



Thetford
ACADEMY

Student and Family Handbook

2018-2019

Table of Contents

THETFORD ACADEMY CONTACT INFORMATION7

FUNDAMENTAL PRINCIPLES OF THE SCHOOL COMMUNITY.....9

THETFORD ACADEMY LEARNING PRINCIPLES.....9

ACADEMIC PROGRAM INFORMATION9

 Full-Time Student9

 Grade Placement Requirements9

 Diploma Requirements.....10

 Diploma Requirement Waiver10

 Commencement Ceremonies Requirements.....10

ACADEMIC REPORTS 11

 Grade reports.....11

 Progress Reports11

 Grade Point Average (GPA) Calculation11

 Examinations12

 Academic Probation12

 Course Changes.....13

 Honor Roll.....13

 Honors Celebration13

GENERAL SCHOOL INFORMATION 13

ATTENDANCE..... 14

 Academic impact:.....14

 Truancy.....14

 Prior Notification of Planned Absences15

 Procedure for Documenting Absences15

 Attendance at Technical Center Programs.....15

 College Visits/Field Study/Athletic Activities15

 Withdrawal for Attendance Reasons.....15

TARDINESS 16

 Excused.....16

 Unexcused16

Tardiness to Class.....	16
LEAVING CAMPUS.....	16
Procedure for Leaving Campus.....	16
Breaks and Lunch Periods	16
OPEN CAMPUS PROCEDURES.....	17
Open Campus Privileges	17
Open Campus Eligibility Requirements.....	17
Open Campus Rules.....	17
Consequences for Infractions.....	17
TRANSPORTATION AND PARKING	18
School Buses	18
Student Activity Bus	18
Student Automobile Responsibilities	18
Student Parking.....	19
Alternate Transportation.....	19
INCLEMENT WEATHER	19
School Cancellation or Delay: "Snow Days"	19
SCHOOL SPONSORED ACTIVITIES.....	20
Field Trips	20
Special School Days	20
Senior Day	20
Dances	20
VISITORS TO SCHOOL	21
TEXTBOOKS, LOCKERS, STUDENT DEBTS	22
Textbooks and Supplies.....	22
Lockers	22
Student Debts	22
TECHNOLOGY	22
Computer Lab	22
Use of Personal Communication Devices.....	22
Responsible Use Policy for Information Technology.....	23
MEDICATION IN SCHOOL.....	23
Prescription Medication	23

Non-Prescription Medication.....	24
SUPPORT SERVICES.....	24
Advising and Counseling Services.....	24
Health Office.....	24
Learning Center Program.....	24
Study Center.....	25
Library.....	25
SUPPORT AND REFERRAL SYSTEM.....	25
Student Support Team.....	25
Student Support Team Membership.....	26
DRESS CODE.....	26
Dress Code Violations.....	27
BEHAVIOR EXPECTATIONS.....	27
Eighteenth Birthday.....	27
Use of Class Time.....	27
Private Enterprise.....	27
Playing Music.....	27
Public Display of Affection.....	27
Dangerous or Inappropriate Items.....	27
Property Damage/Vandalism.....	28
Fighting.....	28
Sexual Activity.....	28
HARASSMENT, HAZING, AND BULLYING.....	28
I. Statement of Policy.....	28
II. Implementation.....	29
III. Constitutionally Protected Speech.....	29
IV. Definitions.....	30
APPENDIX A.....	33
I. Reporting Complaints of Hazing, Harassment and/or Bullying.....	33
II. Responding to Notice of Possible Policy Violation(s).....	34
III. Investigating Hazing, Harassment and/or Bullying Complaints.....	35
IV. Responding to Substantiated Claims.....	37
V. Post Investigative Reviews.....	38

VI. Confidentiality and Record Keeping	40
VII. Reporting to Other Agencies.....	41
VIII. Disseminating Information, Training, and Data Reporting.....	42
ACADEMIC INTEGRITY.....	43
Plagiarism and Cheating - Honor Code	43
TOBACCO	43
Use of Tobacco Products.....	43
Tobacco Prevention and Education	44
DRUGS AND ALCOHOL	44
Use of Drugs and Alcohol.....	44
Suspected Use.....	44
Self-Referral.....	45
Students in Recovery.....	45
Cooperative Agreement with Treatment Providers/Agencies	45
Violations and Consequences for Drugs and Alcohol.....	45
Procedures for Handling an Emergency Drug and/or Alcohol Situation	46
DISCIPLINARY PROCEDURES.....	47
Detention.....	47
Social Probation	48
Suspension.....	48
Disciplinary Ladder	49
ORGANIZATIONS AND ACTIVITIES	50
Athletics	50
Student Leadership	50
New Club or Program Proposal	50
Student Activity Funds.....	51
Student Activity Posters	51
Fundraising	51
EDUCATIONAL RECORDS	51
Parent/Guardian and Student Rights	51
MAINTENANCE OFFICE MANAGEMENT PLAN	52
NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES (NEASC) ACCREDITATION	52

The Student Handbook is designed to outline the information needed to be successful at Thetford Academy. We encourage you to read this handbook and become familiar with it and encourage any questions or concerns you have in regard to the following information.

The information contained in this Student Handbook is subject to change. The latest version may be found on-line on Thetford Academy's website: www.ThetfordAcademy.org

THETFORD ACADEMY CONTACT INFORMATION

Main Office	Hours: 7:15 a.m. - 4 p.m.	(802) 785-4805
Office Administrator	Gloria Thurston Konicki	
Office Administrative Assistant	Jane Prescott	785-4805, x201
		785-4805, x219
Head of School	William Bugg	785-4805, x211
Dean of Academics	Marc Chabot	785-4805, x232
Dean of Students	Siobhan Lopez	785-4805, x218
Director of Counseling Services	Mark Pichette	785-4805, x225
School Counselor	Rebecca Walter-Proulx	785-4805, x228
Coordinator of Counseling Services	Mary Daum	785-4805, x202
Director of Special Education	Deb Sanders-Dame	785-4805, x214
Coordinator of Special Education	Sara Freeman	785-4805, x224
Director of Athletics	Blendon Salls	785-4805, x266
Director of International Students	Diana Garcia-Lavigne	785-4805, x267
School Nurse	Susan Farrell	785-4805, x226
Librarian	Kate Owen	785-4805, x230
Director of Finance	Linda Lanteigne Magoon	785-4805, x215
Bookkeeper	Cheryl Twerdowsky	785-4805, x227
Technology System Administrator	Glen Page	785-4805, x231
Help Desk Technician	Marisa Cotilletta	785-4805, x217
Director of Buildings and Grounds	John Brown	785-4805, x221
Director of Admissions	Wendy Cole	785-2600

Director of Development
and Communications

Patty McIlvaine

785-4805 x
234

Thetford Academy • 304 Academy Road • PO Box 190 • Thetford, VT 05074

www.ThetfordAcademy.org

FUNDAMENTAL PRINCIPLES OF THE SCHOOL COMMUNITY

Excellence:

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

Commitment:

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

Cooperation:

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

Caring:

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

Diversity:

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

THETFORD ACADEMY LEARNING PRINCIPLES

We believe that learning should be...

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

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

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

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

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

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

ACADEMIC PROGRAM INFORMATION

Full-Time Student

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

Grade Placement Requirements

The Director of Counseling in consultation with the Dean of Academics and/or the Head of School will determine grade placement.

Diploma Requirements

Students must earn a minimum of 26 credits for graduation. Course credits must be distributed as follows:

- ✓ **English:** Four credits: English 9 and English 10 plus at least one English elective credit each year in grades 11 and 12
- ✓ **Mathematics:** Three credits and proficiency test to meet Mathematics Competency Standard, or NECAP/Smarter Balanced proficiency
- ✓ **Social Studies:** Three credits: The Making of Western Civilization, U.S. History to 1900, and World History 1900 through Today
- ✓ **Science:** Three credits: Conceptual Physical Science, Biology, and one additional Science elective
- ✓ **Physical Education and Health:** Two credits: PE 9 (1/2 credit), Health 9 (1/2 credit), and one additional PE credit (up to 1/2 PE credit may be earned by playing on high school sports teams)
- ✓ **Arts:** One credit, in any of the following: Art, Chorus, Band, Instrumental Music, Drama, Design Technology, or Musical Theater Production

Students earn the right to a Thetford Academy diploma based on their academic performance. A diploma is awarded upon successful completion of all credits and the Math Competency Test.

Diploma Requirement Waiver

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

Commencement Ceremonies Requirements

Participation in Commencement ceremonies requires that a student be in good standing. Good standing reflects responsible participation in the school community. This includes acting in accordance with rules and expectations, as well as meeting all 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.

You are in good standing if you:

- Are enrolled as a full-time student.
- Have completed all diploma requirements.
- Are not on Disciplinary Probation status. If you are on Disciplinary Probation but have met all academic requirements, you may receive a diploma, but you may not participate

in Commencement activities.

- Have no outstanding debts, materials, uniforms, etc. These obligations must be cleared by the conclusion of the final rehearsal for graduation.
- Have not violated attendance requirements at Baccalaureate and graduation rehearsals. Violations will result in disciplinary actions. Failure to fulfill assigned consequences will result in loss of your ability to participate in the ceremonies.
- Have behaved appropriately during the period from Baccalaureate rehearsal through graduation exercises.

If you are not in good standing and are barred from Commencement activities you may appeal through a petition to the Dean of Students, who will bring the appeal to the full faculty for a decision by no later than the final faculty meeting preceding graduation.

ACADEMIC REPORTS

Grade reports

Report Cards are issued for each nine-week quarter of the school year. The report card indicates the teacher's assessment of the student's academic performance and responsibility for his or her learning. Grades are presented in the traditional manner: A, B, C, D, and F. Should a student receive an incomplete on a grade report he or she has a maximum of two (2) weeks to establish a plan with the teacher and work towards completion. **Athletes are not eligible to practice or compete while they have an Incomplete, unless modifications have been made through the teacher or Department of Special Education.**

Progress Reports

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

Grade Point Average (GPA) Calculation

Grade point average is reported each quarter.

- To calculate total GPA for a quarter:
- Find the numeric grade equivalent for the grade received in a course (see chart below).
- Find the course credit weight for that course (see below).
- Multiply the numeric grade equivalent by the course credit weight to get the quarter GPA for that course.
- Repeat for all courses taken that quarter.
- Add the GPA of all courses taken that quarter to get the total grade points.
- Add the course credit weights for all courses taken that quarter to get the total course credit weight.
- Divide the total grade points (5. above) by the total course credit weight (6. above) to get the GPA for the quarter.

Course Grade = Numeric Grade Equivalent

A+ = 4.0

A = 4.0

A- = 3.67

B+ = 3.33

B = 3.0

B- = 2.67

C+ = 2.33

C = 2.0

C- = 1.67

D+ = 1.33

D = 1.0

D- = .67

1 credit / year-long / multiply by .25

1 credit / semester-long / multiply by .50

½ credit / semester-long / multiply by .25

½ credit / quarter-long / multiply by .50

¼ credit / quarter-long / multiply by .25

Examinations

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

You should 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 Dean of Academics. 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 on the day the exam is administered. Teachers may provide make-up exams at their own discretion. It is the student's responsibility to contact a teacher to schedule a make-up exam time.

