must have completed math competencies by the end of the first quarter of senior year

Open Campus Rules

When students who have qualified for Open Campus have unscheduled periods:

1. They may leave campus after signing out in the office and must sign in upon their return.
 - The Open Campus sign-out is to be used **only for unscheduled time**. For other excused absences, e.g. medical appointments, students will sign out with the office secretary.
 - If a teacher gives permission to be excused from class, that class becomes "unscheduled time." The student must supply written permission from the teacher to be excused from class or other scheduled activity at the time of sign-out. Students who do not sign out and remain on campus may **not** exercise their privileges in the library.
 - Students are not allowed to drive a vehicle for which they are not insured.
 - Students may not transport other students who do not have open campus privileges. When in doubt, it is the student's responsibility to check the list of those with privileges.
 - Students must sign in and out personally. Students who sign others' names--or permit others to sign for them--will be in violation of these expectations.
2. They may spend their free time on campus:
 - In the library obeying library rules.

- Outside on the campus - playing fields, lawns (quietly, out of view from classroom distraction- using good judgment).
 - In the Study Center obeying Study Center rules.
 - In the Café in Anderson Hall.
3. Students who wish to walk on the trail or use any other area not specified must sign out in the office.
 4. Under no circumstances will students who have Open Campus privileges disturb the normal operation of class instruction at the Academy.
 5. While off campus, students are expected to act responsibly.
 6. Students may not miss or be late to any class as a result of using their privileges.

Consequences for Infractions

If the Administration sees evidence of any Open Campus infraction, the student's privilege will be revoked immediately. Students have the opportunity to appeal to the Dean. Review and referral will occur within one week of the incident.

1. If a student does not sign in and out, he or she will lose Open Campus privilege for the next forty (40) school days.
2. If a student misses class or is late while using Open Campus Privileges, he or she will forfeit it for twenty (20) school days.
3. If a student is found not to be acting in accordance with school rules, or behaving in an irresponsible manner while using Open Campus privileges, he or she will forfeit privileges for the rest of the year.

Transportation

School Bus Riders

- School rules for behavior apply on buses. Passengers will get on and off buses in an orderly manner. Horseplay and inappropriate actions will result in disciplinary action. If you are riding a school bus equipped with seat belts, you are expected to wear a seat belt.
- If you are attending River Bend and Hartford Technical Centers, you **must** ride the bus unless you have permission to use private transportation from your parents/guardians, your technical center, and Thetford Academy. Failure to do so will result in suspension and may lead to withdrawal from the technical program.

Failure to follow bus rules will result in the following disciplinary steps:

1. **First offense** – Warning
2. **Second offense** - Five (5) day suspension from riding all buses
3. **Third offense** - Suspension from riding all buses for the remainder of the school year

Student Activity Bus

Any bus hired to transport students for travel other than to and from school will be designated as a Student Activity Bus and the following guidelines apply:

- The bus will be adequately chaperoned.
- If you leave on a Student Activity Bus, you must return on that bus. An exception will be made only upon the written request of your parent/guardian and with the prior approval of the supervising chaperone.
- The bus will leave from school and return there, but you may be picked up or dropped off near your home.

- Guests and students other than participants will **not** be allowed to ride the bus without the approval of the Dean or teacher in charge. Non-participants wishing to ride an Activity Bus must register in the office.

Field Trips Using Student Drivers

All vehicles going on field trips together must travel in convoy and stay together. All drivers should know the plan before starting out and an adult driver should lead. All student drivers are expected to remain in line with the group both to and from the activity. All students will leave from the Academy and return to the Academy unless special arrangements have been made in advance with their parents.

Student Automobile Responsibilities

- It is a privilege to bring a vehicle to school. Violations can and will result in a loss of that privilege.
- All vehicles must be properly inspected and registered by the State and must be registered in the office. You will be given a parking sticker, which you must display, on your car.
- The speed limit on campus is 15 mph. Drive responsibly at all times. Disruptive use such as squealing tires, loud mufflers, blaring radios, burn outs, will not be tolerated and will result in an immediate five (5) day suspension of driving privileges for the first offense and suspension for the rest of the year for a second offense.
- Once your vehicle arrives on campus, it must remain parked in the designated student parking area until after school, unless the office grants special permission.
- Do not sit in or "hang out" by your car while it is parked in the school parking lot. Radios in vehicles are not to be used during the school day.
- Possession of illegal substances or items in vehicles or on campus will be subject to disciplinary actions as listed under Use of Tobacco. (See pages 21-22.)

Infractions will result in warning, five (5) day suspension of parking privileges, or loss of driving privileges for the remainder of the school year.

NOTE: Endangering the school community may be subject to further disciplinary action.

Student Parking Procedures

The following priorities for issuing parking stickers have been established:

- You must hold a valid driver's license and drive a vehicle that is properly inspected and registered by the State.
- Students with licenses who live outside the area for which the Academy provides bus service will have first priority. (Service is provided to the Thetford, Lyme, Strafford, and Waits River School districts.)
- Students with licenses will then be issued parking stickers in this order:
 1. By grade level, 12th first, then 11th. Sophomores will **not** be eligible for parking at Thetford Academy.
 2. In chronological age order, oldest first.

You must apply for your parking privilege in July/August. Parking privileges will be issued prior to the first day of school. After this period, if spaces are available students may request parking privileges from the main office.

Other Motor Vehicles

- All-terrain vehicles, such as three or four wheelers, are not allowed on the campus, fields and wooded property of Thetford Academy.
- Motorcycles are subject to the same conditions as other student vehicles. They must be registered in the office like other student vehicles.
- Snowmobiles brought on campus must be properly registered and licensed. They are to be parked on the west side of Anderson Hall and are not to be used except for coming to and going from school. They are to be kept on snowmobile trails and off all other areas. Snowmobiles must also be registered in the office. To secure safe use of the trails by the Thetford Elementary ski program, no snowmobiles will be allowed on campus on Fridays.

