

THETFORD ACADEMY

STUDENT HANDBOOK

2009-2010



Excellence

Commitment

Cooperation

Diversity

Caring

Thetford Academy Contact Information

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To Parents and Guardians:

Please know that the Academy will make every attempt to keep you informed about the progress and experience of each student. We ask that you invest your best effort to share this responsibility by effectively communicating with the school. Should you have any questions about the policies and procedures outlined in this Handbook, you may contact a student's advisor, school counselor, our secretarial staff, or me.

I look forward to working with families to address any challenges that may arise during the year. We appreciate your support and look forward to the excitement and opportunities of the 2009-2010 school year.

Sincerely,

David N. McGinn
Assistant Head of School
Athletic Director

INTRODUCTION

The Student Handbook is designed to outline for the whole school community—administration, faculty and 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. The Board of Trustees of the Academy formally approves and adopts the contents of this Handbook to assist in the effective operation of the school and to ensure the greatest opportunity for a successful educational experience for all students.

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, 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 scheduled for a minimum of five and one-half (5 1/2) credits during the current academic year.

Grade Placement Requirements

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

Graduation:

Diploma Requirements

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

You must earn a total of 24 credits to include the following requirements:

English: 4 credits: ninth and tenth grade English plus at least one elected credit each year in eleventh and twelfth grades

Mathematics: 3 credits

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

Science: 3 credits, including Conceptual Physical Science and Biology

Physical Education: 1 1/2 credits

Health: 1/2 Credit (Class of 2010 and beyond)

Arts: 1 credit, in any of the following: Art, Chorus, Band, Instrumental Music, Drama, and Design Technology

Competencies:

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

Diploma Requirement Waiver

You may request a waiver of a diploma requirement by petitioning the Department Chairs Committee of the faculty. 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 Guidance 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 will establish 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 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 will be the same for every student, but there will be multiple pathways to meeting them. Given our belief that students are “smart” in many different ways, these standards will 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 is a major project for the school community. We expect to have it completed in 2009, after review by students, parents, and trustees. The new requirements will apply to the next incoming class following adoption: 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 important, with new standards in place, all students will be actively demonstrating key skills and knowledge. A Thetford Academy diploma will represent the fact that a student has actually mastered these skills. 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 you 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 rather than a right. You are not in good standing if you:

- a) Are not enrolled as a full-time student.
- b) Are lacking more than one (1) diploma requirement.
- c) Are on Disciplinary Probation status. (See pages 31-34.) If you have this status and you have met academic requirements, you may receive a diploma, but you may not participate in Commencement activities.

Additionally you are not in good standing if you:

- d) Have outstanding debts, materials, uniforms, etc. These obligations must be cleared by the conclusion of the final rehearsal for graduation.
- e) 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.
- f) Have shown inappropriate behavior, including substance abuse. 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, you may appeal through a petition to the Assistant Head of School. The Assistant Head of School 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 every nine-week term (quarter-year marking period). Grades are presented in the traditional manner: A, B, C, D, and F. The attitude and effort grade found in the comment area of the report card indicates the student's effort, behavior, and general attitude toward the work in the course. Comment codes and comments used in the grading system are available in the office upon request.

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 week 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 Assistant 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.

Midterms for semester courses may be given during regular class time, at the teachers' discretion.

Academic Warning

1. If you are failing in one or more courses at report card time (not progress report time), you will be placed on Academic Warning. If an incomplete becomes a failure, you will be placed on Academic Warning.
2. 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 Assistant Head of School must also sign the pass.
3. If you are on Academic Warning, you will not be allowed to attend field trips, unless the field trip is a part of a required class lesson. The faculty member in charge of the trip makes this determination.
4. A list of students on Academic Warning will be posted in the faculty room and given to all study center teachers. The Assistant Head of School will notify the parents/guardians in writing.
5. 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 Assistant Head of School.
6. If you have made substantial improvement in grades at progress report time, you may petition the Assistant Head of School to be taken off Academic Warning. In addition to your written petition, the Assistant Head of School will need a note from the teacher whose course you were failing at the quarter. A signed copy of your quarterly progress report(s) is also required. The Assistant Head of School will be responsible for deciding the matter.
7. 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 (WP) or failing (WF) 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 factor into your quarterly GPA but are dropped from your GPA in the next quarter. 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 semester grades for middle school students and final grades for high school students. Academic honors will be recognized biannually at the end of each semester.