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

All electronic devices need to remain off and out of sight during exams. If you leave the testing area during an exam you may not take your electronic device with you.

Academic Probation

- If you are failing or have an incomplete in one or more courses at report card time (not progress report time), you will be placed on Academic Probation.
- When you are placed on Academic Probation, you will be restricted to study center during assigned study periods. Teachers may issue a pass to you after consultation with the Dean of Academics. If you believe that you have been unfairly placed on Academic Probation or denied participation in a class activity, you may appeal the decision within five (5) school days by a petition to the Dean of Academics.
- If you have made substantial improvement in grades at progress report time, you may

petition the Dean of Academics to be taken off Academic Probation. In addition to your written petition, the Dean of Academics will need a note from the teacher whose course you were failing at the quarter. The Dean of Academics will be responsible for deciding the matter.

- If you have failed a course in the last quarter of the year, you will be placed on Academic Probation in the first quarter of the next year.
- Athletic eligibility will be reviewed by the Athletic Director and Dean of Academics.

Course Changes

Course changes must be made prior to the end of the fifth (5th) 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 withdrawn 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 do factor into your quarterly GPA. All withdrawn grades, passing or failing, will be noted on your transcript.

Honor Roll

You must be enrolled as a full-time student to qualify for the Honor Roll. Honors will be determined by quarter grades. Academic honors will be recognized for all students at the end of each marking period. Honor Roll students may receive no grades below B-.

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

Honors: 3.2 – 3.59 G.P.A.

Honors Celebration

Each year the Academy recognizes outstanding academic achievement at the annual Honors Celebration. You will be invited to this special event if you have achieved High Honors at least once in the preceding four quarters, including the fourth quarter of the preceding year, and achieve Honors in all remaining quarters. If you are a first-year student, attendance at the Honors Celebration will be based on your grades in the first three quarters of the year.

GENERAL SCHOOL INFORMATION

Beginning and End of School Day

The school is open at 7:30 a.m. Students should not arrive before that time. Teacher supervision begins at 8:00 a.m. A warning bell rings at 8:05 a.m. and signals you to report to your first class. You are due in class by 8:10 a.m. before the final bell. The last period ends at 2:55 p.m. and buses depart 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. Supervision of students ends at 3:00 p.m. Students are allowed to stay after school to wait for practices, use the library, or for other reasons—but parents should know that supervision is minimal during that time. The Academy campus is closed after scheduled events have ended for the evening.

ATTENDANCE

Our attendance policy has two distinct components: academic impact and truancy. Thetford Academy is a learning community and all members are obliged to contribute to the best of their ability. In this spirit, students are expected to attend all scheduled class time and mandatory activities (advisory, assembly, Founders' Day, Mountain Day, etc.). If a student is under the age of 18, they are legally required to be in regular attendance at school, and it is the responsibility of parents to support students to get to school every day.

Academic impact:

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 yearlong course. After a student reaches **five (5)** absences in any quarter, the Academy will investigate the impact of the student's absences on the integrity of his or her learning experience.

After **five (5)** days of absence per quarter:

- A call may be made by the Dean of Students or her designee to notify parents/guardians of the current attendance status of the student. Note that students are responsible for keeping track of their individual attendance count.
- The student may lose open campus privileges
- When a student reaches **seven (7)** absences in a class for the quarter he or she may be in jeopardy of failing the course.

When a student is being considered for failure in the quarter based on absences, the Dean of Students may consult with the student's current teachers to determine his or her status in each class. The Dean may also request a letter to be written by the student explaining the frequent and numerous absences.

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

Truancy

A student who misses school without medical or other legitimate excuse is truant. Thetford Academy is legally bound to report students with excessive truancy to the Vermont Department for Children and Families. We want to support students and families to maintain good attendance records.

As unexcused absences accumulate, we will apply the Truancy Policy in levels:

Level 1—student has 5 or more absences in a school year that are not documented illness. We will contact parents by phone or mail and discuss referrals to support providers.

Level 2—Student has 10 or more days absent in a school year or parent refused to engage at Level 1. We will contact parent by phone and letter and will offer support services. A Coordinated Services Plan meeting may be called (includes DCF and local mental health agency). If parent refuses to engage, a report to DCF is made.

Level 3—Student has 15 or more days absent in a school year, or family has refused participation in previous levels of intervention. We will give written notice, offer support services, call a CSP meeting, notify sending school superintendent, and may refer the family to the State's Attorney. A report will be made to DCF.

Level 4—Student has more than 20 days absent in a school year, or family has been unwilling to engage in supportive services/meetings. We will notify DCF and sending school Superintendent of truancy status. DCF or school will write affidavit. States' Attorney will file CHINS petition with the family court.

Prior Notification of Planned Absences

We strongly discourage family trips that interfere with school attendance. Family trips will be counted towards absences and not excused. If an absence is necessary, the parent/guardian and student must submit a written request to the Dean of Students. The student is responsible for completion of all school assignments.

Procedure for Documenting Absences

When you are absent, your parents/guardians are expected to call school and report the absence that day. (Please note that messages may be left on the school's voice mail system at any time of day.) Parents can see attendance on Web2School to keep track of attendance record. **NOTE: If parents/guardians do not contact the office by 8:30 a.m., a call will be made to check the student's status.**

Attendance at Technical Center Programs

If you attend programs at one of the area Career and Technical Centers, you will sign in and out at the main office before leaving and upon returning from the center. On half days, you will be required to check in with the main office before being dismissed. You only need to remain on campus for your scheduled time.

You may not drive your own vehicle to the center without prior permission from the administration. Failure to comply will result in one day of in-school suspension for each offense. A third offense will result in dismissal from the technical program. On days when Thetford Academy is open, but your Technical Center is closed, you are expected to attend Thetford Academy. When the Technical Center is open and Thetford Academy is closed, you may attend your program (and your Technical Center may require you to be present), but Thetford Academy will not provide transportation.

College Visits/Field Study/Athletic Activities

Students are allowed three (3) approved absences per year for college visits/field study. These must be pre-approved to be counted as school-approved. These documented school-approved absences **DO NOT** count towards the attendance policy. Student-athletes may participate in co-curricular activities on days such school-approved absences occur.

Withdrawal for Attendance Reasons

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

TARDINESS

Excused

If you are late for school, which begins with A-Block at 8:10 a.m., you must sign in at the office. Parents/guardians are expected to send a note or call the school explaining the tardiness, **prior** to the student arriving at school. A total of **five** (5) excused tardies will be allowed per quarter. On the sixth (6th) violation a detention will be assigned. A subsequent tardy will result in a detention for the student. In school suspension or additional detentions **may** result for any additional times tardy thereafter.

Unexcused

Unexcused tardiness to school or advisory/assembly period will result in a detention being assigned on each violation. **Five** (5) unexcused times tardy per quarter will be tolerated prior to an in school suspension being assigned on the sixth (6th) violation. An unexcused subsequent tardy will result in additional penalties.

Tardiness to Class

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

LEAVING CAMPUS

Procedure for Leaving Campus

- You are not permitted to leave school any time after 8:10 a.m. until 2:55 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 of in-school suspension. A third offense in a school calendar year will result in a three-day suspension. Your leaving campus in a vehicle will be subject to the appropriate steps in the Vehicle Use Expectations.
- Exceptions are made for students with off-campus privileges (see below).
- Upon return to school, students must sign in at the office.

Breaks and Lunch Periods

- You are **not** allowed to go off campus during study center, break, or lunch times unless you have earned and have permission for open campus privileges.
- Lunch and break food is to be eaten in designated campus spaces.
- You are not allowed to be in the parking lot during school hours without prior permission

OPEN CAMPUS PROCEDURES

Open Campus Privileges

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. The open campus privilege is a valuable form of preparation for that future.

Open Campus Eligibility Requirements

- To qualify and retain the Open Campus privilege a student:
 - Must be a junior in the second quarter or senior at Thetford Academy.
 - Must have achieved a 3.0 Grade Point Average and no failing grades in the quarter preceding eligibility.
 - Must not be on Disciplinary Warning or Probation.
 - Must not be on Social Probation.
 - Must have turned into the office, at the beginning of **each semester**, the appropriate permission slip with parent/guardian signature.

Open Campus Rules

- When students who have qualified for Open Campus have unscheduled periods:
- They may leave campus after signing out in the office and must sign in upon their return.
- The Open Campus sign-out is to be used **only for unscheduled time**. Advisory is considered scheduled time. For other excused absences, e.g. medical appointments, students will sign out with the office secretary.
- If a teacher gives permission for a student 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 without permission of the librarian.
- Students are not allowed to drive a vehicle for which they are not insured.
- Students may not transport other students who do not have open campus privileges. When in doubt, it is the student's responsibility to check the list of those with privileges.
- Students must sign in and out personally. Students who sign others' names--or permit others to sign for them--will be in violation of these expectations.
- Students may spend their free time on campus:
 - In the library using library resources with librarian permission.
 - Outside on the campus - playing fields, senior hill, picnic table area, (quietly, out of view from classroom distraction-using good judgment).
 - In the study center obeying study center rules.
 - In the Annex Student Lounge.
 - In the Alumni Room and Project Room (if available).
- Students who wish to walk on the trail or use any other area not specified must sign out in the office.
- Under no circumstances will students who have Open Campus privileges disturb the normal operation of class instruction at the Academy.
- While off campus, students are expected to act responsibly.
- Students may not miss or be late to any class as a result of using their privileges.

Consequences for Infractions

If the Administration sees evidence of any Open Campus infraction, the student's privilege will

be revoked immediately. Students have the opportunity to appeal to the Dean of Students. Review and referral will occur within one week of the incident.

- If a student does not sign in and out, he or she will lose Open Campus privilege for the next twenty (20) school days.
- If a student misses class or is late while using Open Campus Privileges, he or she will forfeit it for twenty (20) school days.
- If a student has seven (7) or more absences he or she will lose Open Campus Privileges for the remainder of the quarter.
- If a student is found not to be acting in accordance with school rules, or behaving in an irresponsible manner while using Open Campus privileges, he or she will lose privileges for the rest of the year.

TRANSPORTATION AND PARKING

School Buses

- School rules for behavior apply on buses. Passengers will get on and off buses in an orderly manner. Horseplay and inappropriate actions will result in disciplinary action. If you are riding a school bus equipped with seat belts, you are expected to wear a seat belt.
- If you are attending a Technical Center, you **must** ride the bus Thetford Academy provides unless you have permission to use private transportation from your parents/guardians, your technical center, and Thetford Academy. Failure to do so will result in suspension and may lead to withdrawal from the technical program.
- Failure to follow bus rules will result in the following disciplinary steps:
 1. **First offense** - Warning.
 2. **Second offense** - Five (5) day suspension from riding all buses.
 3. **Third offense** - Suspension from riding all buses for the remainder of the school year.