OTHER SCHOOL SPONSORED ACTIVITIES

Field Trips

The Head of School is responsible for approving all such activities on the basis of the educational value to the student and in consideration of such factors as:

- Transportation arrangements
- Adequate supervision
- Accommodations for meals and lodging
- Appropriate notification to parents/guardians
- Financial implications

You will be expected to attend any approved "off-campus" learning experience that is held during the regular school day as an integral part of that educational program. You will be required to have permission, in advance, from your parents/guardians and **ALL** your teachers in order to participate.

School rules apply on all trips. If you are going on an overnight trip, you will sign a contract indicating your understanding of this expectation. If you violate a school rule while on your trip, you are subject to all disciplinary procedures as outlined in this handbook. Special experiences of all kinds outside of school require the acceptance by all of extra responsibility. Selfish acts deny the group a positive experience and jeopardize the reputation of the school.

Special School Days

Each year Thetford Academy students have the opportunity to participate in special days. These include such activities as Mountain Day in the fall, Founders' Day in the winter, and Operation Day's Work and Field Day in the spring.

Their purpose is to extend your experience beyond the classroom. Many extra benefits are achieved through participation with other students and association with faculty members outside of the classroom as well as, the challenge of new experiences.

These are required days of school. These special days are included in Thetford Academy's school calendar and attendance must be reported to the Vermont Department of Education.

Senior Day

The Senior Class and their advisors will meet to organize class day, graduation and other planned senior activities. Attendance will be required, and seniors will be excused from their classes.

Dances

Dances are held in the months from September through May. Dates are listed in the School Calendar. Each dance is sponsored by a class (Seniors, Juniors, etc.) or student organization, which takes responsibility for planning and hosting the event. There will be an admission fee that helps defray costs and helps the sponsor earn funds for its activities.

Most dances are open to all TA students in grades 7-12. Two dances are reserved for younger students: the 7th and 8th Grade Dances are open only to grades 7-9. The March Semi-Formal is reserved for older students in grades 9-12. The Senior Prom in May is for seniors and their guests.

Students will not be admitted to dances if they were absent from school on the day of the dance, if they are serving suspension or are on social probation, or left school early due to illness.

A student may invite one guest from another school. All guests and their hosts must sign in at the door.

Most dances run from 7:30-9:30 p.m. and students must arrive within the first hour. No new arrivals will be admitted after 8:30.

Two special dances run longer: the Semi-Formal in March is from 8:00-10:30 p.m. (no admission after 9:00), and the Prom in May, with dinner, has times set by the Senior Class--usually from 6:30 to 11:00 p.m. (no admission after 7:30).

Students are expected to leave campus within **30 minutes** of the ending time. Students who remain longer will not be allowed to attend the next dance.

There are at least seven adult chaperones at every dance, including an Administrator, teachers, and sometimes parent volunteers. Parents are always welcome to visit.

The school code of conduct will be enforced. The chaperones take particular care to enforce the rules prohibiting alcohol, tobacco, and other drugs on campus. Students may not leave the dance and re-enter. They may not bring beverage containers into the hall. (Beverages can be purchased at the dance.)

If the dance administrator has reason to suspect an individual violation, a student may be asked to take a breath-analysis test for alcohol, or a saliva test for other substances. (We will not do random tests.) A positive test, showing blood alcohol content of 0.02 or higher or indication of another prohibited drug, will result in a call to parents and consequences as set out in the Student Handbook. (See pages 26-28.)

Some dancing styles--"head banging, grinding "--are not allowed, as they may become dangerous or offensive.

Visitors to School

All guests must sign in at the office upon arrival at school and obtain a guest pass, which must be worn for the duration of the visit. Visitors should plan their visits during regular school hours between 7:30 a.m. to 2:00 p.m. We expect students to be courteous toward people who come on campus and need help finding the main office or other rooms. If you wish to bring a guest to school, you must ask permission in the office at least one day prior to the visit and inform the appropriate teachers. The Head of School or Dean will grant permission for visits at their discretion. Generally, permission is limited to former

students returning for a visit and prospective students seriously considering enrollment at the Academy. Your guests are to be introduced to each class teacher before class begins.

These expectations apply regardless of a visit's duration. Do not encourage friends to "drop in" at break or lunch times. Casual visitors will be asked to leave.

Educational Records: Parent/Guardian and Student Rights

All eligible students and parents/guardians of students enrolled in Thetford Academy have certain rights concerning the educational records the Academy maintains. These rights are afforded in accordance with the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA) and the Students Records Policy of the Academy.

All Educational Records are maintained by the Academy and requests concerning these records should be addressed to the Dean of Students , Thetford Academy, Post Office Box 190, Thetford, Vermont 05074, telephone number (802) 785- 4805.

You have a right:

1. To inspect and review your (your student's) educational records within a reasonable time after such a request (no more than 45 days after the request, and before any IEP meeting or hearing related to the identification, evaluation, or placement of a handicapped student), including:
 - As a response to reasonable requests for explanations and interpretations of the educational records
 - To have a representative of an eligible handicapped student, or of the parent/guardian of a handicapped student, inspect and review the records
 - To have a copy of your (your student's) records at no more than the school's copying cost. The Academy will assume that either parent/guardian or the student (under the age of 18) has the right to inspect, review, and release the student's educational records unless it is provided with evidence that there is a legally binding instrument, which provides to the contrary
2. To seek correction of your (your student's) educational records through a request to amend them, or through a hearing procedure provided by law, including a right to a copy of the Academy's "Procedures for Request to Amend Information in Educational Records."
3. Not to have information from your (your student's) records disclosed without prior written consent, except:
 - To school officials with legitimate educational interests in you
 - To officials of another school or school system in which you (your student) seek(s) or intend(s) to enroll or is concurrently enrolled
 - To government officials and other authorities, as provided by law
 - In health and safety emergencies
 - In connection with the application for and receipt of financial aid
 - Directory information, which includes student's name, awards received, officially recognized activities and sports, and date separated. (You have the right to refuse to permit the designation of any or all of these categories as directory information by contacting, in writing, the Dean of Students within ten school days of this notice.)
4. To review the record of disclosure of personally identifiable information from your (your student's) record.