High Honors: All grades A- or above (grades 7 and 8 allowed one grade of B+)
Honors: All grades B or above

Effort & Attitude Awards

In order to be eligible to receive an Effort and Attitude Award, in both middle and high school, you must have achieved "Exceeds Standard" in 40% of all courses taken during the previous two marking periods and achieved "Meets Standard" in all others. These awards will be presented after the first and third quarters. They will reflect Effort and Attitude performances in the preceding two quarters (4th/1st, 2nd/3rd).

Honors Celebration

Each year the Academy recognizes outstanding academic achievement at the annual Honors Banquet. You will be invited to this special celebration if you have achieved Honors in both of the preceding two semesters and achieved High Honors in at least one of those.

If you are a first-year student, attendance at the Honors Celebration will be based on your first semester and third quarter grades.

GENERAL SCHOOL INFORMATION

Beginning and End of School Day

The school is open by 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 class 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.

ATTENDANCE

Attendance Expectation

Thetford Academy is a learning community; and all members, faculty, staff and students, 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 six 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. Work that is incomplete must be made up within one week. Extenuating circumstances requiring more than one week will be dealt with on an individual basis with the classroom teacher.

Procedure for Excusing Absences

1. When you are absent, your parents/guardians are expected to call school and report the absence.
2. A phone call from your parent/guardian will be accepted as an excuse through 1:57 p.m. the day of your return to school. If you do not secure the required parental communication by that time, you will be assigned a detention. (Please note that messages can be left on the school's voice mail system at any time of day.)
3. After your parent/guardian has communicated with the office concerning your absence, a written excuse is no longer necessary. If a conversation has not taken place, your excuse must be presented to the office on the day of your return.

Procedures for Leaving School and Returning

1. 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 would 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 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 Policy.
2. Exceptions to this policy are students with off-campus privileges. (See page 13.)
3. Upon return to school students are to sign in at the office.

Tardiness to School/Class

If you are late for school, which begins with the advisory period at 7:35 a.m., you must sign in at the office and then go directly to class. Parents/Guardians are expected to send a note or call the school on that day explaining the tardiness. Unexcused tardiness to school, class or advisory period will result in a detention being assigned.

Definitions of Absence

You must be present for at least half the class, or you will be considered absent from that class on that day.

Thetford Academy defines all absences in one of three ways: excused, pre-approved, or unexcused.

Excused Absences:

1. Illness for which written proof from parents/guardians or doctor is supplied
2. Serious illness or a death in the family
3. Emergency medical or dental attention
4. Absence approved in advance by a member of the Administration
5. School sponsored activities, i.e. sports, trips, etc.

Pre-Approved Absences:

1. Absence due to attendance at a school-sponsored or school-related activity, or co-curricular activity requires prior approval. Three (3) pre-approved school –related absences (i.e. field trips, athletic events, and half-day attendance at Technical Center Programs) will be allowed per quarter.

In addition, students are allowed three (3) excused absences per year for college visits. These must be pre-approved to be counted as school-excused. Approved absences beyond that point will be included in the maximum number of allowable absences.

2. You may be excused for a reasonable period of time by a PRIOR written request from your parent/guardian for a special trip/outing. You should bring the written request to the Assistant Head of School 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 Assistant Head of School prior to the absence.

Parents/Guardians are encouraged to request a meeting with your teachers prior to your 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, your family must notify the Assistant Head of School in writing as soon as possible to receive a copy of our procedure for taking missed exams.

Unexcused Absences: (Truancy/Class Cuts)

When absence from either single classes or full days does not meet the requirements for Excused or Pre-Approved Absences, this is considered truant behavior and the absence will not be excused by the school.

1. Your absence is considered unexcused unless valid reasons are presented to the school, as outlined in the section on Excused Absences above.
2. If you have more than three (3) **unexcused** absences per class during a quarter, you will fail for the quarter.