Student Activity Bus

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

- If you leave on a Student Activity Bus, you must return on that bus. An exception will be made only upon the written request of your parent/guardian and with the prior approval of the supervising chaperone.
- The bus will leave from school and return there, but you may be picked up or dropped off near your home.
- Guests and students other than participants will **not** be allowed to ride the bus without the approval of the Dean of Students or teacher in charge. Non-participants wishing to ride an Activity Bus must register in the office.

Student Automobile Responsibilities

- It is a privilege to bring a vehicle to school. Violations can and will result in a loss of that privilege.
- All vehicles must be properly inspected and registered by the State and must be registered in the office. All drivers must follow all laws as published by the State of Vermont. You will be given a parking sticker, which you must display on your car.
- The speed limit on campus is **15 mph**. Drive responsibly at all times. Disruptive use such as squealing tires, loud mufflers, blaring radios, burn outs, swerving, horseplay with vehicle, or the like will not be tolerated and will result in an immediate five (5) day suspension of driving privileges for the first offense and suspension for the rest of the

year for a second offense.

- Once your vehicle arrives on campus, it must remain parked in the designated student parking area until after school, unless the office grants special permission.
- Do not sit in or “hang out” by your car while it is parked in the school parking lot. Radios in vehicles are not to be used during the school day.
- Infractions will result in warning, five (5) day suspension of parking privileges, or loss of driving privileges for the remainder of the school year. Possession of illegal or prohibited substances or items in vehicles or on campus will be subject to additional disciplinary action.

Student Parking

Because Thetford Academy’s high school population exceeds the school’s capacity to provide parking for each student who has a driver’s license, the school prioritizes juniors and seniors for parking privileges and can only provide parking spaces for a limited number of sophomores. We ask juniors and seniors who wish to secure a parking space to contact the front office as soon as possible. If spaces remain after the first two weeks of school, we will make parking permits available to sophomores. To obtain a parking permit, sophomores must get a driver’s license and then meet with the Dean of Students. Eligible sophomores who live outside areas for which the Academy provides busing will receive preference.

In addition, a limited number of spaces will be reserved by the administration at the start of the school year for students transitioning to the Academy mid-year and students with extenuating circumstances, as approved by the Dean of Students.

Permits may be issued during the summer. Students must submit the registration form to the office, be prepared to show proof of license, and review the map of approved student parking spaces. All students will be required to park in the **student parking area** with the permit clearly displayed on the vehicle. No student vehicles may be parked in the circle or the north driveway. If a student may be driving multiple vehicles to school we suggest that he or she not adhere the sticker to the window, but rather place it on the dash of the vehicle being driven to school that day. All potential vehicles must be registered with the front office.

Alternate Transportation

- All-terrain vehicles, such as three or four wheelers, are not allowed on the campus, fields or wooded property of Thetford Academy.
- Motorcycles are subject to the same regulations as other student vehicles and must be registered in the office.
- Snowmobiles ridden to campus must be registered and licensed. They are to be parked on the west side of the Vaughan Gymnasium fire lane. Snowmobiles not to be used except for coming to and going from school and they are to be kept on snowmobile trails. At no time are snowmobiles are to be ridden on any playing fields or school trails. Snowmobiles must also be registered in the office.

INCLEMENT WEATHER

School Cancellation or Delay: "Snow Days"

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

- You will receive a phone message from the Head of School via the Blackboard

Connect message system.

- Barring a power outage, the Academy will send out an e-mail message as early as possible to families who have submitted email addresses. All local media will be advised of cancellations and delays.
- If Thetford Academy delays school opening because of weather conditions or an emergency, there will be a two-hour delay for buses and start time. The school day will begin at 9:30 a.m. (and still end at 2:55 p.m.).

SCHOOL SPONSORED ACTIVITIES

Field Trips

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

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

You will be expected to attend any approved "off-campus" learning experience that is held during the regular school day as an integral part of that educational program. You will be required to have permission, in advance, from your parents/guardians and **ALL** your teachers in order to participate. School rules apply on all trips. If you are going on an overnight trip, you will sign a contract indicating your understanding of this expectation. If you violate a school rule while on your trip, you are subject to all disciplinary procedures outlined in this handbook and may be sent home immediately. 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, Operation Day's Work, and Field Day in the spring.

The purpose of special school days 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.

Special school days are required days of school. These days are included in Thetford Academy's school calendar and attendance is mandatory.

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

Each dance is sponsored by a class (seniors, juniors, etc.) or student organization, which takes responsibility for planning and hosting the event. An admission fee helps defray costs and helps the sponsor earn funds for future activities.

Most dances are open to all Thetford Academy students in grades 7-12. Two dances are

reserved for younger students; the 7th and 8th grade dances are open only to grades 7-9. The March Semi-Formal is reserved for older students in grades 9-12 and their approved guests. The Senior Prom in May is for seniors and their guests.

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

Students may invite guests from other schools with prior approval:

- Student hosts must pre-register their guests by completing a form and submitting it to the Dean of Students.
- All guests must be in good standing at their schools as verified by a school administrator.

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 the first hour.

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

p.m. (no admission after 7:30). If a student who is expected to attend does not appear, a parent/guardian will be notified. If a student leaves the prom prior to 9 p.m. the parent/guardian will be notified. Students are expected to leave campus within **30 minutes** of the ending time of a dance. Students who remain longer will not be allowed to attend the next dance. There are several adult chaperones at every dance, including an administrator, teachers, and sometimes parent volunteers. Parents are always welcome to visit.

The school code of conduct will be enforced. Chaperones take particular care to enforce the rules prohibiting alcohol, tobacco, and other drugs on campus. Students may not leave the dance and re- enter. They may not bring beverage containers into the hall. (Beverages may 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. 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 appropriate consequences. Some dancing styles, such as "head banging, grinding," or public displays of affection such as making out or inappropriate touching are not allowed.

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 8:00 a.m. to 3:00 p.m. We expect students to be courteous toward our guests, who may need help finding the main office or other rooms. If you wish to bring a guest to school, you must ask permission in the office at least one day prior to the visit and inform the appropriate teachers. The Head of School or Dean of Students 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.

TEXTBOOKS, LOCKERS, STUDENT DEBTS

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.

Lockers

School lockers and locks are issued for your use during the school year, but remain the property of the school. ***The school reserves the right to inspect lockers at any time.*** In order to keep your school locker private and secure, please do not share your combination with anyone. Also, do not change your locker without prior permission from the office or attach a personal lock to a locker, or the lock will be cut off. It is your responsibility to keep your locker locked and the combination private. The school assumes no liability for items lost from your locker. Lockers are to be kept neat and in working order. Writing on them, damaging them, or defacing them is considered vandalism, and you will be held accountable. Please help to keep the school in good condition.

Student Debts

Student debts for missing or damaged books and materials must be paid promptly. Seniors who have not cleared outstanding debts, materials, uniforms, etc. by the end of the final rehearsal for graduation may not participate in Commencement ceremonies.

TECHNOLOGY

Computer Lab

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

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

Use of Personal Communication Devices

Thetford Academy recognizes that technology is constantly evolving and advancing and that technology tools exist to help support students, faculty, staff and administrators. The Academy encourages the responsible and appropriate use of Personal Communication Devices (smart phones, iPads, etc.) in our school setting.

- Personal Communication Device use will be allowed in non-instructional areas of campus. These areas include: the café before and after school and during lunch, hallways, and outside school buildings.
- Personal Communication Device use in instructional areas will be at the discretion of the teacher, administrator or staff supervising the area. These areas include classrooms, study center and the library.
- Personal Communication Device use will NOT be allowed during assemblies, advisory or on testing days.

- Unless otherwise instructed by the teacher, Personal Communication Devices must be set to “silent” mode and put in the pockets provided for cell phones during class time to avoid disruption.

Failure to follow the Personal Communication Device use guidelines will result in the following:

- First offense: The Personal Communication Device will be confiscated and a parent will be notified. The student may pick it up in the office at end of the school day.
- Second offense: The Personal Communication Device will be confiscated and parents will be required to pick it up in the office at the end of the school day.
- Third offense: The Personal Communication Device will be confiscated and parents will be required to pick it up at the end of the school day. A detention will be assigned.
- Fourth Offense: The Personal Communication Device will be confiscated and parents will be required to pick it up at the end of the school day. A one-day in-school suspension may be given.

NOTE: The school is not liable for lost, stolen or damaged Personal Communication Devices.

Responsible Use Policy for Information Technology

It is a privilege to have and to use the information technology resources at Thetford Academy. Student access to this technology is designed for educational purposes, and the school takes reasonable precautions to restrict access to inappropriate and controversial material. In order to exercise this privilege, students must complete a Responsible Use Policy (RUP) for Information Technology each year. If a student does not comply with the terms of the contract for responsible use, as determined by the System Administrator, he or she may have his or her use of this technology withdrawn or curtailed. The Responsible Use Policy is available from the System Administrator, from the librarians, or from the Main Office.

MEDICATION IN SCHOOL

Prescription Medication

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

Written orders from a physician detailing your name, the drug dosage, reason for giving, and time that the medication is to be given must be received by the School Nurse or an Administrator before the medication can be given. A renewal of a long-term medication order is required each school year.

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.

- If you have a chronic illness (e.g. asthma, seizure disorder, cystic fibrosis, diabetes, life threatening allergies, etc.) and are responsible for self-administering your medications, you will be allowed to continue the practice.
- Medication must be brought to school in the original pharmacy issued container.
- Medication is stored in a locked cabinet in the health office or in the main office.
- Unused medication shall be destroyed or returned to parent/guardian.

Non-Prescription Medication

Students are not permitted to carry non-prescription medications during the school day. Acetaminophen and Ibuprofen are available at school for you and may be given 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.

SUPPORT SERVICES

Advising and Counseling Services

Our advisory system supports our students' work on Personal Learning Plans (PLP) and provides peer support, communication, socialization, and well-being programs. Each student has a faculty advisor. The advisor meets with his or her advisee group Monday, Tuesday, Thursday and Friday.) (All-school assemblies are held on Wednesday.) Advisors get to know individual students well and support them in taking responsibility for their learning. Parents/guardians have an opportunity to meet with the advisor during Back to School Night in the fall and are encouraged to stay in contact by phone, in writing, or by e-mail.

In addition to the school's advisory system, the Counseling Office is open for support throughout the day. Thetford Academy has two school counselors in its Counseling Department. Each counselor works individually with students and families as well as in advisories and classrooms. This relationship is sustained throughout your enrollment at the Academy. Counselors help with personal or academic problems as well as college and career planning.

Informative pamphlets and books found in this office will help you in thinking about your future: whether it is four-year college, business or technical education, vocational school, apprenticeship training, the armed services or work after Thetford Academy. Tests of aptitude, achievement, and interest tests are organized through the Counseling Office and can be very helpful in making realistic plans.

Health Office

The Health Office is open Monday-Thursday and is run by a registered nurse. On Fridays, students should go to the main office with health concerns.

