

Thornton Academy
Residential Life Student Handbook
2019 - 2020



Special Note

This Thornton Academy Residential Life Student Handbook is meant to serve Thornton Academy Residential Life students. The policies and expectations apply to both dorm and homestay students. In addition to the policies and expectations written here, all Residential Life students are expected to follow all policies and expectations of the Thornton Academy Student Handbook. The Thornton Academy Student Handbook is provided to every student at the beginning of every school year and can also be found online at: www.thorntonacademy.org

THORNTON ACADEMY: Statement of Mission

Thornton Academy prepares students for a changing world, challenging all to learn, grow, innovate and succeed. Founded in 1811, Thornton Academy is an independent school that develops 6-12th grade learners who are respectful, responsible, compassionate, and invested. Our community takes pride in carrying on our strong sense of tradition. Our coeducational, non-sectarian institution supports diverse ideas, cultures, and dreams and engages local, regional, and global perspectives.

Thornton Academy's commitment to excellence encourages students to flourish; the breadth of the academic program is tailored to the needs of our diverse student population. Comprehensive offerings in athletics, arts, and extracurricular activities inspire students to pursue their passions on our stunning and historic campus.

The Four Pillars of Community Life

The Thornton Academy Pillars are the guiding principles that enhance our shared experiences, informing our actions and attitudes.

RESPECT Respect defines treatment of one's self and others. We recognize differences among members of our community, act with character and integrity, and are aware of how our actions impact others. To honor our surrounding environment, we are polite, humble, proud, and appreciative.

RESPONSIBILITY We show responsibility by embracing individual ownership of behaviors and choices, making informed decisions and demonstrating maturity, accountability, preparedness, timeliness, integrity, and purpose.

COMPASSION Compassionate individuals know how to relate to and understand the opinions and experiences of others. We improve the quality of our school community by showing thoughtfulness and gratitude as we encounter new perspectives. We foster our growth and relevance through connection, acceptance and celebration of differences.

INVESTMENT Investment involves the act of being aware of one's actions, setting appropriate goals, and consistently assessing our progress. Investment takes many forms, but the best practitioners are engaged, committed, persistent, caring, energetic and willing to take risks. By being invested in our school, our time and efforts are valued by all.

Notice of Policy Changes

These policies represent the current student policies at the time of printing. If changes have occurred since printing, those changes will be shared with faculty, staff, students and parents. The most up-to-date information can be found in the "My TA" section of the school website:

<https://www.thorntonacademy.org/my-ta>

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"Preparing students for a changing world since 1811"