5. To examine and receive a copy of any policies or procedures of the Academy regarding educational records by contacting the Head of School or the Dean.
6. To request and receive this notice in your primary or home language.
7. To file a complaint, regarding the Academy's failure to grant these rights, to the FERPA Office, Department of Education, 4512 Switzer Building, Washington, D.C. 20202. Telephone (202) 245-0233.

NOTE: When a student reaches the age of 18, the rights accorded to and the consent required of the parent/guardian shall thereafter only be accorded to and required of the student, except the record of a dependent eligible student may be disclosed to the parents/guardians of that student without the consent of that student.

Notification of Management Plan Availability

The Asbestos Hazard Emergency Response Act (AHERA: 40 CFR 763.93 [g] [4]) requires that written notice be given that schools have Management Plans for the safe control and maintenance of asbestos-containing materials found in their buildings. The Academy has filed a Management Plan for all buildings open to students with the Vermont Department of Health. A copy of the Plan is available and accessible to the public in the Maintenance Office in the Maintenance Building.

SUPPORT SERVICES

Advising and Counseling Services

The purpose of the Advisory and Counseling program is to help you use the resources of the Academy to achieve your best. Each student has a faculty advisor. Advisors get to know individual students well and support them in taking responsibility for their learning. The members of the grade level teaching teams determine advisor assignment. The advisor meets with advisee groups Monday through Friday, excluding Tuesday assembly. Discussions include scheduling, grades, personal issues, plans for the future, and other issues as they arise. Parents/guardians will have an opportunity to meet with the advisor during Back to School Night in the fall and are encouraged to stay in contact by phone, in writing, or by e-mail.

In addition to the school's advisory system, the Counseling Office is open for support throughout the day. Thetford Academy has two school counselors in its Counseling Department. Each counselor works with three grade-level teams. Each counselor also works individually with students and families. This relationship is sustained throughout your enrollment at the Academy. Counselors can help with personal or academic problems as well as career planning. Informative pamphlets and books found in this office will help you in thinking about your future: whether it is four year college, business or technical education, vocational school, apprenticeship training, or the armed services or work after TA. Aptitude, achievement, and interest tests are organized through the Counseling Office and can be very helpful in making realistic plans.

School Nurse

At least three days a week, a nurse is available for the majority of the school day. At times when the nurse is not available, students are referred to the school's main office. In addition to taking care of first aid situations, the nurse dispenses medications (see page 10 for "Procedure for Medications in Schools"),

provides information, and engages in discussions about sensitive health issues. The nurse works closely with the Student Support Team, which includes the Counseling Department and the Dean.

Learning Center Program

The Learning Center is a structured academic setting for students with established needs. Study strategies, remedial work, and individualized supports are provided in accordance with IEP, Act 504, and EST plans. Students may earn up to one elective credit a year for progress and efforts toward their Learning Center goal.

Library

The library is open to students, faculty and staff, for research, study, or reading throughout the school day from 7:15 a.m. to 4:00 p.m. Monday-Thursday and 7:15 a.m. to 3:00 p.m. on Fridays. Assistance in finding information is always available. The library contains a collection of periodicals and a wide variety of other materials in print, non-print, and audio-visual format. Computers are available for student use. All RUP rules and regulations apply at all times.

Library Rules and Responsibilities

- Maintain a scholarly atmosphere. The library is not a place to socialize.
- Handle all materials and equipment carefully.
- Check out all library materials before you take them from the library.
- You may check out all items for a period of two (2) weeks, and you may renew them as needed.
- Return all materials as promptly as possible.
- You are liable for the replacement cost of materials lost or damaged.
- If you are coming from a class, you must have a teacher pass in order to use the library facilities.
- You will be allowed one half-block of time (40 minutes) in the library from the study centers, unless specific research warrants more. Permission from the library personnel for extensions will be required.
- No food or drink, other than water, is permitted in the library.

NOTE: Abuse of any of these rules and responsibilities may result in restricted use of the library facilities.

Computer Lab

The Computer Lab, located next to the library, is open the same hours as the library. The library personnel supervise the lab. Appropriate use of computers is outlined in the Responsible Use Policy (see below).

Use of the lab is primarily designed for work on classroom assignments. Teachers may reserve the lab during a class period, in which case their students will have priority over others. Students who are working on classroom assignments will have next priority. Uses not directly related to classroom assignments are subject to availability of the computers and to the discretion of the library personnel.

Responsible Use Policy for Information Technology

It is a privilege to have and to use the information technology resources at TA. Student access to this technology is designed for educational purposes, and the school takes reasonable precautions to restrict access to inappropriate and controversial material. In order to exercise this privilege, students must

complete a Responsible Use Policy (RUP) for Information Technology each year. If a student does not comply with the terms of the contract for responsible use, as determined by the System Administrator, he/she may have his/her use of this technology withdrawn or curtailed. The RUP is available from the System Administrator, from the librarians, from the Main Office, or the TA website at <http://www.thetfordacademy.org/resources/policies/downloads/G11.pdf>

NOTE: RUP forms must be signed and returned within two weeks of school opening. All rules and procedures apply to personal laptops as well as school computers. All personal laptops must be registered with the IT department before they may be used on campus.

Study Center

Study Center is a scheduled class and carries with it all responsibilities of a regular class. Normally, it will be assigned to students during their unscheduled time except those with junior-senior privileges.

The Study Center is provided as a quiet place to work. Please bring adequate material to study before entering the room; you will not be allowed to leave the study center for materials.