Thetford Academy recognizes that students may have both physical and emotional concerns that need to be addressed during the school day. The School Nurse is available to students for any concerns that arise. She works closely with the Student Support Team (SST), which includes the Counseling Department and the Dean of Students.

When the nurse is not available, students are referred to the school's main office. Please note that all students must see the school nurse before calling a parent to arrange to leave due to illness.

Learning Center Program

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

Study Center

Study Center is a scheduled class, provides a quiet place to work, and carries with it all the responsibilities of a regular class. Be prepared to study before entering the room. All phones must be secured in backpacks or out of sight. Other devices, such as iPads and laptops, must be used in clear view of the study center monitor and for schoolwork only.

If you wish to work in the library, shop, 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.

Library

The library is open to students, faculty, and staff for research, study, or reading throughout the school day. Please reference the Library calendar for updates regarding library availability. 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 Responsible Use Policy (RUP) rules and regulations apply at all times.

Library Rules and Responsibilities

- Maintain a scholarly atmosphere. The library is not a place to socialize (except during special events) and is intended to provide a quiet work space.
- Handle all materials and equipment carefully.
- Check out all library materials before you take them from the library.
- You may check out all items for a period of two (2) weeks, and you may renew them as needed.
- Return all materials as promptly as possible.
- You are liable for the replacement cost of materials lost or damaged.
- If you are coming from a class, you must have a teacher pass in order to use the library facilities.
- You will be allowed one half-block of time (41-43 minutes) in the library from the study center, unless specific research warrants more. Permission from the library personnel for extensions will be required.
- Tidy snacking (fruit, crackers, etc.) is permitted as long as students clean up after themselves. Liquids must be in a covered container.

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

SUPPORT AND REFERRAL SYSTEM

Student Support Team

The Student Support Team (SST) is the primary student advocacy group and student crisis response team for Thetford Academy. The team responds to student self-referrals and referrals from administration, faculty, staff, parents/guardians, and other students. Referrals may be made for academic, social, personal, health, and behavioral, disciplinary and other concerns. In addition, violations involving tobacco, alcohol and other drugs are referred to the Student Support Team. All referrals are confidential.

Student Support Team Membership

The Director of Counseling Services heads the Student Support Team, which also consists of the Dean of Students, the Director of Special Education Services, the School Nurse, and the School Counselor. Within the legal confines of confidentiality, the Student Support Team may include representation from administration, other professionals, and staff.

The role of the Student Support Team is to:

- Receive and review referrals from faculty, staff, parents/guardians, students, coaches and others in the school community.
- Determine the impact of the referred student's mental and physical health on his or her school performance or behavior.
- Determine whether there is sufficient cause to develop a plan of action or to continue to monitor a student situation.
- Assist with in-school interventions when indicated.
- Assist with referral to outside professionals or community agencies for further assessment, treatment or monitoring.
- Support students returning to school from any outside agencies or professional health facilities.

Procedures for the Student Support Team

- The Student Support Team keeps written records of referrals. These records are privileged and confidential and are not included with permanent school records.
- The team reviews the circumstance of the referral and determines whether a meeting with the student is appropriate and who should be involved.
- The team may recommend that a student meet with a school counselor, the school nurse, or other school personnel for assistance, education, and/or referral for evaluation.
- When there is clear evidence that a student is becoming a danger to self or others, someone from the team will contact the student's parent/guardian, and/or mental health systems as appropriate. Whenever possible, this is done in conjunction with the student.
- Working with parents/guardians as needed, the team may refer a student for further evaluation to outside professionals or community agencies.

DRESS CODE

Thetford Academy is an academic environment and views the Dress Code as an opportunity to educate students about the power of their personal appearance and appropriate dress. We expect students to make wise choices for our learning and working environment. Dressing appropriately is part of our expectation for a student at Thetford Academy.

The following manners of dress are NOT allowed during the school day:

- Garments that end more than half way up the leg from the top of the knee
- Garments that reveal any cleavage, torso, midriff or lower back
- Strapless garments
- Straps less than 1" wide
- Sheer, see-through clothing or visible undergarments
- Clothing or accessories that depict - through words or graphics - alcoholic beverages, drugs,
- tobacco products, profanity, offensive images or symbols, have sexual

- innuendo, or display offensive logos or text
- Bare feet

If you question the appropriateness of your attire, it probably isn't appropriate.

Dress Code Violations

- **First Violation:** The dress code will be reviewed with the student and the student will change into appropriate clothing before being allowed to return to class. (The Dean of Students may provide Clothing.) Time out of class will be unexcused.
- **Second Violation:** The student will receive a detention, the parent will be notified of the violation, and the student will change into appropriate clothing before being allowed to return to class. Time out of class will be unexcused.

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.

Use of Class Time

Class time is extremely important and necessary for you to gain full benefit from your courses. Idea sharing, 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 will result in after-school detention. Other disciplinary action will be taken when deemed necessary. If you violate the rights of your classmates by causing distracting disturbances in class, you will be held accountable. Your right to attend the class in question may be in jeopardy.

Private Enterprise

The purchase and sale of any item or commodity at school is prohibited, unless special permission from the Head of School is granted.

Playing Music

Faculty members may permit the use of smart phones, iPads, iPods, MP3 players, CD players or radios in their classrooms when they feel it is appropriate and will not disturb activities in other classrooms. You may play musical instruments (electric or acoustic) at appropriate times and places, provided it is not distracting to others.

NOTE: The school holds no liability for lost, stolen or damaged electronic devices (i.e. smart phones, iPads or iPods, computers, etc.).

Public Display of Affection

Students are expected to act in a respectful and appropriate manner. Demonstrations of physical affection are not appropriate in the public, learning environment of the school or during school-sponsored activities, as indicated by the reminder: "Not here, not now." 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), e-cigarettes, water guns, water balloons, snowballs, fireworks or other explosives, knives, firearms, toy replica guns, firearm or knives 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 parents/guardians.

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.

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.

Property Damage/Vandalism

Circumstances where school or personal property has been damaged, either accidentally or intentionally, will be investigated, and may result in disciplinary procedures. When appropriate, financial restitution will be required. Police may also be notified.

Fighting

Fighting on campus or at school-sponsored activities will not be tolerated. When a physical altercation occurs, all parties involved will be held accountable by our disciplinary procedures and appropriate action will be taken.

Sexual Activity

Sexual behavior is not appropriate on school grounds at any time. The school campus is a place all students have the right to feel safe and confident that the environment is appropriate for learning activities. This includes sexual harassment, innuendo, and unwanted as well as unwanted interactions of a sexual nature. Inappropriate conduct of this nature will be handled according to our disciplinary procedures.

HARASSMENT, HAZING, AND BULLYING

Policy on the Prevention of Harassment, Hazing, and Bullying of Students

I. Statement of Policy

Thetford Academy (TA) is committed to providing all of its students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of TA to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX

of the federal Education Amendments Act of 1972.

It is also the policy of TA to prohibit the unlawful hazing and bullying of students. Conduct, which constitutes hazing, may be subject to civil penalties.

TA shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person - subject to the jurisdiction of the board - who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the board's disciplinary policies or the school's code of conduct.

II. Implementation

The Head of School or his/her designee shall:

Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy.

Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of TA that sets forth the comprehensive rules, procedures, and standards of conduct for the school.

Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may be also be assigned to one or both of the Designated Employees.

Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.

Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, TA shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within TA's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. Constitutionally Protected Speech

It is the intent of TA to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this policy is to:

- (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment;

- (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

IV. Definitions.

For the purposes of this policy and the accompanying procedures, the following definitions apply:

- A. **“Bullying”** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
- a. Is repeated over time;
 - b. Is intended to ridicule, humiliate, or intimidate the student; and
 - i. Occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or
 - ii. Does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student’s right to access educational programs.
- B. **“Complaint”** means an oral or written report information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.
- C. **“Complainant”** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.
- D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.
- E. **“Employee”** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.
- F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex- based discrimination) and Title VI (regarding race- based discrimination) for the District and for coordinating the District’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the District’s Preventing and Responding to Harassment of Students and Harassment of Employees policies. This role may also be assigned to Designated Employees.
- G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race,

creed, color, national origin, marital status disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

- a. **Sexual harassment**, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
 - i. Submission to that conduct is made either explicitly or implicitly a term or condition of a student's education, academic status, or progress; or
 - ii. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment. A hostile environment exists where the harassing conduct is severe, persistent or pervasive so as to deny or limit the student's ability to participate in or benefit from the educational program on the basis of sex.

- b. **Racial harassment**, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.
- c. **Harassment of members of other protected categories**, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes 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 these protected categories.

H. **"Hazing"** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

Hazing shall not include any activity or conduct that furthers legitimate curricular, extra-curricular, or military training program goals, provided that:

- a. The goals are approved by the educational institution; and
- b. The activity or conduct furthers the goals in a manner that is appropriate, contemplated by the educational institution, and normal and customary for similar programs at other educational institutions.

- I. With respect to Hazing, “**Student**” means any person who:
 - a. is registered in or in attendance at an educational institution;
 - b. has been accepted for admission at the educational institution where the hazing incident occurs; or
 - c. intends to attend an educational institution during any of its regular sessions after an official academic break.

- J. “**Notice**” means a written complaint or oral information that hazing, harassment or bullying may have occurred which has been provided to a designated employee from another employee, the student allegedly subjected to the hazing, harassment or bullying, another student, a parent or guardian, or any other individual who has reasonable cause to believe the alleged conduct may have occurred. If the school learns of possible hazing, harassment or bullying through other means, for example, if information about hazing, harassment or bullying is received from a third party (such as from a witness to an incident or an anonymous letter or telephone call), different factors will affect the school’s response. These factors include the source and nature of the information; the seriousness of the alleged incident; the specificity of the information; the objectivity and credibility of the source of the report; whether any individuals can be identified who were subjected to the alleged harassment; and whether those individuals want to pursue the matter. In addition, for purposes of violations of federal anti-discrimination laws, notice may occur when an employee of the district, including any individual who a student could reasonably believe has this authority or responsibility, knows or in the exercise of reasonable care should have known about potential unlawful harassment or bullying.

- K. “**Organization**” means a fraternity, sorority, athletic team, association, corporation, order, society, corps, cooperative, club, or other similar group, whose members primarily are students at an educational institution, and which is affiliated with the educational institution.

- L. “**Pledging**” means any action or activity related to becoming a member of an organization.

- M. “**Retaliation**” is any adverse action by any person against a person who has filed a complaint of harassment, hazing or bullying or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. Such adverse action may include conduct by a school employee directed at a student in the form of intimidation or reprisal such as diminishment of grades, suspension, expulsion, change in educational conditions, loss of privileges or benefits, or other unwarranted disciplinary action. Retaliation may also include

conduct by a student directed at another student in the form of further harassment, intimidation, and reprisal.

- N. **“School administrator”** means a superintendent, principal or his/her designee assistant principal/technical center director or his/her designee and/or the District’s Equity Coordinator.
- O. **“Student Conduct Form”** is a form used by students, staff, or parents, to provide, in written form, information about inappropriate student behaviors that may constitute hazing, harassment and/or bullying.