AUGUST				
M	T	W	TH	F
NSO	SD	FO/T	29	H

SEPTEMBER				
M	T	W	TH	F
H	3M	4G	5M	6G
9M	10G	ERM	12G	13M
16G	17M	18G	19M	20G
23M	24G	25M	26G	27M
30G				

NOVEMBER				
M	T	W	TH	F
				1M
4G	5M	ERg	7M	8G
H	12M	13G	14M	15G
18M	19G	20M	21G	22M
25G	ERM	SD/V	H	V

JANUARY				
M	T	W	TH	F
		H	2M	3G
6M	7G	ERM	9G	10M
13G	14M	15G	16M	17G
H	21M	22G	23M	24G
27M	28G	29M	30G	31M

MARCH				
M	T	W	TH	F
2M	3G	ERM	5G	6M
9G	10M	11G	12M	13G
16M	17G	18M	19G	20M
23G	24M	25G	26M	SD
30G	31M			

MAY				
M	T	W	TH	F
				1M
4G	5M	ERg	7M	8G
11M	12G	13M	14G	15M
18G	19M	20G	21M	22G
H	26M	27G	28M	29G

OCTOBER				
M	T	W	TH	F
	1M	ERg	3M	SD
7G	8M	9G	10M	11G
H	15M	T	17G	18M
21G	22M	23G	24M	25G
28M	29G	30M	31G	

DECEMBER				
M	T	W	TH	F
2G	3M	ERg	5M	6G
9M	10G	11M	12G	13M
16G	17M	18G	19M	20G
V	V	H	V	V
V	V			

FEBRUARY				
M	T	W	TH	F
3G	4M	ERg	6M	7G
10M	11G	12M	13G	14M
H	V	V	V	V
24G	25M	26G	27M	28G

APRIL				
M	T	W	TH	F
		ERg	2M	3G
6M	7G	8M	9G	10M
13G	T	15M	16G	V
H	V	V	V	V
27M	28G	29M	30G	

JUNE				
M	T	W	TH	F
1M	2G	3M	4G	5M
8G	9M	10G	11M	12G
15M	16G	SD/V	18	19
22	23	24	25	26
29	30			

First Quarter

44 Student Days, 46 Teacher Days
August 26 - New Staff Orientation/No School for Students
August 27 - Staff Development Day/No School for Students
 August 28 - First Day for Middle School (grades 6-8)
 August 28 - Freshman Orientation Class of 2023
 August 29 - First Day for grades 10-12 (Maroon & Gold Day)
 August 30-September 2 - NO SCHOOL • LABOR DAY WEEKEND
 September 11 - Early Release Day
 September 12 - Meet the Faculty Night (grades 9-12), 6pm
 September 25 - TAMS Open House (grades 6-8), 6:30pm
October 4 - Staff Development Day/No School for Students
 October 2 - Early Release Day
 October 14 - NO SCHOOL • COLUMBUS DAY
 October 16 - PSAT Testing (grades 9-11)
November 1 - End of First Quarter

Second Quarter

43 Student Days, 44 Teacher Days
 November 6 - Early Release Day
 November 11 - NO SCHOOL • VETERANS DAY OBSERVED
 November 26 - Early Release Day
November 27 - Staff Voucher Day/No School for Students
 November 28,29 - NO SCHOOL • THANKSGIVING
 December 4 - Early Release Day
 December 23-January 1 - NO SCHOOL • HOLIDAY BREAK
 January 8 - Early Release Day
January 17 - End of Second Quarter/First Semester

Third Quarter

43 Student Days, 44 Teacher Days
 January 20 - NO SCHOOL • MARTIN LUTHER KING DAY
 February 5 - Early Release Day
 February 5 - Upper School Academic Expo & TAMS Academic Gallery
 February 17-21 - NO SCHOOL • PRESIDENTS DAY/WINTER BREAK
 March 4 - Early Release Day
March 27 - Staff Development Day/No School for Students
March 27 - End of Third Quarter

Fourth Quarter

45 Student Days, 46 Teacher Days
 April 1 - Early Release Day
 April 14 - SAT Testing for Juniors, No Classes (grades 9-12)
 April 17-24 - NO SCHOOL • SPRING BREAK/PATRIOT'S DAY
 May 6 - Early Release Day
 May 4-15 - AP Exam Administration
 May 25 - NO SCHOOL • MEMORIAL DAY
 June 7 - Graduation
 June 16 - LAST STUDENT DAY (if 5 snow days)
June 17 - Staff Voucher Day/No School for Students

- NSO** New Staff Orientation/No Students
- SD** Staff Development Day/No Students
- FO/T** Freshman Orientation, TAMS 1st Day for Students
- ER** Early Release Day
- T** Testing
- V/H** Vacation or Holiday/No School
- SD/V** Staff Development-Voucher Day/No Students

2/25/19 MAS

Weekday Daily Schedule

High School

8:00 am – Dorms close
8:30 am – 2:45 pm – Academic Classes
2:45 pm – 4:00 pm - Golden Edge, Clubs, Athletics
5:30 pm – 6:30 pm – Dinner
7:15 pm – Room Check
7:30 pm – 9:30 pm Dorm Study Hours
10:30 pm – Lights out

Middle School

8:00 am – Dorms close
8:30 am – 2:45 pm – Academic Classes
2:45 pm – 4:00 pm - Clubs and Athletics
5:30 pm – 6:30 pm – Dinner
7:15 pm – Room Check
7:30 pm – 9:30 pm Dorm Study Hours
10:00 pm – Lights out

Weekend Schedule

10:30 am – 12:00 pm - Brunch
12:00 pm – 5:30 pm – Weekend Activities
5:30 pm – 6:30 pm – Dinner
6:30 pm – 10:30 pm - Weekend Activities
10:30 pm – Dorm Curfew
11:30 pm – Lights out

Community Expectations

Attendance

* Middle School students should refer to the Middle School Discipline Rubric on page 14

Thornton Academy expects all students to be in attendance when school is in session. Students are required to attend all commitments throughout the school day including but not limited to: academic classes including Residential Seminar, School Meetings, Class Meetings, Study Halls, Homeroom, Golden Edge Programming, and Afternoon Study Center. Any absence, which is not approved by the Director of Residential Life, will be deemed an "Unexcused Absence". In accordance with the Thornton Academy attendance policy, the accumulation of 7 total absences (excused or unexcused) in a semester class or 12 total absences (excused or unexcused) in a yearlong course may result in loss of credit. Thornton Academy also expects all students to meet all commitments regarding athletics, clubs and activities.