Maximum Number of Allowable Absences:

1. Five (5) non-school related absences (excused or unexcused) per academic class per quarter.
2. Students who exceed these criteria may receive a failing grade for the quarter.
3. Extenuating circumstances will be evaluated by the Administration in a meeting with the student upon the student’s return to the school following a sixth (6) absence.

ATTENDANCE PROCEDURES

1. Three (3) days of absence per quarter: a letter will be to parent or guardian
2. Five (5) days of absences per quarter: a second letter will be sent, and the office will attempt to contact the parent or guardian by phone.
3. **SIX (6) DAYS OF ABSENCE PER QUARTER WILL RESULT IN:**
 - a) A meeting with the Administration
 - b) Establishing a plan for the remainder of the marking period
 - c) Possible failure for the quarter
 - d) No Open Campus Privilege
4. **TEN (10) 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.

Attendance at Technical Center Programs

1. 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.
2. On half days, you will be required to check in with your teachers before being dismissed.
3. 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. A third offense will result in dismissal from the technical program.
4. When either Thetford Academy or the Technical Center is open, you are expected to attend your program even if the other is closed.

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 Assistant 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. At the end of each quarter, your report card will not be issued until all of your Thetford Academy books, athletic uniforms, supplies and equipment are returned in good order and all bills are paid.

Student Debts

All your debts for missing or damaged books and materials must be paid before you will be issued report cards at the end of the school year. You must return books directly to teachers or office personnel.

Breaks and Lunch Periods

1. You are **not** allowed to go off campus to stores during study center or at break and lunch time unless you have off-campus privileges.
2. Lunch is to be eaten by all students in the All Purpose Room 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 it 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 Schools

Prescription Medication:

Thetford Academy recognizes that many children are able to attend regular school because of the effective use of prescribed medication in the treatment of chronic disabilities 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 and/or the building 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 chronic illnesses (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 is 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 work at 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 are 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:

- Clothing, including hats, that refer either through words or graphics to alcoholic beverages, illegal drugs, tobacco products and/or sexual innuendo
- Garments that reveal any cleavage, midriff, and/or lower back
- Visible underwear, including underwear worn as outerwear
- Shoulder straps less than two (2) inches wide: spaghetti straps, halter-tops, tube tops, or other strapless garments
- Sleeveless shirts for males
- Pants, shorts, skirts, skorts, dresses, or garments worn over leggings or tights, which do not fall below the fingertips when arms are fully extended at your side.

Use of Telephones

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.

Personal Communication Devices

1. No use of a cell phone, iPhone, Blackberry or text messaging will be allowed in any building at any time.

2. 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.
 - a) First offense: phone will be confiscated and student may pick up phone, in the office, at end of the day.
 - b) Second offense: phone will be confiscated and parents will be required to pick up phone at the end of the school day.
 - c) Third offense: phone will be confiscated and parents will be required to pick up phone at the end of the school day and a detention will be assigned.

NOTE: THE SCHOOL HOLDS NO LIABILITY FOR LOST OR STOLEN ELECTRONIC DEVICES (I.E. PHONES, IPODS, COMPUTERS, ETC.).

School Cancellation or Delay —"Snow Days"

Each year the school calendar includes several extra days to accommodate closings due to inclement weather or other emergencies. The Assistant 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:

1. The **radio** is the first source for news of any delay or cancellation, so it should be your best source of information. Stations that report TA's cancellations through the Vermont Broadcasters' centralized system are: WTSL A.M. 1400, WGXL FM 92.3, KIXX FM 100.5 and V101.
2. The Academy also has a **telephone tree**, which is organized by advisee groups. If you cannot reach the person below you on the list, please call the next name in order to keep the message chain going.
3. 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 www.ThetfordAcademy.org. on the PFC page.

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.

Expectations for 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:

1. Must be a junior in the second quarter or senior at Thetford Academy.
2. Must have achieved a 3.0 Grade Point Average and no failing grades.

3. Must have achieved at least "meets the standard" in all effort and attitude comments and at least one (1) "exceeds the standard" in a graded class.
4. Cannot be on Disciplinary Warning or Probation.
5. Cannot have failed any course in last quarterly marking period.
6. Cannot be on Social Probation.
7. Must have turned into the office, at the beginning of **each semester**, the appropriate permission slip with parent/guardian signature.
8. Seniors must have completed math competencies by the end of the first quarter.