APPENDIX A

Designated Employees:

The following employees of Thetford Academy have been designated to receive complaints of bullying and/or harassment pursuant to this policy and 16 V.S.A. § 570a(a)(7) and 16 V.S.A. §570c(7) and under federal anti discrimination laws;

Siobhan Lopez, Dean of Students; (802) 785-4805 ext. 218, siobhan.lopez@thet.net

Mark Pichette, Director of Guidance; (802) 785-4805 ext. 225,

mark.pichette@thet.net Model Procedures on the Prevention of Harassment,

Hazing and Bullying of Students

I. Reporting Complaints of Hazing, Harassment and/or Bullying

- A. Student Reporting: Any student who believes that s/he has been hazed, harassed and/or bullied under this policy, or who witnesses or has knowledge of conduct that s/he reasonably believes might constitute hazing, harassment and or/bullying, should promptly report the conduct to a designated employee or any other school employee.
- B. School employee reporting: Any school employee who **witnesses conduct** that s/he reasonably believes might constitute hazing, harassment and/or bullying shall take reasonable action to stop the conduct and to prevent its recurrence and immediately report it to a designated employee and immediately complete a Student Conduct Form.

Any school employee **who overhears or directly receives information** about conduct that might constitute hazing, harassment and/or bullying shall immediately report the information to a designated employee and immediately complete a Student Conduct Form. If one of the designated employees is a person alleged to be engaged in the conduct complained of, the incident shall be immediately reported to the other designated employee or the school administrator.

- C. Other reporting: Any other person who witnesses conduct that s/he reasonably believes might constitute hazing, harassment and/or bullying under this policy should promptly report the conduct to a designated employee.
- D. Documentation of the report: If the complaint is oral, the designated employee shall

promptly reduce the complaint to writing in a Student Conduct Form, including the time, place, and nature of the alleged conduct, the identity of the complainant, alleged perpetrator, and any witnesses. Both the complainant and the alleged perpetrator will have the right to present witnesses and other evidence in support of their position.

- E. False complaint: Any person who knowingly makes a false accusation regarding hazing, harassment and/or bullying may be subject to disciplinary action up to and including suspension and expulsion with regard to students, or up to and including discharge with regard to employees. There shall be no adverse action taken against a person for reporting a complaint of hazing, harassment and/or bullying when the person has a good faith belief that hazing, harassment and/or bullying occurred or is occurring.
- F. Rights to Alternative Complaint Process: In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

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

(800) 416 2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty) (802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education 8th Floor
5 Post Office Square Boston, MA 02109-3921 617-289-0111 (voice)
877-521-2172 (tdd) 617-289-0150 (fax)
Email: OCR.Boston@ed.gov

II. Responding to Notice of Possible Policy Violation(s)

- A. Upon **notice of information** that hazing, harassment and/or bullying may have occurred the designated employee shall:
 - a. Promptly reduce any oral information to writing, including the time, place, and nature of the conduct, and the identity of the participants and complainant.
 - b. Promptly inform the school administrator(s) of the information.
- B. If in the judgment of the school administrator, the information alleges conduct which may constitute harassment, hazing or bullying, the school administrator shall, as soon as reasonably possible, provide a copy of the policy on hazing, harassment and bullying and these procedures to the complainant and accused individual, or if either is a minor, cause a copy to be provided or delivered to their respective parent or guardian.
- C. Upon **initiation of an investigation**, the designated employee shall:
 - a. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 - b. an investigation has been initiated;

- c. retaliation is prohibited;
 - d. all parties have certain confidentiality rights; and
 - e. they will be informed in writing of the outcome of the investigation.
- D. All notifications shall be subject to state and/or federal laws protecting the confidentiality of personally identifiable student information. Pursuant to 34 CFR Part 99.30, a school administrator may seek the consent of the parent/guardian of the accused student, or the accused eligible student (if 18 or older, the accused student has the ability to consent), in order to inform the complainant of any disciplinary action taken in cases where the school determined that an act(s) of harassment, hazing, and/or bullying, or other misconduct occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

III. Investigating Hazing, Harassment and/or Bullying Complaints

- A. Initiation of Investigation - Timing. Unless special circumstances are present and documented, such as reports to the Department for Children and Families ("DCF") or the police, the school administrator shall, no later than one school day after Notice to a designated employee, initiate or cause to be initiated, an investigation of the allegations, which the school administrator reasonably believes may constitute harassment, hazing or bullying.
- B. Investigator Assignment. The school administrator shall assign a person to conduct the investigation; nothing herein shall be construed to preclude the school administrator from assigning him/herself or a designated employee as the investigator. No person who is the subject of a complaint shall conduct such an investigation.
- C. Interim Measures. It may be appropriate for the school to take interim measures during the investigation of a complaint. For instance, if a student alleges that he or she has been sexually assaulted by another student, the school may decide to place the students immediately in separate classes and/or transportation pending the results of the school's investigation. Similarly, if the alleged harasser is a teacher, allowing the student to transfer to a different class may be appropriate. In all cases, the school will make every effort to prevent disclosure of the names of all parties involved – the complainant, the witnesses, and the accused -- except to the extent necessary to carry out the investigation. In all cases where physical harm has resulted and/or where the targeted student is known to be expressing suicidal ideation, or experiencing serious emotional harm, a safety plan will be put in place. Safety plans must also be considered in cases where the targeted student is known to have difficulty accessing the educational programs at the school as a result of the inappropriate behavior. No contact orders, or their enforcement, may also be appropriate interim measures.
- D. Due Process. The United States Constitution guarantees due process to students and District employees who are accused of certain types of infractions, including but not limited to sexual harassment under Federal Title IX. The rights established under Title IX must be interpreted consistent with any federally guaranteed due

process rights involved in a complaint proceeding, including but not limited to the ability of the complainant and the accused to present witnesses and other evidence during an investigation. The District will ensure that steps to accord due process rights do not restrict or unnecessarily delay the protections provided by Title IX to the complainant.

- E. Standard Used to Assess Conduct. In determining whether the conduct constitutes a violation of this policy, the investigator shall consider the surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. The complainant and accused will be provided the opportunity to present witnesses and other evidence during an investigation. The school will also consider the impact of relevant off- campus conduct on the school environment where direct harm to the welfare of the school can be demonstrated or the conduct can be shown to pose a clear and substantial interference with another student's equal access to educational programs. Whether a particular action constitutes a violation of this policy requires determination based on all the facts and surrounding circumstances.

- F. Completion of Investigation – Timing. No later than five school days from the filing of the complaint with the designated employee, unless special circumstances are present and documented, the investigator shall submit a written initial determination to the school administrator.

- G. Investigation Report. The investigator shall prepare a written report to include a statement of the findings of the investigator as to whether the allegations have been substantiated, and as to whether the alleged conduct constitutes hazing, harassment and/or bullying. The report, when referencing student conduct, is a student record and therefore confidential. It will be made available to investigators in the context of a review conducted by either Vermont AOE, or investigations of harassment conducted by the Vermont Human Rights Commission or U.S. Department of Education Office of Civil Rights.

- H. Notice to Students/Parents/Guardians. Within five school days of the conclusion of the investigation, the designated employee shall:
 - 1. Notify in writing both the complainant and accused individual (or if either is a minor inform their respective parent or guardian) that:
 - i. the investigation has been completed;
 - ii. whether or not the investigation concluded that a policy violation occurred (and which policy term was violated, i.e. harassment, hazing and/or bullying);
 - iii. that federal privacy law prevents disclosure of any discipline imposed as a result of the investigation unless the parent/guardian of the accused student and/or the accused eligible student consents to such disclosure, pursuant to 34 CFR Part 99.30, as set forth in Section II, Part C, above.
 - 2. Notify the Complainant Student - or if a minor, their parent(s) or guardian - in writing of their rights to:
 - i. an internal review by the school of its initial determination as a result of its investigation as to whether harassment occurred;

- ii. request an Independent Review of the school's "final" determination as to whether harassment occurred within thirty (30) days of the final determination or although a "final" determination was made that harassment indeed occurred the school's response to that harassment was inadequate to correct the problem; and that the review will be conducted by an investigator to be selected by the superintendent from a list developed by the Agency of Education;
 - iii. file complaints of harassment with either the Vermont Human Rights Commission and/or the federal Department of Education's Office of Civil Rights.
- 3. Notify the Accused Student – or if a minor, their parent(s) or guardian - in writing of their right to appeal as set forth in Section V of these procedures.
- I. Violations of Other Policies. In cases where the investigation has identified other conduct that may constitute a violation of other school disciplinary policies or codes of conduct, the designated employee shall report such conduct to the school administrator for action in accordance with relevant school policies or codes of conduct.

IV. Responding to Substantiated Claims

- A. Scope of Response. After a final determination that an act(s) of hazing, harassment and/or bullying has been committed, the school shall take prompt and appropriate disciplinary and/or remedial action reasonably calculated to stop the hazing, harassment and/or bullying and prevent any recurrence of harassment, hazing and/or bullying, and remedy its effects on the victim(s). In so doing, the following should be considered:
 - a. Potential Remedial Actions. Remedial action may include but not be limited to an age appropriate warning, reprimand, education, training and counseling, transfer, suspension, and/or expulsion of a student, and warning, reprimand, education, training and counseling, transfer, suspension and/or termination of an employee. A series of escalating consequences may be necessary if the initial steps are ineffective in stopping the hazing, harassment and/or bullying. To prevent recurrences counseling for the offender may be appropriate to ensure that he or she understands what constitutes hazing/harassment and/or bullying and the effects it can have. Depending on how widespread the hazing/harassment/bullying was and whether there have been any prior incidents, the school may need to provide training for the larger school community to ensure that students, parents and teachers can recognize hazing/harassment/bullying if it recurs and know how to respond.
 - b. School Access/Environment Considerations. The District will also take efforts to support victims' access to the District's programs, services and activities and consider and implement school-wide remedies, where appropriate. Accordingly, steps will be taken to eliminate any hostile and/or threatening environment that has been created. For example, if a female student has been subjected to harassment/bullying by a group of other students in a class, the school may need to deliver special training or other

interventions for that class to repair the educational environment. If the school offers the student the option of withdrawing from a class in which a hostile environment/bullying occurred, the District will assist the student in making program or schedule changes and ensure that none of the changes adversely affect the student's academic record. Other measures may include, if appropriate, directing a bully/harasser to apologize to the affected student. If a hostile environment has affected the entire school or campus, an effective response may need to include dissemination of information, the issuance of new policy statements or other steps that are designed to clearly communicate the message that the school does not tolerate harassment and/or bullying and will be responsive to any student who reports that conduct.

- c. Hazing Case Considerations. Appropriate penalties or sanctions or both for organizations that or individuals who engage in hazing and revocation or suspension of an organization's permission to operate or exist within the institution's purview if that organization knowingly permits, authorizes, or condones hazing.
 - d. Other Remedies: Other remedies may include providing counseling to the victim(s) and/or the perpetrator(s), and additional safety planning measures for the victim(s).
- B. Retaliation Prevention. It is unlawful for any person to retaliate against a person who has filed a complaint of harassment or against a person who assists or participates in an investigation, proceeding or hearing related to the harassment complaint. A person may violate this anti-retaliation provision regardless of whether the underlying complaint of harassment is substantiated.