If you wish to work in the shop, library, art or music room, you must present a pass from the appropriate teacher to the study center supervisor at the beginning of the period. Passes may not be obtained after the period has begun.

BEHAVIOR EXPECTATIONS

Eighteenth Birthday

All school rules apply to all students who attend Thetford Academy even after they have attained their eighteenth birthday. Students gain rights to review and inspect their educational records at age 18. (See page 18.)

Use of Class Time

Class time is extremely important and necessary for you to gain full benefit from your courses. Sharing ideas, special activities, participation in projects, physical skill work, class field trips, instruction, and other activities cannot be duplicated when you miss a class. Cuts from class are undocumented and will result in after-school detention. Other disciplinary action will be taken when deemed necessary. If you violate the rights of your classmates by causing distracting disturbances in class, you will be held accountable. Your right to attend the class in question may be in jeopardy.

Private Enterprise

The purchase and sale of any item or commodity at school is prohibited, unless special permission from the Head of School is granted. Items sold in the school snack bar and concessions run by school sponsored groups have been approved by the Administration.

Playing Music

Faculty members may use CD players or radios in their classrooms, or permit iPod use, when they feel it is appropriate and will not disturb activities in other classrooms.

You may play musical instruments (electric or acoustic) at appropriate times and places, in ways that cause no distraction to others.

NOTE: The school holds no liability for lost, stolen or damaged Electronic devices (i.e. phones, ipods, computers, etc.).

Public Display of Affection

You are expected to act in a respectful and appropriate manner. Demonstrations of physical affection are not acceptable in the public environment of the school or school-sponsored activities, as indicated by the reminder: "Not here, not now." Public displays of affection may be embarrassing to students, employees, chaperones, and school visitors. You should respect the rights of others not to have such a display imposed on them. Appropriate disciplinary actions will be taken if warnings are ignored.

Dangerous or Inappropriate Items

Thetford Academy's policy is to protect the rights of all students and to create a safe and secure environment for all members of the school community. Whenever dangerous or inappropriate items are at school, others' rights are violated and their safety may be in jeopardy.

The following items are considered either dangerous or inappropriate: pornography, non-alcoholic beverages that smell or taste like alcohol (example: Texas Lite), water guns, water balloons, snowballs, fireworks or other explosives, knives, firearms, and any other instruments that might cause disruption or harm. When such items are in the possession of the student, they will be taken and held by the Administration. They will be returned only to the student's parent(s)/guardian(s).

Thetford Academy upholds provisions of the federal Gun-Free Schools Act of 1994 and the related Vermont statute (Act 113 of 2000), governing prohibition of firearms and associated weapons from school grounds, facilities, and vehicles. Copies of the full school policy are available on request from the office.

Failure to observe the policy on firearms will result in out-of-school suspension and consideration for dismissal from the Academy. This is consistent with the provisions of the Gun-Free Schools Act of 1994, which supports expulsion for at least one calendar year for violation of the weapons policy. The complete policy can be found at <http://www.thetfordacademy.org/resources/policies/downloads/F21.pdf>

Use of Tobacco Products

Vermont State Law prohibits the use of tobacco on school grounds. Vermont State Law also prohibits the possession of tobacco products by any minor under the age of 18.

Thetford Academy is committed to a zero tolerance of tobacco products on school grounds or in school buildings or possession or use thereof by students at school-sponsored activities. Use of tobacco is a significant public health risk. Tobacco products are extremely addicting and can cause health effects that interfere with school performance. Our zero tolerance of use of tobacco products applies to everyone present on school grounds at any time.

If evidence presented to the Dean suggests that you are using tobacco, appropriate consequences will be employed. This will include notification of your parents/guardians, and notification of police in accordance with state law (for minors under age 18).

Consequences for use and/or possession will include:

1. First Offense - one-day in-school suspension
2. Second Offense - one-day in-school suspension and intervention with a counselor
3. Third Offense and subsequent infractions - three days of in-school suspension

In all cases, tobacco products will be confiscated and will not be returned to you.

Possession of tobacco products in vehicles on campus will also be subject to disciplinary actions per the automobile procedures.

Tobacco Prevention and Education

The Academy includes in its alcohol and drug abuse prevention education curriculum a sequence that includes teaching about the health effects and legal ramifications of possession and use of tobacco. Our school nurse is able to speak with individual students, when appropriate, about tobacco use and possession and smoking cessation programs. The nurse is aware of available resources and programs to assist students in quitting smoking or other use of tobacco products.

Harassment

Harassment violates an individual's basic civil rights. It is a form of unlawful discrimination as well as disrespectful behavior that will not be tolerated. It adversely affects students, teachers and other school personnel whether or not they are direct subjects of harassment; and it undermines the integrity of the school environment.

Definitions: According to the Thetford Academy Policy on Harassment of Students (Code F20), "harassment" means an incident or incidents of verbal, written, electronic, visual or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation or gender identification, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

In addition, the Thetford Academy Policy on Harassment of Employees (Code D12) commits the school to providing all employees with a safe and supportive work environment, in which all members of the school community are treated with respect. The definitions above therefore also apply to protections for employees.

Examples include the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of the protected categories.

A student, faculty member, member of the administration, or other school personnel, can be guilty of harassment. To be considered harassment, the action must be offensive to the recipient. Harassment includes both intentional conduct and actions that were not "intended" to harm anyone.

There will be no adverse action taken against a person for reporting a complaint of harassment when that person has a good faith belief that harassment has occurred, or for cooperating with an investigation. Any

person who knowingly makes a false accusation regarding harassment will be subject to disciplinary action.