Rules:

When students who have qualified for Open Campus have an unscheduled period:

1. They may leave campus after signing out in the office and sign in upon their return.
 - a) 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.
 - b) 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.
 - c) Students are not allowed to drive a vehicle for which they are not insured.
 - d) 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.
 - e) Students must sign in and out personally. Students who sign others' names--or permit others to sign for them--will be in violation of this policy.
2. They may spend their free time on campus:
 - a) In the library (obeying library rules)
 - b) Outside on the campus - playing fields, lawns (quietly, out of view from classroom distraction-using good judgment)
 - c) In the Study Center obeying Study Center rules
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 privilege.

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 Assistant Head of School.

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 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

1. 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.
2. If you are attending River Bend and Hartford Vocational Centers, you **must** ride the bus unless you have permission to use private transportation from your parents/guardians, your vocational center, and Thetford Academy. Failure to do so will result in suspension and may lead to withdrawal from the vocational 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:

1. Bus will be adequately chaperoned.
2. 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.
3. The bus will leave from school and return there, but you may be picked up or dropped off near your home.
4. The Guests and students other than participants will not be allowed to ride the bus without the approval of the Assistant Head of School 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 Policies

It is a privilege to bring a vehicle to school. Any violations of this policy can and will result in a loss of that privilege.

1. All vehicles must be properly inspected and registered by the State and must be registered in the office. You will be given a parking tag, which you must display in the front window of your car.
2. 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, etc. 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.
3. Once your vehicle arrives on campus, it must remain parked in the designated space until after school, unless the office grants special permission.
4. 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.
5. Students are not permitted to park their vehicles in the designated faculty area.
6. Possession of illegal substances or items in vehicles, or on campus will be subject to disciplinary actions as per the Use of Tobacco policy. (See page 24.)

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

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

Student Parking Policy

The following priorities for issuing parking spaces have been established:

1. You must have a valid license and a valid registered vehicle.
2. Students with licenses who live outside the area for which the Academy provides busing will have first priority. (Service is provided to the Thetford, Newton, Lyme, and Waits River School districts.)
3. Students with licenses will then be issued parking spaces in this order:
 - a. by grade level, 12th first
 - b. in chronological age order, oldest first

You must apply for your parking privilege in August. Parking privileges and assigned spaces will be issued prior to the first day of school. If spaces are available, a second sign-up period will be offered at the close of the first semester. Eligible students must apply by February 15th.

Other Motor Vehicles

1. All-terrain vehicles, such as three or four wheelers, are not allowed on the campus, fields and wooded property of Thetford Academy.
2. Motorcycles are subject to the same conditions as other student vehicles. They must be registered in the office like other student vehicles.
3. 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 Assistant Head of School is responsible for approving all such activities on the basis of the educational value to the student and consideration of such factors as:

1. Transportation arrangements
2. Adequate supervision
3. Accommodations for meals and lodging
4. Appropriate notification to parents/guardians
5. 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 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. Here are some questions parents ask:

Who goes to dances?

Most dances are open to all TA students in grades 7-12. One dance is reserved for younger students: the 8th Grade Dance in October, open only to grades 7-9. The March Semi-Formal is reserved for older students in grades 9-12. The May Prom 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, or 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.

How long do dances last?

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.

Who supervises dances?

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

What are the expectations at dances?

All school rules apply. 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. (Juice and soda 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 29 and 30.)

Some dancing styles--"head-banging, grinding, moshing"--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. 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 Assistant Head of School 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.