The District will take reasonable steps to prevent any retaliation against the student who made the complaint (or was the subject of the harassment), against the person who filed a complaint on behalf of a student, or against those who provided information as witnesses. At a minimum, this includes making sure that the students and their parents, and those witnesses involved in the school's investigation, know how to report any subsequent problems and making follow-up inquiries to see if there are have been any new incidents or any retaliation.

- C. Alternative Dispute Resolution. At all stages of the investigation and determination process, school officials are encouraged to make available to complainant's alternative dispute resolution methods, such as mediation, for resolving complaints. Certain considerations should be made before pursuing alternative dispute resolution methods, including, but not limited to: (1) the nature of the accusations (for example, face-to-face mediation is not appropriate for sexual violence cases), (2) the age of the complainant and the accused individual, (3) the agreement of the complainant, and (4) other relevant factors such as any disability of the target or accused individual, safety issues, the relationship and relative power differential between the target and accused individual, or any history of repeated misconduct/harassment by the accused individual.

V. Post Investigative Reviews

Rights of Complainants

- A. Internal Review of Initial Harassment Determinations By Complainant. A complainant or parent of a complainant may request internal review by the District of a designee's initial determination (following investigation) that harassment has not occurred via written request submitted to the District superintendent. All levels of internal review of the investigator's initial determination, and the issuance of a final decision, shall, unless special circumstances are present and documented by the District, be completed within 30 calendar days after review is requested.
- B. Independent Reviews of Final Harassment Determinations by Complainant. A complainant may request an independent review within thirty (30) days of a final determination if s/he: (1) is dissatisfied with the final determination as to whether harassment occurred, or (2) believes that although a final determination was made that harassment occurred, the school's response was inadequate to correct the problem.

The complainant shall make such a request in writing to the superintendent of schools within thirty (30) days of a final determination. Upon such request, the superintendent shall promptly initiate an independent review by a neutral person as described under 16 V.S.A. § 570a.(b)(1) and shall cooperate with the independent reviewer so that s/he may proceed expeditiously. The review shall consist of an interview of the complainant and relevant school officials and a review of the written materials from the school's investigation.

Upon completion of the independent review, the reviewer shall advise the complainant and school officials in writing: (1) as to the sufficiency of the school's investigation, its determination, and/or the steps taken by the school to correct any harassment found to have occurred, and (2) of recommendations of any steps the school might take to prevent further harassment from occurring. A copy of the independent review report shall be sent to the Secretary of Education.

The reviewer shall advise the student of other remedies that may be available if the student remains dissatisfied and, if appropriate, may recommend mediation or other alternative dispute resolution. The independent reviewer shall be considered an agent of the school for the purpose of being able to review confidential student records. The costs of the independent review shall be borne by the District. The District may request an independent review at any stage of the process.

- C. Rights to Alternative Harassment Complaint Process. In addition to, or as an alternative to filing a harassment complaint pursuant to this policy, a person may file a harassment complaint with the Vermont Human Rights Commission or the Office for Civil Rights of the U.S. Department of Education at the addresses noted below:

Vermont Human Rights Commission
14-16 Baldwin Street Montpelier, VT 05633-
6301 (800) 416-2010 or (802) 828-2480 (voice)
(877) 294-9200 (tty)
(802) 828-2481 (fax)
Email: human.rights@state.vt.us

Office for Civil Rights, Boston Office
U.S. Department of Education 8th Floor
5 Post Office Square Boston, MA 02109 3921
617-289-0111 (voice)
877-521-2172 (tdd)
617-289-0150 (fax)
Email: OCR.Boston@ed.gov

D. Rights of Accused Students

1. Appeal. Any person determined to have engaged in an act(s) of hazing, harassment and/or bullying may appeal the determination and/or any related disciplinary action(s) taken, directly to the school board of the school district. The school board shall conduct a review on the record. The standard of review by the school board shall be whether the finding that an act(s) of hazing, harassment, and/or bullying has been committed constitutes an abuse of discretion by the school level fact finder. Appeals should be made to the school board within ten (10) calendar days of receiving the determination that an act(s) of hazing, harassment and/or bullying has occurred and/or any announced discipline. The school board shall set the matter for a review hearing at the next scheduled school board meeting to the extent practicable, but not later than 30 days from receipt of the appeal filing.
2. Accused Student/Appellant Access to Investigative Reports/Findings. The school district shall make available upon request of the Accused Student/Appellant, any relevant information, documents, materials, etc. related to the investigation and related finding on appeal that can be redacted and de-identified in compliance with the requirements set forth at 34 CFR Part 99. For those documents that cannot be provided due to the requirements set forth at 34 CFR Part 99, when an Accused Student/Appellant seeks a review on the record before the school board of the school district, a school administrator may seek the consent of the parent/guardian of the targeted student, or the accused eligible targeted student (if 18 or older, the targeted student has the ability to consent), in order to inform the accused student of the findings which gave rise to the school's determination that an act(s) of harassment, hazing, and/or bullying occurred. The parent/guardian or eligible student shall provide a signed and dated written consent before an educational agency or institution discloses personally identifiable information from the student's education records.

VI. Confidentiality and Record Keeping

- A. Privacy Concerns. The privacy of the complainant, the accused individual, and the witnesses shall be maintained consistent with the District's obligations to investigate, to take appropriate action, and to comply with laws governing the disclosure of student records or other applicable discovery or disclosure obligations.
 - a. Concerns Related to Harassment Complaints. The scope of appropriate response to a harassment complaint may depend upon whether a student or parent of a minor student reporting the harassment asks that the student's

name not be disclosed to the harasser or that nothing be done about the alleged harassment. In all cases, school officials will discuss confidentiality standards and concerns with the complainant initially. The school will inform the student that a confidentiality request may limit the school's ability to respond. The school will remind the student that both federal Title IX and Vermont Title 9 prevent retaliation and that if he or she is afraid of reprisals from the alleged harasser, the school will take steps to prevent retaliation and will take strong action if retaliation occurs. If the student continues to ask that his or her name not be revealed, the school should take all reasonable steps to investigate and respond to the complaint consistent with the student's request as long as doing so does not prevent the school from responding effectively to the harassment and preventing harassment of other students.

The school will evaluate the confidentiality request in the context of its responsibility to provide a safe and nondiscriminatory environment for all students. The factors the school might consider in this regard include the seriousness of the alleged harassment, the age of the student harassed, whether there have been other complaints or reports of harassment against the alleged harasser, and the rights of the accused individual to receive information about the accuser and the allegations if a formal proceeding with sanctions may result. If information about the incident is contained in an "education record" of the student alleging the harassment, as defined by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g, the school will consider whether FERPA prohibits it from disclosing information without the student's consent.

- B. Document Maintenance. The Superintendent or school administrator shall assure that a record of any complaint, its investigation and disposition, as well as any disciplinary or remedial action taken following the completion of the investigation, is maintained by the District in a confidential file accessible only to authorized persons. All investigation records created in conformance with this model policy and model procedures, including but not limited to, the complaint form, interview notes, additional evidence, and the investigative report, shall be kept by the Equity Coordinator, Designated Employees and District/Supervisory Union Central Office for at least six years after the investigation is completed.

VII. Reporting to Other Agencies

Reports to Department of Children and Families. When a complaint made pursuant to this policy includes allegations of child abuse, any person responsible for reporting suspected child abuse under 33 V.S.A. § 4911, et seq. must report the allegation to the Commissioner of DCF. If the victim is over the age of 18 and a report of abuse is warranted, the report shall be made to Adult Protective Services in accordance with 33 V.S.A. § 6901 et seq.

Reports to Vermont Agency of Education. If a harassment complaint is made in a public school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the principal shall report the alleged conduct to the Superintendent and the Superintendent shall report the alleged conduct to the Commissioner. If a harassment complaint is made in an independent school about conduct by a licensed educator that might be grounds under Vermont law for licensing action, the head of school is encouraged to report the alleged conduct to the Secretary

of Education.

Reporting Incidents to Police

FERPA Rights. Information obtained and documented by school administration regarding the school's response to notice of student conduct that may constitute hazing, harassment and/or bullying may constitute an "educational record" regarding the student or student(s) involved as defined by the Family Education Rights and Privacy Act. Accordingly, such information may not be disclosed without prior parent approval to local law enforcement except in response to a lawfully issued subpoena, or in connection with an emergency if disclosure is necessary to protect the health or safety of the student or other individuals.

First Hand Reports. Nothing in this policy shall preclude persons from reporting incidents and/or conduct witnessed first-hand that may be considered to be a criminal act to law enforcement officials.

Hazing Incidents. It is unlawful to (1) engage in hazing; (2) solicit direct, aid, or attempt to aid, or abet another person engaged in hazing; or (3) knowingly fail to take reasonable measures within the scope of the person's authority to prevent hazing. It is not a defense in an action under this section that the person against whom the hazing was directed consented to or acquiesced in the hazing activity. Hazing incidents will be reported to the police in a manner consistent with the confidentiality rights set forth above in this section.

Continuing Obligation to Investigate. Reports made to either DCF or law enforcement shall not be considered to absolve the school administrators of their obligations under this policy to pursue and complete an investigation upon receipt of notice of conduct which may constitute hazing, harassment and/or bullying.

VIII. Disseminating Information, Training, and Data Reporting

- A. Disseminating Information. Annually, prior to the commencement of curricular and co- curricular activities, the District shall provide notice of this policy and procedures to students, custodial parents or guardians of students, and staff members, including references to the consequences of misbehavior contained in the plan required by 16 V.S.A. 1161a. Notice to students shall be in age-appropriate language and include examples of hazing, harassment and bullying. At a minimum, this notice shall appear in any publication of the District that sets forth the comprehensive rules, procedures and standards of conduct for the District.
- B. Student Training. The school administrator shall use his/her discretion in developing age- appropriate methods of discussing the meaning and substance of this policy with students to help prevent hazing, harassment and bullying.
- C. Staff Training. The board or its designee shall ensure that teachers and other staff receive training in preventing, recognizing and responding to hazing, harassment and bullying.
- D. Data Gathering. Public school districts shall provide the Vermont Agency of Education with data requested by the Secretary of Education.

Legal References:

Title V, Section B, 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794 et seq.; Title VI of

the Civil Rights Act of 1964, 42 U.S.C. §2000d; Title IX of the Educational Amendments Act of 1972, 20 U.S.C. §§ 1681 et seq.; Family Education Rights Privacy Act; 20 U.S.C. §1232g; Public Accommodations Act, 9 V.S.A.

§§4500 et seq.; Education, Classifications and Definitions, 16 V.S.A.

§11(26);(30)(A);(32);Education, 16

V.S.A. §140(a)(1); Education, 16 V.S.A. §166(e); Education, Bullying, 16 V.S.A.