Disciplinary Action: Upon receiving an oral or written complaint of harassment, the Dean or another designated official will initiate an investigation as soon as possible. If after investigation, evidence of harassment has been found, the school will take prompt and appropriate disciplinary and/or corrective action reasonably calculated to stop the harassment. Disciplinary or corrective action may include, but shall not be limited to: warning (as some cases of harassment may be difficult to prove, an official warning may be issued to prevent continued incidents and to create a history in addressing future allegations), reprimand, education, training, counseling, detention, suspension and/or dismissal of a student. Actions may also include warning, reprimand, education, training, counseling, transfer, suspension and/or termination of an employee.

If the conduct does not rise to the level of harassment, but otherwise violates Thetford Academy's policies, disciplinary or corrective action under those policies shall be taken. The complete policy can be viewed on the TA website at www.thetfordacademy.org/resources/policies/downloads/F20.pdf

Bullying

Bullying is a form of dangerous and disrespectful behavior that will not be permitted or tolerated.

Bullying may involve a range of misconduct that, based on the severity, will warrant a measured response of corrective action and/or discipline. Behaviors that do not rise to the level of bullying, as defined below, still may be subject to intervention and/or discipline under another section of the discipline policy.

Definition - Bullying means any overt act or combination of such acts directed against a student by another student or group of students and which:

1. Occurs during the school day on school property, on a school bus, at Technical Education Centers, or at school-sponsored activity, or by computer or cell phone and impacts the school day.
2. Is intended to ridicule, humiliate, or intimidate the student; and
3. Is repeated over time.

Hazing

It is the policy of Thetford Academy that the Academy provides a safe, orderly, civil and positive learning environment. Hazing has no place in the school and will not be tolerated. Accordingly, the Academy has adopted the following policy and procedures to prohibit hazing and will ensure the enforcement thereof.

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 Academy; 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. Hazing may occur on or off school grounds.

If, after investigation, the Dean of Students concludes a student committed an act of hazing or otherwise violated this policy, that student shall be subject to appropriate disciplinary action, including but not

limited to suspension or expulsion from co- or extra-curricular activities or from school. The complete hazing policy can be found on the TA website at

<http://www.thetfordacademy.org/resources/policies/downloads/F24.pdf>

Honor Code Regarding Plagiarism and Cheating

You are honor bound to submit only your own work (tests, papers, projects) for evaluation and credit at Thetford Academy. To include the work or ideas of others in your own work, you must identify the sources of such material using an approved format. Presenting others' work or ideas as your own, without identifying the sources appropriately, including the duplication of materials on computer disks, downloading information without proper citations is considered plagiarism and is cheating. Plagiarism and cheating are never acceptable at Thetford Academy and will be subject to serious consequences.

If you plagiarize or cheat:

1. You will receive a grade of zero for the test, paper, or project.
2. You will be moved up one step on the Disciplinary Ladder.
3. You will be placed on Academic Warning.

If you help someone plagiarize or cheat:

1. You will be moved up one step on the Disciplinary Ladder.
2. You will be placed on Academic Warning.

To understand what it means to move up one step on the Disciplinary Ladder or to be placed on Social Probation, see page 29-31 in this handbook.

It is important to document your sources of information because:

- You need to give credit to the work of others, because using writers' ideas without giving them credit is theft of intellectual property.
- You can help your readers with their research: if your readers want to find the source of your quotation to paraphrase, they can locate it exactly.
- You help your readers distinguish between your ideas and the unique ideas of others, between common knowledge and the unique information that you found in your sources. You must distinguish between these things; otherwise you imply that everything in your paper is your own or that the information in your paper is common knowledge. You show your readers which sources shaped your thinking.

Drug and Alcohol Use Rules

Thetford Academy makes a commitment to the health and well being of its students and to a learning environment free of alcohol and other drugs.

Thetford Academy acknowledges the following school roles:

- Educating students about alcohol and other drugs through age-appropriate programs
- Responding in a supportive manner to those whose use of alcohol and/or other drugs interferes with school performance
- Promoting a climate in which students can seek help if they are in distress from their own or others' use of alcohol or other drugs
- Supporting students recovering from dependency/abuse of alcohol and other drugs

- Developing and implementing guidelines and sanctions in the school which:
 - a. Define violations and their consequences, both supportive and disciplinary
 - b. Define procedures for handling incidents and emergencies
 - c. Describe a support and referral system which includes response to self-referrals and suspected alcohol/other drug users
 - d. Provide information, expectations and procedures that are clear and articulated to staff, parents/guardians and students
- Training all personnel in school guidelines related to alcohol and other drugs

The complete policy may be viewed on the TA website at

<http://www.thetfordacademy.org/resources/policies/downloads/F7.pdf>

Support and Referral System

Student Support Team (SST)

The Student Support Team responds to referrals from administration, faculty, staff, parents/guardians, and from students. All violations involving alcohol and other drugs will be referred to the SST. All referrals are confidential.

SST Membership

The school nurse and a school counselor head the SST. Within the legal confines of confidentiality, the SST may include representation from Administration, other professionals, and staff.

The role of the SST is to:

- Receive and review data from faculty, staff, parents/guardians, students, coaches and others in the school community.
- Determine whether there is sufficient information to develop a plan of action or to continue to monitor the situation.
 - Determine the impact of alcohol or other drugs as affecting the student's school performance or behavior.
 - Assist with in-school interventions when indicated.
 - Assist with referral to community agencies for further assessment, treating
 - or monitoring.
 - Support students returning to school from substance abuse facilities.

Procedures for the SST

- The SST keeps written records of all referrals. These records are privileged and confidential and are not included with permanent school records.
- The team reviews the circumstance of the referral/violation and determines whether a meeting with the student is appropriate and whom should be involved.
- The team may recommend that a student meet with a school counselor for education and/or referral for evaluation.
- When there is clear evidence that a student is becoming a danger to self or others due to substance involvement, the team has an obligation to contact the student's parent/guardian. Whenever possible, this is done in conjunction with the student.