The following educational records are maintained by the Academy:

Record	Location	Supervisor
Registration/Emergency File	School Office	School Secretary
Cumulative Record	School Office	School Secretary
Permanent Record	School Office	School Secretary
Health Record	Health Office	School Nurse
Disciplinary Record	School Office	Assistant Head of School
Special Education Record	Learning Center	Dir. of Special Ed.
All records of graduates	Goddard Hall/Basement	School Secretary
Withdrawn Students	Basement	School Secretary
Electronically Scanned Files		School Secretary

All requests concerning these records should be addressed to the Assistant Head of School, 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:
 - a) As a response to reasonable requests for explanations and interpretations of the educational records.
 - b) To have a representative of an eligible handicapped student, or of the parent/guardian of a handicapped student, inspect and review the records.
 - c) 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:
 - a) To school officials with legitimate educational interests to you
 - b) To officials of another school or school system in which you (your student) seek(s) or intend(s) to enroll or is concurrently enrolled
 - c) To government officials and other authorities, as provided by law
 - d) In health and safety emergencies
 - e) In connection with the application for and receipt of financial aid

- f) 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 Assistant Head of School of the Academy 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 Assistant Head of school.
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.

Asbestos Notice

All Thetford Academy buildings were inspected for asbestos containing materials by a certified inspector from KD Associates in 1998. The report indicates that there is asbestos in the following locations:

Arts Building: Boiler Room breaching and exhaust packing; pipe elbows.

Science Building: Pipe elbows

Brick Annex: Pipe elbows

White Academy Building: Boiler Room: Boiler covering, pipe covering, pipe elbows.

All the above materials were noted in good condition and low priority for removal.

Anderson Hall Basement: Pipe covering at ceiling level. Boiler room is off limits to students.

All other materials were noted in good condition and low priority for removal.

Vinyl floor tile in all buildings not tested but suspect. The Academy is complying with all Federal and State regulations concerning Asbestos safety.

Notification of Management Plan Availability

The Asbestos Hazard Emergency Response Act (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. These Management Plans are available and accessible to the public at the Assistant Head of School's office.

SUPPORT SERVICES

Advising and Guidance Services

The purpose of the Advisory and Guidance 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, and 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 Guidance Office is open for support throughout the day. Thetford Academy has three school counselors in its Guidance Department. Each counselor works with two grade-level teams. Each counselor also works individually with students and families, with assignments in alphabetical groups by students' last names. 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 be 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 Guidance Office and can be very helpful in making realistic plans for the future. This testing can help answer such important questions as:

What are my interests and aptitudes?

What career areas make most sense given the kind of person I am?

What kind of further education do I need? Where should I go to get it?

How can I pay for it?

Remember, your advisor and the guidance staff are here to help. Consult your faculty advisor regularly and get to know the guidance staff.

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 11 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 Guidance Department and the Assistant Head of School.

Learning Center Program

The Learning Center is a structured study setting for students with established needs. Help is provided for homework assignments, remedial work, or directed study.

Library

The library is open to students and the staff for research, study, or reading throughout the school day from 7:15 a.m. to 4:00 p.m. Monday-Thursday and 7:30 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 AUP rules and regulations apply at all times.)

Library Rules and Responsibilities

1. Maintain a scholarly atmosphere. The library is not a place to socialize.
2. Handle all materials and equipment carefully.
3. Check out all library materials before you take them from the library.
4. You may check out all items for a period of 2 weeks, and you can renew them as needed.
5. Return all materials as promptly as possible.
6. You are liable for the replacement cost of materials lost or damaged.
7. If you are coming from a class, you must have a teacher pass in order to use the library facilities.
8. 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.
9. No food or drink, other than water, is permitted in the library.

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

Computer Lab

General Information

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 Acceptable 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.

Acceptable 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, you must complete an Acceptable Use Policy (AUP) for Information Technology each year. If you do not comply with the terms of the contract for acceptable use, as determined by the System Administrator, you may have your use of this technology withdrawn or curtailed. The AUP is available from the System Administrator, from the librarians, or from the Main Office. **AUP forms must be signed and returned within two weeks of school opening.**

NOTE: 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

1. Study Center is scheduled and carries with it all responsibilities of a regular class. Normally, it will be assigned to all students during their unscheduled time except those with junior-senior privileges.
2. The Study Center is provided as a quiet place to work. You must have adequate material to study before entering the room; you will not be sent back to lockers for materials.
3. If you wish to work in the shop, library, FCS, 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 pages 18 and 19.)

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 unexcused 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 Assistant Head of School is granted. Items sold in the school store and concessions run by school sponsored groups have been approved by the administration.