§570c; Education, Harassment, Hazing and Bullying, 16 V.S.A. § 570; Education, Harassment, 16 V.S.A.

§570a; Education, Harassment, 16 V.S.A. §570c; Education, Harassment, 16 V.S.A. §570f;

Education, Hazing, 16 V.S.A. §570b; Education, Hazing, 16 V.S.A. §570f Education, Discipline, 16 V.S.A.

§1161a; Education, Suspension or Expulsion of Pupils; 16 V.S.A. §1162; Child Abuse, 33

V.S.A. §§4911 et seq.; Adult Protective Services, 33 V.S.A. §6901 et seq., all as they may be amended from time to time.

Washington v. Pierce, 179 VT 318 (2005).

ACADEMIC INTEGRITY

Plagiarism and Cheating - Honor Code

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

If you plagiarize or cheat or help someone plagiarize or cheat:

1. You will receive a grade of zero for the test, paper, or project.
2. You will serve one day of In School Suspension and move one step on the disciplinary ladder.
3. You will be placed on Academic Warning.
4. You will lose Open Campus Privileges for 10 weeks.

It is important to document your sources of information because:

You need to give credit to the work of others, as using other writers' ideas without giving them credit is theft of intellectual property.

You can help your readers with their research; if your readers want to find the source of your quotation to paraphrase, they can locate it exactly.

You help your readers distinguish between your ideas and the unique ideas of others, between common knowledge and the unique information that you found in your sources. You must distinguish between these things; otherwise, you imply that everything in your paper is your own or that the information in your paper is common knowledge. You show your readers which sources shaped your thinking.

TOBACCO

Use of Tobacco Products

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

Academy is committed to a zero-tolerance policy for use of all tobacco products*, including e-cigarettes and vaping materials anywhere on school grounds (including in vehicles), in school buildings and at all school sponsored events. Use of tobacco products is a significant health risk for teens. We are committed to creating an environment of optimal wellness and learning for all.

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

Consequences for use and/or possession will include:

- First Offense: One-day in-school suspension.
- Second Offense: Two-day in-school suspension and intervention with a Drug and Alcohol Professional.
- Third Offense and subsequent infractions: Three days of out of school suspension.

In all cases, tobacco products will be confiscated and will not be returned to you. Possession of tobacco products in vehicles on campus will also be subject to disciplinary actions.

Tobacco Prevention and Education

Thetford Academy recognizes that the best prevention against tobacco use is educating students about its health and social effects as well as the legal ramifications. Tobacco, alcohol and drug prevention curriculum continues begins in middle school and continues in the high school years during 9th grade Health class.

Our Dean of Students and our School Nurse provide students who are known to be using tobacco products support and intervention on a one-on-one basis. This support includes education, counseling, and referral to tobacco cessation programs available in the community.

**See Thetford Academy Tobacco Policy for a list of all products this includes.*

DRUGS AND ALCOHOL

Use of Drugs and Alcohol

Thetford Academy's commitment to wellness includes a learning environment free of drugs and alcohol.

Thetford Academy acknowledges the following school roles:

- Educating students about alcohol and other drugs through age-appropriate programs.
- Responding in a supportive manner to those whose use of alcohol and/or other drugs interferes with school performance.
- Promoting a climate in which students can seek help if they are in distress from their own or others' use of alcohol or other drugs.
- Supporting students recovering from dependency/abuse of alcohol and other drugs.
- Developing and implementing guidelines and sanctions in the school which:
 - Define violations and their consequences, both supportive and disciplinary.
 - Define procedures for handling incidents and emergencies.
 - Describe a support and referral system, which includes response to self-referrals and suspected alcohol/other drug users.
 - Provide information, expectations and procedures that are clear and articulated to staff, parents/guardians and students.
 - Training all personnel in school guidelines related to alcohol and other drugs.

Suspected Use

Any member of the school community concerned that a student is involved with alcohol or

other drugs may make a referral to the Student Support Team or the Dean of Students. All referrals are confidential.

Self-Referral

When a student recognizes that he or 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 and provide support and referral to treatment providers when appropriate.

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 or she is a patient at a residential facility, the school will cooperate as fully as possible in assisting the student's efforts to remain current with and receive credit for academic courses.

Cooperative Agreement with Treatment Providers/Agencies

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

See the Thetford Academy's full drug and alcohol policy on our website www.thetfordacademy.org.

Violations and Consequences for Drugs and Alcohol

The following regulations apply whenever school is in session and when students are present at school-sanctioned activities, or on Thetford Academy property or when occurring off campus during the school year and can be substantiated thru investigation by a school employee.

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

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

The consequences for violations of Thetford Academy's drug and alcohol policy are as follows:

- Selling/Distributing (actual or attempted)
 - Notification of police
 - Suspension of student, pending Consideration for Dismissal
 - Notification of parent/guardian
 - Referral to the Student Support Team

- Possession, consumption, or being under the influence of alcohol/other drugs/chemicals
 - Notification of police
 - Suspension of student up to five (5) school days
 - Notification of parent/guardian
 - Referral to the Student Support Team
 - Disciplinary status raised two steps (e.g. no status to Disciplinary Probation, or
 - Disciplinary Warning to Consideration for Dismissal)

- Being knowingly in the presence of alcohol/other drugs/chemicals, but not involved with any of the above infractions
 - Suspension of student up to five (5) school days
 - Notification of parent/guardian
 - Referral to the Student Support Team

Items that can reasonably be associated with illegal drug use will be confiscated. The student in possession of these items will be referred to the Student Support Team. Parent/guardian will be notified. Consequences for subsequent violations may be more severe, up to and including Consideration for Dismissal.

Procedures for Handling an Emergency Drug and/or Alcohol Situation

All personnel are required to report actual or suspected incidents of Drugs and Alcohol policy violations to the administration.

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

- Remain with the student.
- Send for the school nurse.
- Notify an administrator.
- Call 911 for emergency medical assistance if the nurse is not available.
- If indicated, release the student to the custody of appropriate medical personnel.
- The Dean of Students or another administrator contacts the parents/guardians.
- Dean of Students implements procedures detailed under Violations and Consequences.

In the event of a non-emergency drug and/or alcohol incidents. When there is clear evidence of a violation:

- The Dean of Students or another administrator contacts the parent/guardian.
- The Dean of Students or another administrator contacts the police.
- If police do not take the student into custody, the Dean of Students or another administrator requests that the parent/guardian remove the student from school grounds.
- If the parent/guardian is not available, the Dean of Students or another administrator may request that the police take custody of the student.
- The Dean of Students implements procedures detailed under Violations and Consequences.

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

- The Dean of Students or another administrator investigates the situation.

- The Dean of Students or another administrator may evaluate the student and/or determine if additional assessment is necessary.
- If a violation has occurred, the Dean of Students or another administrator will implement the appropriate procedure.

DISCIPLINARY PROCEDURES

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

Detention

After School Detention

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

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

Rules for After School Detention

1. If you are assigned an after-school detention, you will be given a detention notification slip which must be signed by your parent/guardian and returned to the Dean of Students (or office) the next school day. You will serve the detention on the assigned date regardless of other previous commitments (unless special arrangements are made with the Dean of Students). Co-curricular activities are not an acceptable reason to miss a detention. Detention time is 45 minutes 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 3:00 p.m.
2. You may not converse with others or use personal communication devices, iPods, MP3 players, etc., in detention. Detention time may be spent sitting quietly in the Main Office or another space or may include a meeting with the Dean of Students or a task to be performed on campus. How detention time is spent is at the discretion of Academy staff, and it will be chosen in a manner that most fits the specific infraction.
3. Failure to serve a detention may result in additional detentions being assigned. Continued failure to serve detentions will be subject to suspension.

Social Probation

Students are placed on Social Probation if they have acted inappropriately at a school-sponsored event or they have advanced on the disciplinary ladder. Students on Social Probation may not be allowed to attend *any* co-curricular events, except as a participant, for a period of twenty (20) to forty (40) school days and the disciplinary code. After forty days, you may appeal, in writing, to the Dean of Students.

Suspension

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

The term of suspension will depend on the seriousness of the problem. There are two types of suspension: in school and out-of-school.

- In-school suspension will include spending the entire school day in a designated area (without passes). Multiple, consecutive in-school suspensions will result in the student not being allowed to participate in any extra curricular activities until the suspension has been served.
- Out-of-school suspension means not being allowed on campus any time during the day(s) or evening(s) of the suspension.
- A suspension is considered complete at the end of the school day as assigned and extracurricular activities may resume at that point in time.

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

Grounds for Suspension include but are not limited to:

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

- Repeated dress code violations
- Skipping class
- Unresolved detentions (3 or more)
- Theft
- Weapons violation

Disciplinary Ladder

The Dean of Students will be responsible for continuous review of all students' disciplinary history.

The ladder is a series of disciplinary conditions or steps, listed in order of the seriousness:

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

Movement on the Disciplinary Ladder is as follows:

1. Three detentions for behavior reasons in one quarter = one step
2. One day of suspension twice in one quarter = one step
3. Up to three days of suspension in one quarter = one step
4. Four to five days of suspension in one quarter = two steps
5. Six or more days of suspension in one quarter = Consideration for Dismissal
6. Suspensions will accumulate over time and with each offense as described above.

No Status

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

Disciplinary Warning

Disciplinary Warning is designed to help students realize that their behavior needs to improve. If you are placed on Disciplinary Warning, you will serve twenty (20) consecutive days of Social Probation. A letter will be sent to your parent or guardian. Your disciplinary status will be reviewed at the end of the next progress/grade reporting period (a minimum of ten weeks). If you have had no further disciplinary violations, the Dean of Students may reduce your status one step, to No Status.

Disciplinary Probation

Students who violate a major school rule may be placed on Disciplinary Probation. If you are placed on Disciplinary Probation, a letter will be sent to your parent or guardian. Any party may set up a conference with you and your parent/guardian upon request. You will serve forty (40) consecutive days of Social Probation. You are one infraction from consideration for dismissal. Your disciplinary status will be reviewed at the end of the next progress/grade reporting period (a minimum of ten weeks). If you have had no further disciplinary violations, the Dean of Students may reduce your status one step to Disciplinary Warning. A student who is on probation is considered to be not in good standing and may not participate in commencement exercises.

Consideration for Dismissal

If you continue to violate school rules after being placed on Disciplinary Probation, or commit a serious offense, you will be suspended from school until such time as a Disciplinary Committee can meet. Your Disciplinary Committee will be composed of

members of the faculty and administration familiar with you. You and/or your parent/guardian may attend the meeting.

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

Return to school on Disciplinary and Social Probation. Standards may be set that you must follow in order to return.

Continued suspension for a period determined by the committee, and return on Disciplinary and Social Probation.

Dismissal from the Academy.

Once the Head of School has decided what action will be taken, a letter will be mailed to the last known address of your parent/guardian by Certified Mail. You or your parent/guardian may request an appeal hearing by contacting the Head of School within ten (10) school days of the posting date of the letter of dismissal. Upon receipt of the request for a hearing, the Head of School will contact the President of the Board of Trustees who will schedule a hearing within ten (10) school days. Counsel may represent you. The decision of the Board of Trustees is final. A dismissed student may not come onto the Academy grounds without permission from a member of the administrative team.