Consequences for Unexcused Absences:

First offense:

- A one-hour (1) detention assigned by the Dean of Residential Students.
- Notification to the dorm head and advisor.
- Grade of "o" for the class period missed.
- One point deduction from the final quarter average.

Second Offense:

- One 2.5-hour detention assigned by the Dean of Residential Students.
- Notification to the dorm head, advisor and parent.
- Grade of "o" for the class period missed.
- One point deduction from the final quarter average.

Third Offense:

- Two (2) 2.5-hour detentions assigned by Dean of Residential Students.
- Academic probation for the remainder of the academic year.
- Notification to the dorm head, advisor and parent.
- Grade of "o" for the class period missed.
- One point deduction from the final quarter average.

*****Any unexcused absences or two blocks or more will be considered as truant. Students will receive one 2.5-hour detention for the first offense. Two 2.5-hour detentions for the second offense.**

Consequences for Unexcused Tardy:

First offense:

- A half hour detention assigned by the Dean of Residential Students.
- Notification to the dorm head and advisor.
- One point deduction from the final quarter average.
- If a student misses more than 50 minutes of a scheduled class they will receive a "o" grade for the class.

Second Offense:

- A 1-hour detention assigned by the Dean of Residential Students.
- Notification to the dorm head, advisor and parent.
- One point deduction from the final quarter average.
- If a student misses more than 50 minutes of a scheduled class they will receive a “o” grade for the class.

Third Offense:

- A 2.5-hour detention assigned by Dean of Residential Students.
- Academic probation for the remainder of the academic year.
- Notification to the dorm head, advisor and parent.
- One point deduction from the final quarter average.
- If a student misses more than 50 minutes of a scheduled class they will receive a “o” grade for the class.

The dorms close at 7:30 am. If students are in the dorms past 7:30 am they are considered late.

Any offense after the third may result in actions up to and including a detention, suspension and/or a truancy intervention meeting with the Director of Residential Life, Residential Dean and College Counselor.

Consequences for Not Attending or being marked absent to Advisory Blocks:

First offense:

- A 1-hour detention assigned by the Dean of Residential Students.
- Notification to the dorm head and advisor.

Second Offense:

- A 2.5-hour detention assigned by the Dean of Residential Students.
- Notification to the dorm head, advisor and parent.

Third Offense:

- Two (2) 2.5-hour detentions assigned by Dean of Residential Students.
- Notification to the dorm head, advisor and parent.

Any offense after the third may result in actions up to and including a detention, and/or suspension, meeting with the Director of Residential Life and Residential Dean.

Major School Violations

Thornton Academy students are expected to use good judgment and to conduct themselves in such a way that their behavior can never be considered as unbecoming to the school community. Therefore, it must be understood that Thornton Academy’s general expectations and rules extend beyond the school’s grounds, especially when students are on school trips, traveling on school-provided transportation or traveling to and from school on holidays, vacations, and weekends. Students who engage in illegal activities that may negatively affect Thornton Academy, whether during a weekend, a vacation, or while school is in session, may be subject to disciplinary action. Further, a student in the presence of another student who is committing a major violation is also considered to be committing a major violation and may face the same disciplinary response.

PLEASE NOTE: The following violations serve as a framework for behavior rather than a complete list. In fact, anything that detracts from the Thornton Academy experience, as determined by any faculty member, can be considered a disciplinary violation.

Tier I Violations:

Tier I violations are considered to be major violations of community expectations. Because these violations jeopardize the potential health and safety of the community, the first response for a first offense may be dismissal.

- **Drugs and Alcohol:** The use, possession, and/or distribution of alcohol, marijuana, or other drugs, including any medication, which not approved by school officials.
- **Drug Paraphernalia:** The possession of drug paraphernalia including, but not limited to, pipes, bong, rolling papers, grinders, vap pens, e-cigarettes and devices to conceal smoke.
- **Open Flame in a School Building:** The burning or lighting of matches, candles, incense, cigarettes, or any other material is prohibited.
- **Theft:** Taking something that belongs to another member of the community or to the institution without prior permission.
- **Physical Violence / Harassment:** Physical violence or the intimidation of another either physically or emotionally.
- **Contraband:** The possession or use of weapons, fireworks, etc.
- **Vandalism:** The malicious destruction of property including but not limited to the removal of screens, and the prying or propping of doors.
- **Unauthorized electronic distribution of libelous imagery, video or written communication.**
- **Unauthorized travel away from campus.**

Tier II Violations:

Tier II violations, while considered major violations, take into account the potential for growth and learning that is an essential component of the school's mission. While a first offense may be considered a dismissible offense, the nature and intent of the violation will be considered.