Radios and Personal Electronic Devices

The use of all electronic devices will be limited as follows:

1. No use of a cell phone, iPhone, Blackberry or text messaging will be allowed in any building at any time.
2. 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.
 - a. First offense: phone will be confiscated and student may pick up phone, in the office, at end of the day.
 - b. Second offense: phone will be confiscated and parents will be required to pick up phone at the end of the school day.
 - c. Third offense: phone will be confiscated and parents will be required to pick up phone at the end of the school day and a detention will be assigned.

3. Faculty members may use CD players or radios in their classrooms when they feel it is appropriate and will not disturb activities in other classrooms.
4. You may play musical instruments (electric or acoustic) at appropriate times and places, in ways that cause no distraction to others.
5. All laptop computers must be registered with the IT department before they may be used on campus.

NOTE: The school holds no liability for lost or stolen 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, 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.

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. Smoking is severely hazardous to your health and is highly addictive. Second-hand smoke has been identified as equally hazardous to those who choose not to smoke. The intent of the Academy's regulations is to uphold the law, as well as respect the rights and protects the health of non-smokers. Our no-smoking policy applies to everyone present on school grounds at any time. This policy also applies to all students participating in school-related activities that occur off-campus.

If evidence presented to the Assistant Head of School strongly suggests that you are involved with smoking, appropriate consequences will be employed. This will include notification of your parents/guardians in all cases, and notification of police in accordance with state law (for minors under age 18). You should be aware that being charged with a smoking offense is not limited to being found with a cigarette in hand.

Consequences at school 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

Physical possession of tobacco products will result in:

1. First Offense - Warning
2. Second Offense - Detention
3. Third Offense - Begin sequence of consequences for smoking (as above).

In all cases all 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 policy

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, 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 commit 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 Assistant Head of School 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 full Policies on Harassment of Students and Harassment of Employees are available in the Main Office and are on file with the Assistant Head of School, who will provide copies to any member of the school community on request.

Bullying

The Board of Trustees has adopted a policy based on the "Model Bullying Prevention Plan" offered by the Vermont Department of Education (June 2003). Below is the introduction and definition provided in that plan.

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, or at school-sponsored activity
2. Is intended to ridicule, humiliate, or intimidate the student
3. Is repeated over time

The remainder of the Model Plan is available upon request in the office.

Hazing

It is the policy of Thetford Academy that the Academy provide 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 Assistant Head of School 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 full hazing policy is available in the Main Office and is on file with the Assistant Head of School.

Documenting Sources

Why should you document your sources of information?

1. You need to give credit to the work of others, because using writers' ideas without giving them credit is theft of intellectual property. It is called "plagiarism," and it is a very serious mistake. Plagiarism is the act of using someone's unique ideas, information or words without giving credit to your source.

Students at Thetford Academy are reminded that plagiarism is never acceptable anywhere. Submit your own work. For consequences see page 27 in this handbook.

2. 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.
3. 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.

How do you document your sources so that you will not be guilty of plagiarism?

You need to use a footnote, an endnote, or an in-text citation for each bit of information or quoted material that you use. You also need to use a works-cited page. Your teacher will give you specific information for each project. A good website to consult for MLA formats is www.calvin.edu/library/knightcite.

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. Thetford Academy uses the guidelines of the Modern Language Association (MLA). 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 anywhere, and you will be subject to serious consequences at Thetford Academy.

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 Academic Warning, see page 33 in this handbook.

Drug and Alcohol Abuse Policy

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:

1. Educating students about alcohol and other drugs through age-appropriate programs
2. Responding in a supportive manner to those whose use of alcohol and/or other drugs interferes with school performance
3. 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
4. Supporting students recovering from dependency/abuse of alcohol and other drugs
5. 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
6. Training all personnel in school guidelines related to alcohol and other drugs

Guidelines, Procedures, Support & Referral Systems Definitions

This policy refers to alcohol, non-prescribed restricted drugs, and illegal drugs.

Support and Referral System

1. Student Support Team (SST)

The Student Support Team responds to referrals from administration, staff, and parents/guardians and from students. All violations of the school's policy on alcohol and other drugs will be referred to the SST. All referrals are confidential.

a) Membership

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

b) The role of the SST is to:

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

c) Procedures for the SST

- 1) The SST keeps written records of all referrals. These records are privileged and confidential and are not included with permanent school records.
- 2) The team reviews the circumstance of the referral/violation and determines whether a meeting with the student is appropriate and whom should be involved.
- 3) The team may recommend that a student meet with a school counselor for education and referral for evaluation.
- 4) 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.
- 5) 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.