- The team may refer a student for further evaluation to a community agency or a certified substance abuse counselor. Whenever possible, the team works with parents/guardians if further assessment or treatment is indicated.

Suspected Use

Any member of the school community concerned that a student is involved with alcohol or other drugs can make a referral to the Student Support Team. All referrals are confidential.

Self-Referral

When a student recognizes that he/she may have a problem with alcohol or other drugs and chooses to address this problem, the school will cooperate as fully as possible with the student.

Students in Recovery

Students who enter substance abuse treatment programs during the school year are encouraged to remain enrolled in school. While the school is not financially responsible for a student's education while he/she is a patient at a residential facility, the school will cooperate as fully as possible in assisting the student's efforts to remain current with and receive credit for academic courses.

Cooperative Agreement with Treatment Providers/Agencies

The school will maintain a referral agreement with Vermont State Approved Treatment Agencies. Contacts with other treatment providers will also be initiated as needed. This agreement will specify referral and intake procedures, financial obligations of parents/guardians and the lack thereof for the school, and confidentiality of information.

Violations and Consequences

The following regulations apply whenever school is in session and when students are present at school-sanctioned activities or on Thetford Academy property:

Violations

A student is considered in violation if he or she is:

- In possession of alcohol/other drugs/chemicals or what is represented by or to the student as alcohol/other drugs/chemicals
- In possession of paraphernalia reasonably associated with illegal drug use
- Distributing or selling alcohol/other drugs/chemicals or what is represented by or to the students as alcohol/other drugs/chemicals
- Under the influence of alcohol/other drugs/chemicals
- In the act of using alcohol/other drugs/chemicals or what is represented by or to the student as alcohol/other drugs/chemicals
- Staying in the presence of others in the act of possessing, distributing, selling, or using alcohol/other drugs/chemicals or what is represented by or to the student as alcohol/other drugs/chemicals, except when it is clear that the student's presence is in support of school policies

Consequences for Violations

- Selling/Distributing (actual or attempted)
 - Notification of police
 - Suspension of student, pending Consideration for Dismissal

- Notification of parent/guardian
- Referral to the Student Support Team
- Possession, consumption, or being under the influence of alcohol/other drugs/chemicals
 - Notification of police
 - Suspension of student up to five (5) school days
 - Notification of parent/guardian
 - Referral to the Student Support Team
 - Disciplinary status raised two steps (e.g. no status to Disciplinary Probation, or Disciplinary Warning to Consideration for Dismissal)
- Being knowingly in the presence of alcohol/other drugs/chemicals, but not involved with any of the above infractions
 - Suspension of student up to five (5) school days
 - Notification of parent/guardian
 - Referral to the Student Support Team
- Items that can reasonably be associated with illegal drug use will be confiscated. The student in possession of these items will be referred to the Student Support Team. Parent/guardian will be notified.
- Consequences for subsequent violations may be more severe, up to and including Consideration for Dismissal.

Procedures for Handling Incidents

All personnel are required to report actual or suspected violations to the Administration.

Procedures for Handling an Emergency

An emergency is defined as a student out of control, unconscious, or physically ill. The priority shall be protecting the student from physical harm and from disrupting and/or endangering the school environment, other students, and school personnel. The following procedures shall be carried out by a designated adult:

- Remain with the student
- Send for the school nurse
- Notify the Administrator
- Call 911 for emergency medical assistance if the nurse is not available
- If indicated, release the student to the custody of appropriate medical personnel
- Administrator/designee contacts parents/guardians and implements procedures detailed under Violations and Consequences

Procedures for Handling Non-Emergency Incidents

When there is clear evidence of a violation:

- The Administrator/designee contacts the parent/guardian
- The Administrator/designee contacts the police
- If police do not take the student into custody, the Administrator/designee requests parent/guardian to remove the student from school grounds
- If the parent/guardian is not available, the Administrator/designee may request that the police take custody of the student
- Administrator/designee implements procedures detailed under Violations and Consequences

When there is strong suspicion or concern regarding a violation of any portion of this policy:

- The Administrator/designee investigates the situation
- The Administrator/designee may request an evaluation of the student by the school nurse or other medical personnel
- If a violation has occurred, the Administrator/designee will implement the appropriate procedure

Property Damage/Vandalism

Circumstances where school or personal property has been damaged, either accidentally or intentionally, will be investigated, and will include disciplinary procedures.

DISCIPLINARY PROCEDURES

Learning to be cooperative, responsible, considerate, and understanding is a major achievement in becoming a mature person. All rules at Thetford Academy are made to ensure the rights of this school community. People who infringe on these rights by breaking the rules of conduct need to recognize why their behavior is inappropriate. The disciplinary procedures have been developed to support the rules of conduct and to assist students in developing a positive attitude and taking responsibility for their education.

Detention

After School Detention

Reasons a student may be required to remain after school for detention include (but are not limited to):

- Failure to complete assigned work
- Improper behavior
- Showing disrespect for authority
- Violation of school regulations
- Violation of attendance policy
- Use of profanity or obscene language
- Defacing or damaging school property
- Harassment or Bullying
- Stealing
- Buying and selling for private enterprise
- Throwing snowballs
- Violation of the dress code
- Unexcused tardiness
- Inappropriate use of personal communication devices

Rules for After School Detention (one hour)

1. If you are assigned an after school detention, you will be given a detention notification slip which must be signed by your parent/guardian and returned to the Dean (or office) the next school day. You will serve the detention on the assigned date regardless of other previous commitments (unless special arrangements are made with the Dean.) Co-curricular activities are not an acceptable reason to miss a detention.

2. Detention time is one hour from the time of arrival. If you have an after school detention, you will be considered late if you are not in the assigned room by 2:05 p.m.
3. You may not converse with others or use personal communication devices, iPods, CD players, etc. in detention. You are required to remain in your seat for the duration. You should come to detention prepared to work quietly.
4. Failure to serve a detention may result in additional detentions being assigned. Continued failure to serve detentions will be subject to suspension.