- **Deliberately Disregarding Instructions From a Faculty or Staff Member**
- **Lying:** The intentional misrepresentation or omission of facts for personal gain or to protect the interests of others.
- **Inappropriate Inter-visitation:** The entering of a dormitory, bathroom, or locker room of the opposite sex without permission from a faculty member.
- **AWOL:** Leaving a dormitory building after lights out or before 6:00 AM without faculty permission; off campus without permission.
- **School Key:** Unauthorized possession of a school key.
- **Driving or Riding in Cars Without Permission.**
- **Entering, leaving or letting another person into a residential hall after hours.**

Tier III Violations:

Tier III violations, while not major violations per se, may be treated as such were there to be multiple violations of the same rule.

- **Failure to check out:** Failure to follow check out procedures.

- **Missing required check ins:** Missing meals check ins, rooms checks and lights out.
- **Out of room after lights out.**
- **Actions Incompatible With the Goals and Standards of the School Community.**

Dress Code

Students are expected to be dressed neat and appropriately when in public spaces. This includes all places on and off campus. On more formal occasions the dress of the community should reflect the added level of formality of the event. At these times the Thornton Academy community will be in formal dress. For special occasion meals, boys will wear shirt and pants. Girls will wear a dress, skirt, or slacks and blouse.

Illness

When ill, a student must report to the School Nurse **8:15 a.m.** If a student is ill while in class, he/she should receive a pass from his/her teacher and report directly to the nurse. Thornton Academy serves in Loco Parentis for all dormitory students.

Students may not keep any medication in the dormitory. All residential students who are required to take prescription medications must continue to do so until prescribed otherwise by a physician. Students may not take themselves off medication without notifying the school nurse.

Academic Probation

Residential Life students are expected to achieve and maintain honor roll status. To qualify for the Honor Roll, the student must take 4, one-credit courses or their equivalent. The following categories will be excluded in the count of A's, B's, and C's but must be passed for honor roll consideration: any non-weighted course and any aide position. To achieve 1st Honors, the student must receive all A's. For 2nd Honors, the student must have all A's and B's. For 3rd Honors, the student can have all B's, OR one C as long as you have one A.

Students who do not achieve Honor Roll status two quarters in a row will be placed on academic probation. Academic Probation may include any or all for the following:

- Parental notification
- Student/ teacher meeting for development of Individual Learning Plan
- Placement in Residential Seminar
- Placement in After School Study Center
- Change in schedule
- Assignment to ELL Summer Camp/ Summer school
- Dismissal from school

Suspension

Some behavior infractions are so serious they call for suspension from school. Thornton Academy considers this a very serious discipline consequence. When a student is suspended from school parental notification will be made immediately. Students will be sent to an independent, off campus suspension facility. The student will pay for the cost of placement at this facility. When a student is suspended from school they are required to make up all missed schoolwork, without penalty. Upon return from a suspension students are required to attend a re-entry meeting with the Residential Dean.

Dorm and Dorm Rooms

All residence halls have common areas, which are for all residential life members to enjoy. Please show respect for your schoolmates, dorm parents, dorm family children and the school by keeping the areas clean. Students should avoid doing any damage. Students are responsible for any damage they cause in their dorm rooms, dormitory and any Thornton Academy property. The Director of Residential Life, Dorm Head or Dorm Parent will complete a room inventory at the start of the year to assess the condition of the room prior to your occupancy. A comparison will be made during the last week of school, or when students depart school, and any damages will be noted. Unaccounted damage to the common areas in the residence halls will be repaired and all residents will share the cost.

Students are expected to keep their rooms neat and clean. Additionally, students are expected to:

- Respect others' spaces. Students should not enter other students' rooms or dorm parent apartments without permission.
- For safety reasons, doors must be UNLOCKED while students are in their rooms.
- For security reason, student should LOCK their doors when they leave their rooms.
- Students should bring their key and fob with them when they leave their dormitory.
- Students are not permitted to keep the following on campus or in their rooms: drugs, drug paraphernalia, alcohol, weapons, tobacco / tobacco products, lighters, matches, cooking appliances, fireworks, flammable or explosive materials, electric heaters, candles, air conditioners, pets.