2. Suspected Use

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

3. 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.

4. 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.

5. 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 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:

1. Violations

A student is considered in violation of the school's policy on alcohol and other drugs if he or she is:

- a) In possession of alcohol/other drugs/chemicals or what is represented by or to the student as alcohol/other drugs/chemicals
- b) In possession of paraphernalia reasonably associated with illegal drug use
- c) Distributing or selling alcohol/other drugs/chemicals or what is represented by or to the students as alcohol/other drugs/chemicals
- d) Under the influence of alcohol/other drugs/chemicals
- e) In the act of using alcohol/other drugs/chemicals or what is represented by or to the student as alcohol/other drugs/chemicals
- f) 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

2) Consequences for Violations

- a) 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
- b) 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)
- c) 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
- d) Items that can reasonably be associated with illegal drug use, but which show no evidence of having been used, will be confiscated. The student in possession of these items will be referred to the Student Support Team. Parent/Guardian will be notified.
- e) 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.

1. 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.

- a) Remain with the student.
- b) Send for the school nurse.
- c) Notify the administrator.
- d) Call 911 for emergency medical assistance if the nurse is not available.
- e) If indicated, release the student to the custody of appropriate medical personnel.
- f) Administrator/designee contacts parents/guardians and implements procedures detailed in Section C (Violations and Consequences).

2. Non-Emergency

a) When there is clear evidence of a violation:

- 1) The Administrator/designee contacts the police.
- 2) The Administrator/designee contacts the parent/guardian.
- 3) If police do not take the student into custody, the Administrator/designee requests parent/guardian to remove the student from school grounds.
- 4) If the parent/guardians is not available, the Administrator/designee may request that the police take custody of the student.
- 5) Administrator/designee implements procedures detailed in Section C (Violations and Consequences).

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

- 1) The Administrator/designee investigates the situation.
- 2) The Administrator/designee may request an evaluation of the student by the school nurse or other medical personnel.
- 3) 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.

Security Camera System

The Thetford Academy campus is considered closed after scheduled events have ended for the evening. To help prevent acts of burglary and vandalism, a security camera system monitors activities on campus during these restricted hours.

DISCIPLINARY PROCEDURES

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. Learning to be cooperative, responsible, considerate, and understanding is a major achievement in becoming a mature person. 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
- Stealing
- Buying and selling for private enterprise
- Throwing snowballs
- Improper dress
- 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 Assistant Head (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 Assistant Head). 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 will automatically result in **two (2)** 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 Assistant Head of School.

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 Probation. Your parent/guardian will be notified immediately. 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.

Suspension terms may be up to ten (10) school days depending on the seriousness of the problem and will be of two types. 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 include not being allowed on campus any time during the day(s) or evening(s) of the suspension.

The purpose of suspension is to dramatize 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 excused and will count toward the attendance policy.

Grounds for Suspension:

- Flagrant disrespect for authority
- Continued violation of school rules
- Habitual use of profanity or obscene language
- Fighting
- Use, possession, sale, or distribution of alcoholic beverages or any prescribed or non-prescribed medication illegal narcotic or chemical drug
- Defacing, damaging, or stealing of property
- Behavior not conducive to the welfare, safety, or morals of others
- Leaving school grounds without permission
- Truancy
- Causing False fire alarms
- Illegal private enterprise
- Harassment
- Smoking
- Bullying

Disciplinary Ladder

The Assistant Head of School 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 Probation
3. Disciplinary Warning
4. Consideration for Dismissal

Movement on Disciplinary Ladder

Movement and each of the steps on the Disciplinary Ladder is explained below:

1. Three detentions for behavior reasons in one quarter = one step
2. One day of suspension twice = one step
3. Up to three days of suspension = one step
4. More than three days of suspension = two steps

No Status

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

Disciplinary Warning

Disciplinary Warning is designed to help students realize that if their behavior does not improve, a Discipline Committee will discuss their behavior. 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 or persist in violation of other rules may be placed on Disciplinary Probation. If you are a repeat offender and are on Disciplinary Warning, you will be moved up the ladder to 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 parents/guardians upon parents/guardians' or school request.