ORGANIZATIONS AND ACTIVITIES

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

Athletics

School-sponsored interscholastic teams include cross-country and soccer (fall), basketball and alpine skiing (winter), and baseball, softball and track and field (spring). Winter indoor track and Nordic skiing are offered at the club level.

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, including coaches, student athletes, parents/guardians, and spectators.

Information on athletic programs, regulations, and requirements is outlined in the Athletic Handbook, which is provided to all athletes and may be found on the school's website.

Student Leadership

Four elected student leaders represent each grade at Thetford Academy: the class president, vice president, secretary and treasurer. These students work closely with their class advisors and assist in conducting class meetings, organizing class projects, and planning class social events and other activities. In addition, students select the members of the Student Council, which represents the student body in matters concerning the school, among other responsibilities.

New Club or Program Proposal

Students interested in proposing additions to Thetford Academy's programs should contact the Dean of Students for a copy of the procedure on how to petition for the addition of any kind of

class, student activity, or co-curricular program.

Student Activity Funds

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

Student Activity Posters

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

Fundraising

No solicitation or fundraising may be done on school property without permission. This includes raffles and/or selling or any services or products or donation collections. Solicitations for funds, goods and/or services from off-campus entities must be have prior approval.

EDUCATIONAL RECORDS

Parent/Guardian and Student Rights

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

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

You have a right:

1. To inspect and review your (or 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 (or 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 (or 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 in you.

- b. To officials of another school or school system in which you (or 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 Dean of Students within ten school days of this notice.)
4. To review the record of disclosure of personally identifiable information from your (or your student's) record.
 5. To examine and receive a copy of any policies or procedures of the Academy regarding educational records by contacting the Head of School or the Dean of Students.
 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 parents/guardians 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.

MAINTENANCE OFFICE MANAGEMENT PLAN

Notification of Management Plan Availability

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

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES (NEASC) ACCREDITATION

Thetford Academy is accredited by the New England Association of Schools and Colleges (NEASC) and is approved for general and special education by the Vermont State Board of Education. A copy of 16 VSA §166 is provided below, as required by statute (16 VSA §166 (b)(3)).

§ 166. Approved and recognized independent schools

- (a) Authority. An independent school may operate and provide elementary education or secondary education if it is either approved or recognized as set forth herein.
- (b) Approved independent schools. On application, the State Board shall approve an independent school that offers elementary or secondary education if it finds, after opportunity for hearing, that the school provides a minimum course of study pursuant to

section 906 of this title and that it substantially complies with the Board's rules for approved independent schools. Except as provided in subdivision (6) of this subsection, the Board's rules must at minimum require that the school has the resources required to meet its stated objectives, including financial capacity, faculty who are qualified by training and experience in the areas in which they are assigned, and physical facilities and special services that are in accordance with any State or federal law or regulation. Approval may be granted without State Board evaluation in the case of any school accredited by a private, State, or regional agency recognized by the State Board for accrediting purposes.

(1) On application, the State Board shall approve an independent school that offers kindergarten but no other graded education if it finds, after opportunity for hearing, that the school substantially complies with the Board's rules for approved independent kindergartens. The State Board may delegate to another State agency the authority to evaluate the safety and adequacy of the buildings in which kindergartens are conducted, but shall consider all findings and recommendations of any such agency in making its approval decision

(2) Approvals under this subsection (b) shall be for a term established by rule of the Board but not greater than five years.

(3) An approved independent school shall provide to the parent or guardian responsible for each of its students, prior to accepting any money for a student, an accurate statement in writing of its status under this section, and a copy of this section. Failure to comply with this provision may create a permissible inference of false advertising in violation of 13 V.S.A. § 2005.

(4) Each approved independent school shall provide to the Secretary on October 1 of each year the names, genders, dates of birth, and addresses of its enrolled students. Within seven days of the termination of a student's enrollment, the approved independent school shall notify the Secretary of the name and address of the student. The Secretary shall notify the appropriate school officials as provided in section 1126 of this title.

(5) The State Board may revoke or suspend the approval of an approved independent school, after opportunity for hearing, for substantial failure to comply with the minimum course of study, for failure to comply with the Board's rules for approved independent schools, or for failure to report under subdivision (4) of this subsection (b). Upon revocation or suspension, students required to attend school who are enrolled in that school shall become truant unless they enroll in a public school, an approved or recognized independent school, or a home study program.

(6) This subdivision (6) applies to an independent school located in Vermont that offers a distance learning program and that, because of its structure, does not meet some or all the rules of the State Board for approved independent schools. In order to be approved under this subdivision, a school shall meet the standards adopted by rule of the State Board for approved independent schools that can be applied to the applicant school and any other standards or rules adopted by the State Board regarding these types of schools. A school approved under this subdivision shall not be eligible to receive tuition payments from public school districts under chapter 21 of this title.

(7) Approval for independent residential schools under this subsection is also contingent upon proof of the school's satisfactory completion of an annual fire safety inspection by the Department of Public Safety or its designee pursuant to 20 V.S.A. chapter 173, subchapter 2. A certificate executed by the inspecting entity, declaring satisfactory completion of the inspection and identifying the date by which a new inspection must occur, shall be posted at the school in a public location. The school shall provide a copy of the certificate to the Secretary of Education after each annual inspection. The school shall pay the actual cost of the inspection unless waived or reduced by the inspecting entity.

(c) Recognized independent schools. Upon filing an enrollment notice, a recognized independent school may provide elementary or secondary education in Vermont. The enrollment notice shall be on a form provided by the Secretary and shall be filed with the Secretary no earlier than three months before the beginning of the school year for the public schools in the town in which the applicant proposes to locate.

(1) The enrollment notice shall contain the following information and assurances:

(A) a statement that the school will be in session an amount of time substantially equivalent to that required for public schools;

(B) a detailed description or outline of the minimum course of study for each grade level the school offers, and how the annual assessment of each student will be performed; and

(C) assurances that:

(i) the school will prepare and maintain attendance records for each student enrolled or regularly attending classes;

(ii) at least once each year, the school will assess each student's progress, and will maintain records of that assessment, and present the result of that assessment to each student's parent or guardian;

(iii) the school's educational program will include the minimum course of study set forth in section 906 of this title;

(iv) the school will have teachers and materials sufficient to carry out the school's educational program; and

(v) the school will meet such State and federal laws and regulations concerning its physical facilities and health and safety matters as are applicable to recognized independent schools.

(2) If the Secretary has information that creates significant doubt about whether the school would be able to meet the requirements set forth in this subsection (c), the Secretary may call a hearing. At the hearing, the school shall establish that it can meet the requirements for recognized independent schools. Failure to do so shall result in a finding by the Secretary that the school must take specified action to come into compliance within a specified time frame or the children enrolled must attend another recognized independent school, a public school, an approved independent school, or a home study program, or be declared truant unless absent with legal excuse.

(3) A recognized independent school shall provide to each student's parent or guardian a copy of its currently filed statement of objectives and a copy of this section. The copy shall be provided when the student enrolls or before September 1, whichever comes later. Failure to comply with this subsection may create a permissible inference of false advertising in violation of 13 V.S.A. § 2005.

(4) A recognized independent school shall renew its enrollment notice annually. An independent school shall be recognized for a period not to exceed five years by the Secretary without need for filing an annual enrollment notice if:

(A) it is recognized by an organization approved by the State Board for the purpose of recognizing such school; or

(B) it is accredited by a private, state, or regional agency approved by the State Board for accrediting purposes; provided, however, nothing in this subdivision (4) shall be construed to prohibit the Secretary from initiating a hearing under this subsection (c).

(5) If the Secretary has information that creates significant doubt about whether the school, once in operation, is meeting the requirements for recognized independent schools, the Secretary may call a hearing. At the hearing, the school shall establish that it has met the requirements for recognized independent schools. Failure to do so shall result in a finding by the Secretary that:

(A) the school may not be in operation for the remainder of the school year and that the children are truant unless absent with legal excuse or enrolled in a public school, an independent school, another recognized independent school, or a home study program; or

(B) the school must take specified action to come into compliance within a specified time frame or the school will not be permitted to operate for the remainder of the school year.

(6) Each recognized independent school shall provide to the Secretary on October 1 of each year the names, genders, dates of birth, and addresses of its enrolled students.

Within seven days of the termination of a student's enrollment, the recognized independent school shall notify the Secretary of the name and address of the student. The Secretary shall notify the appropriate school officials as provided in section 1126 of this title.

(7) After the filing of the enrollment notice or at a hearing, if the school is unable to comply with any specific requirements due to deep religious conviction shared by an organized group, the Secretary

may waive such requirements if he or she determines that the educational purposes of this subsection are being or will be substantially met.

(d) Council of Independent Schools. A Council of Independent Schools is created consisting of 11 members, no fewer than three of whom shall be representatives of recognized independent schools. The Secretary shall appoint nine members from within the independent schools' community. The Secretary shall appoint two members from the public-at-large. Each member shall serve for two years and may be reappointed for up to an additional two terms. The Council shall adopt rules for its own operation. A chair shall be elected by and from among the members. The duties of the Council shall include advising the Secretary on policies and procedures with respect to independent schools. No hearing shall be initiated under this section before the State Board or by the Secretary until the recommendations of the Council have been sought and received. The recommendations of the Council, including any minority reports, shall be admissible at the hearing.

(e) Harassment, hazing, and bullying policies. The board of trustees of an approved or recognized independent school operating in Vermont shall adopt harassment, hazing, and bullying prevention policies, establish procedures for dealing with harassment, hazing, and bullying of students, and provide notice of these. The provisions of chapter 9, subchapter 5 of this title for public schools shall apply to this subsection, except that the board shall follow its own procedures for adopting policy.

(f) An approved independent school that accepts students for whom the district of residence pays tuition under chapter 21 of this title shall bill the sending district monthly for a State-placed student and shall not bill the sending district for any month in which the State-placed student was not enrolled.

(g) An approved independent school that accepts students for whom the district of residence pays tuition under chapter 21 of this title shall use the assessment or assessments required under subdivision 164(9) of this title to measure attainment of standards for student performance of those students. In addition the school shall provide data related to the assessment or assessments as required by the Secretary. (Amended 1981, No. 151 (Adj. Sess.), § 8; 1983, No. 248 (Adj. Sess.), § 3; 1989, No. 44, § 1; 1993, No. 162 (Adj. Sess.), § 3; 1995, No. 157 (Adj. Sess.), § 2; 1997, No. 60, § 5, eff. June 26, 1997; 1997, No. 84 (Adj. Sess.), § 2; 1999, No. 120 (Adj. Sess.), § 5; 2007, No. 66, § 2; 2007, No. 138 (Adj. Sess.), § 1, eff. May 9, 2008; 2009, No. 153 (Adj. Sess.), § 21b; 2013, No. 92 (Adj. Sess.), § 13, eff. Feb. 14, 2014.)