Social Probation

Students are placed on Social Probation if they have acted inappropriately at a school- sponsored event. You may not be allowed to attend **any** co-curricular events, except as a participant, for a minimum of forty (40) school days. After forty days, you may make an appeal in writing to the Dean.

Suspension

Suspension from school is a very serious matter at Thetford Academy. If you violate a major school rule, you will be suspended and may be placed on Disciplinary Warning or Disciplinary Probation. In serious circumstances (i.e. threat to the safety of any members of the school community, or major damage to school property) you may be considered for Dismissal from the Academy. Your parent/guardian will be notified at the earliest opportunity. In addition, a written notice will be provided to your parent/guardian outlining the cause for your suspension, the length of the suspension, and the procedure for readmission.

The term of suspension will depend on the seriousness of the problem. There are two types of suspension: in-school and out-of-school. In-school suspension will include spending the entire school day in a designated area (without passes) and not being allowed on campus or to participate in **any** extra activities that afternoon or evening. Out-of-school suspension means not being allowed on campus any time during the day(s) or evening(s) of the suspension.

The purpose of suspension is to emphasize to you and to your parents/guardians that you have seriously jeopardized your position in the school. It provides an opportunity for you, your parents/guardians, and the school to gain a perspective on the situation; and it provides an opportunity for you to give careful thought to your aims and to decide whether you are ready to make a commitment to the standards of the school. Absences due to suspensions will be documented and will count toward the six (6) day maximum per quarter attendance procedure.

Grounds for Suspension include but are not limited to:

- Flagrant disrespect for authority
- Repeated personal communication device violations
- Habitual use of profanity or obscene language
- Fighting
- Using, possessing, selling, or distributing alcoholic beverages or any prescribed or non-prescribed medication, illegal narcotic, or chemical drug
- Defacing, damaging, or stealing of property
- Engaging in behavior not conducive to the welfare, safety, or morals of others
- Leaving school grounds without permission
- Truancy
- Causing false fire alarms

- Engaging in illegal private enterprise
- Harassment
- Smoking
- Bullying

Disciplinary Ladder

The Head of School, or his or her designee, will be responsible for continuous review of all students' disciplinary history. The ladder is a series of disciplinary conditions or steps, listed in order of the seriousness:

1. No Status
2. Disciplinary Warning
3. Disciplinary Probation
4. Considered for Dismissal
5. Dismissed

Movement on the Disciplinary Ladder is explained below:

1. Three detentions for behavior reasons in one quarter = one step
2. One day of suspension twice in one quarter = one step
3. Up to three days of suspension in one quarter = one step
4. Four to five days of suspension in one quarter = two steps
5. Six or more days of suspension in one quarter = Consideration for Dismissal

No Status

If you have "no status," you are not on the disciplinary ladder. Most of Thetford Academy's students have "no status" on the disciplinary ladder.

Disciplinary Warning

Disciplinary Warning is designed to help students realize that their behavior needs to improve. If you are placed on Disciplinary Warning, you will be assigned to 20 (twenty) days of Social Probation concurrently.

Disciplinary Probation

Students who violate a major school rule may be placed on Disciplinary Probation. If you are placed on Disciplinary Probation, a letter will be sent home, and a conference may be set up with you and your parent/guardian upon request by any party.

If you have been placed on either Warning or Probation your status will be reviewed at the next progress/grade reporting period after a minimum of ten weeks. If you have had no further disciplinary violations, the Head of School, or his or her designee, may reduce your status one step (Probation to Warning, Warning to No Status).

Consideration for Dismissal

If you continue to violate school rules after being placed on Disciplinary Probation, or commit a serious offense, you will be suspended from school until such time as a Disciplinary Committee can meet. Your Disciplinary Committee will be composed of members of the faculty and administration familiar with you. You and/or your parent/guardian may attend the meeting.

After hearing your case, the Disciplinary Committee may recommend one of the following to the Head of School:

1. Return to school on Disciplinary and Social Probation. Standards may be set that you must follow in order to return.
2. Continued suspension for a period determined by the committee, and return on Disciplinary and Social Probation.
3. Dismissal from the Academy.

Once the Head of School has decided what action will be taken, a letter will be mailed to the last known address of your parent/guardian by Certified Mail. You or your parent/guardian may request an appeal hearing by contacting the Head of School within ten (10) school days of the posting date of the letter of dismissal. Upon receipt of the request for a hearing, the Head of School will contact the President of the Board of Trustees who will schedule a hearing within ten (10) school days. Counsel may represent you. The decision of the Board of Trustees is final.

NOTE: A dismissed student may not come onto the Academy grounds without permission from a member of the Administrative Team.

ORGANIZATIONS AND ACTIVITIES

Thetford Academy sponsors a variety of co-curricular activities in addition to its academic curriculum. We encourage students to participate in these opportunities to expand their talents, interests, and skills. Students may also propose new activities, according to the procedures outlined in the New Club or Program Proposal section. All school-sponsored activities have an adult advisor or coach and access to school funding, although many also engage in community fundraising to support their programs.

For more information on the teams, clubs, and organizations listed below, students may consult their teacher/advisors, the Dean, the Athletic Director, or coaches and advisors of the activities.

Athletics

School-sponsored Interscholastic Teams:

- Fall: Cross Country, Soccer
- Winter: Basketball, Alpine Skiing
- Spring: Baseball, Softball, and Track & Field

Athletic Philosophy

The Board of Trustees adopted the following philosophy in January 2001:

- Athletics are a valued part of the diverse Thetford Academy experience and are based on the Thetford Academy Philosophy and the Academy's five principles: excellence, commitment, caring, cooperation, and respect for diversity. These principles serve as the guidelines for all participants: administrators, coaches, athletes, parents/guardians, and spectators.
- The athletic program strives to develop the following: physical fitness, self-discipline, motivation, sportsmanship, social development, responsible team membership, and sport-specific motor skills in the context of competitive play.