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 experience, the Assistant Head may reduce your status one step (Probation to Warning, Warning to No Status).

Consideration for Dismissal

If you continue to violate school rules or commit a serious offense after being placed on Disciplinary Probation, 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 Assistant Head of School:

1. Continue at school on Disciplinary Probation. Standards may be set that you must follow in order to return.
2. Be suspended for up to ten (10) school days, and return on Disciplinary Probation, or

3. Be dismissed from the Academy.

If a decision is reached to consider dismissal, a letter will be mailed to the last known address of your parents/guardians by Certified Mail. You or your parents/guardians may request an appeal hearing by contacting the Assistant 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 Assistant Head will contact the Chair 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.

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

ORGANIZATIONS AND ACTIVITIES

Introduction

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 below 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 Assistant Head of School, or coaches and advisors of the activities.

Activities

Athletics

School-sponsored Interscholastic Teams:

Fall:	Cross Country, Soccer
Winter:	Basketball, Alpine Skiing, Indoor track
Spring:	Baseball, Softball, Lacrosse, 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 Student 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.

Clubs and Workshops

- Amnesty International
- Book Clubs
- Environmental Club
- Game Club (Chess, Go)
- Gay-Straight Alliance
- International Travel Groups (associated with school trips abroad)
- Student Council (by election)
- Student Representatives to Trustee Committees (by application and appointment)
- Photography
- Dance Club
- Science Cafe

Organizations

1) Classes

- a) 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.
- b) 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.
- c) 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.

2) Student Council

- a) Purpose: The Student Council exists for two main purposes: to represent the student body in matters concerning the school and to provide leadership training for the elected members. The Student Council:
 - 1) Raises money and distributes it through money requests
 - 2) Holds class elections
 - 3) Chooses and conducts an all-school project each year

- b) 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

This procedure describes how to petition the Academy for the addition of any kind of class, student activity, or co-curricular program. Students interested in proposing additions to Thetford Academy's programs should follow these procedures:

1. Draft a clear written proposal describing the program, its purpose, and reasons why such an addition would be beneficial to the school. It is suggested that individuals seek help with formatting their presentation from appropriate faculty or staff members. An accompanying petition from students, identifying the initial levels of support for the proposed program, may be helpful.
2. The final draft should then be submitted to the Assistant Head of School, by making an appointment to meet with the Assistant Head of School for discussion about the proposal. Students can expect to leave this meeting with a time-line for a follow-up meeting and an initial response. (See #4 below.)
3. The Assistant Head of School will forward the proposal to the Administrative Team for further discussion. The proposal would then be forwarded to the appropriate department for consideration, as determined by the Administrative Team.
4. A follow-up meeting (as noted above) with the representatives of the proposal and the Assistant Head of School, or the Administrative Team, will address the status of their request. This meeting should identify the plan to move the proposal forward or acknowledge that the request is denied. An explanation for denial will be provided.

Student Activity Funds

1) Accounting System

As a service to all classes and organizations, the office maintains a school operated "bank." These accounts are audited yearly. It is important that every club and activity select a treasurer who is responsible for communicating with the business office.

2) Additional Responsibilities of Treasurers

- a) To see that all monies are deposited with the business office
- b) To make the faculty advisor aware of bills so that payment can be authorized
- c) To receive approval from the Assistant Head of School or Business Manager before withdrawing money from the group's regular account
- d) To check their class balances regularly
- e) To follow the appropriate procedures for making purchases (See below.)

3) Purchases

All purchases for class and club activities must be approved by vote of the members of the organization involved. A written request for money must be signed by an advisor and presented to the Business Manager before bills will be paid.

Student Activity Posters

Public announcement materials must be pre-approved by the Assistant Head or Head of School. Distribution, placement, and subsequent removal will be the responsibility of the sponsoring group.

Fund Raising Guide

No solicitation or fundraising may be done on school property without permission from the Assistant Head of School or the Business Manager. 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 have the approval of the Development Office.