- Students are encouraged to participate in the Academy’s athletic program. Resources permitting, Thetford Academy will strive for a wide base of participation.
- The Academy shall seek coaching staff who know the sport, understand student-athletes’ developmental needs, are good communicators, promote safety, and serve as positive role models. The Academy shall endeavor to provide equipment and space to facilitate safe and appropriate play.
- In order to participate, student-athletes shall maintain good academic and social standing as outlined in the Thetford Academy Athletic Handbook. Team members are expected to make choices that positively affect the health, safety, and well being of themselves and others.

Athletic Programs and Regulations

Information on athletic programs, regulations, and requirements is outlined in the Athletic Handbook, which will be provided to all athletes. This Handbook will also be available from the Main Office on request.

Classes

- Executive Committee: A recommended way to organize classes is to establish an executive committee including the class president, vice president, secretary, and treasurer. These members work closely with the class advisors. The principal function of the executive committee is to act in the place of the class when it is impossible or unnecessary to have a class meeting. Other functions of the executive committee are: to prepare agendas for regular class meetings, to make suggestions for class projects which carry out the class goals, and to assume other duties as assigned by the class.
- Officers: Class officers are elected in the spring for the following year, with the exception of grades 7 and 9, which will elect officers in the fall of their incoming year.
- Meetings: The first class meeting is held during the early part of September. Future meetings are arranged and announced. All students are expected to attend class meetings. Failure to attend results in detention.

Student Council

- Purpose: The Student Council exists for two main purposes: (1) to represent the student body in matters concerning the school and (2) to provide leadership training for the elected members. The Student Council:
 - Raises money and distributes it through money requests
 - Holds class elections
 - Chooses and conducts an all-school project each year
- Elections: Two students represent each class. Elections are held in the spring for the following year, with the exception of the incoming 7th grade, which holds their elections early in the fall.

New Club or Program Proposal

Students interested in proposing additions to Thetford Academy’s programs should contact the Dean for a copy of the procedure on how to petition for the addition of any kind of class, student activity, or co-curricular program.

Student Activity Funds

Class, club, or program advisors/treasurers should contact the Business Office or the Dean for a copy of the procedures for student activity funds.

Student Activity Posters

Public announcement materials must be pre-approved by the Dean or Head of School. Distribution, placement, and subsequent removal will be the responsibility of the sponsoring group. Posters may only be hung on the bulletin boards.

Fund Raising Guide

No solicitation or fundraising may be done on school property without permission from the Head of School. This includes raffles and/or selling or any services or products or donation collections.

Solicitations for funds, goods and/or services from off-campus entities must be done in conjunction with the Advancement Office.

INDEX

Academic Program Information	2	Library Rules and Responsibilities	19
Academic Reports	4	Lockers	9
Academic Warning	5	New Club or Program Proposal	32
Advising and Counseling Services	18	New Graduation Standards	3
Athletic Philosophy	31	No Status	30
Athletic Programs and Regulations	32	Nonprescription Medication	10
Athletics	31	Notification of Management Plan Availability	18
Attendance at Technical Center Programs	9	Open Campus Rules	12
Attendance	6	Organizations and Activities	31
Beginning and End of School Day	6	Other Motor Vehicles	15
Behavior Expectations	20	Playing Music	20
Breaks and Lunch Periods	9	Prescription Medication	10
Bullying	23	Private Enterprise	20
Classes	32	Procedure for Medication in School	10
Commencement Ceremonies Requirements	4	Procedures for Documenting Absences	7
Competencies	2	Procedures for Handling Incidents	27
Computer Lab	19	Procedures for Leaving Campus	7
Consideration for Dismissal	30	Progress Reports	4
Course Changes	5	Property Damage/Vandalism	28
Dances	16	Public Display of Affection	21
Dangerous or Inappropriate Items	21	Responsible Use Policy for Information Technology	19
Definitions of Absence	8	School Bus Riders	13
Detention	28	School Cancellation or Delay - "Snow Days"	11
Diploma Requirement Waiver	3	School Nurse	18
Diploma Requirements	2	Self-Referral	26
Disciplinary Action	23	Senior Day	15
Disciplinary Ladder	30	Social Probation	29
Disciplinary Probation	30	Special Recognition for Academic Achievement	6
Disciplinary Procedures	28	Special School Days	15
Disciplinary Warning	30	Student Activity Bus	11
Documented Absences	8	Student Activity Funds	32
Dress Code	10	Student Automobile Responsibilities	14
Drug and Alcohol Use Rules	24	Student Debts	9
Educational Records	17	Student Parking Procedures	14
Eighteenth Birthday	20	Student Support Team (SST)	25
Eligibility Requirements	12	Students in Recovery	26
Examinations	5	Study Center	20
Field Trips Using Student Drivers	14	Support and Referral System	25
Field Trips	15	Support Services	18
Full-Time Student	2	Suspected Use	26
Fund Raising Guide	33	Suspension	29
Fundamental Principles of the School Community	1	Tardiness to School/Class	7
General School Information	6	Textbooks and Supplies	9
Grade Placement Requirements	2	Thetford Academy Learning Principles	1
Grade Reports	4	Tobacco Prevention and Education	22
Harassment	22	Transportation	13
Hazing	23	Undocumented Absences: (Truancy/Class Cuts)	9
Honor Code Regarding Plagiarism and Cheating	24	Use of Class Time	20
Honor Roll	6	Use of Personal Communication Devices	11
Honors Celebration	6	Use of School Telephones	11
Incomplete Work	7	Use of Tobacco Products	21
Introduction	1	Violations and Consequences	26
Junior-Senior Open Campus Privileges	12	Visitors to School	16
Learning Center Program	19	Withdrawal for Attendance Reasons	9