Travel

Leaving Dorms / Campus

All students are expected to follow dorm procedures when leaving the dorm and/or campus. Students who do not follow proper check out procedures are subject to disciplinary actions.

Street Smart Guidelines

Safety Tips for Walkers

- Always walk on sidewalks or paths separated from vehicular traffic. If there are no sidewalks or paths, always walk on the side of the street FACING road traffic, as far to the left as possible.
- Dress to be seen. Wear bright-colored clothes so drivers can easily see you. At night, wear retro-reflective materials on your shoes, cap, or jacket to reflect the headlights of cars coming towards you. If it is dark or hard to see, you may also carry a flashlight.
- Obey all signs, signals, and traffic lights.
- Always look for vehicles backing up when crossing driveways, and look for traffic at every driveway and intersection.

Safety Tips for Crossing the Street

- Tips for crossing the street safely:
 - **ALWAYS carry and turn on your TA Light when crossing. Hold it out in front of you so drivers will see it.**
 - Cross only at corners or marked crosswalks. Never cross in the middle of the road unsupervised.

- If a car is parked where you are crossing, look for a driver in the car - they may be getting ready to move. If there is not a driver in the car, go to the edge of the car, look left-right-left, and only cross the street when no cars are coming.
 - If no cars are parked where you are crossing, stop at the curb, or the edge of the road. Look left, right, and left again, before you step into the street. Also look behind and in front of you for traffic.
 - Wait until no traffic is coming, and begin crossing.
 - If the road has multiple lanes, cross one lane at time. Make sure all traffic has stopped before you begin crossing.
 - Always walk when crossing the street - never run! You could trip and fall when running.
 - Keep looking for traffic and make eye contact with drivers until you have finished crossing.
 - **Do not cross while you are distracted. No crossing while talking or texting on your phone.**
- When crossing the street at a signalized intersection:
 - **ALWAYS carry and turn on your TA Light when crossing. Hold it out in front of you so drivers will see it.**
 - Stop at the curb or edge of the road.
 - If a pedestrian pushbutton exists, push it to activate the "WALK" signal.
 - If the "WALK" signal is lit, look left-right-left for traffic before crossing the street. Also look behind and in front of you for turning vehicles.
 - If the "DON'T WALK" signal is flashing, wait for the next new "WALK" signal. IT will give you the most time to cross the street.
 - If you are in the middle of the street and the "DON'T WALK" signal begins to flash, don't stop or return to the curb or edge of the road. Continue to walk at your maximum comfortable pace until you reach the other side. Walk, don't run - you could fall if you run.
 - If a pedestrian countdown signal exists at the intersection, it will tell you how many seconds you have left to cross.
 - **Do not cross while you are distracted. No crossing while talking or texting on your phone.**
 -

Other Tips to Always Keep in Mind:

- Walk with a friend when possible.
- When you are near the street, don't push, shove, or chase other walkers.
- When determining your safe walking route, limit the number of street crossings, and avoid crossing busy or high-speed streets.

2019 - 2020 Residential Life Travel Calendar

Thornton Academy has a strict attendance policy (refer to page 6). Travel should be planned according to the vacation schedule. Students should not miss more than 4 consecutive school days before, after or a combination of both, around any school vacation.

Start of School Arrival Dates

August 17, 2019 - Fall Athletes Arrive
August 19 and 20, 2019 - NEW Student Arrival
August 19, 2019 - Boston Pickup for NEW Students
August 26 and 27, 2019 - Returning Student Arrival

Thanksgiving Vacation

November 26, 2019 - Early Release Day. Last day of classes. Dorms close at 2PM.
November 26 through November 30, 2019 - Dorms closed for Thanksgiving.
December 1, 2019 - Dorms open at 12:00PM
December 2, 2019 - Classes resume.

Christmas Vacation

December 20, 2019 - Last day of classes.
December 21, 2019 - Dorms close at 12:00PM
December 21 through December 31, 2019 - Dorms closed for Christmas.
January 1, 2020 - Dorms open at 12:00PM
January 2, 2020 - Classes resume.

February Vacation

Our dorms and cafeteria will remain open during February vacation. Students who stay will be charged a fee of \$50 per day, paid from their student account. Students must plan on staying the entire break or traveling the entire break.

February 14, 2020 - Last day of classes
February 15 through February 21, 2020 - Dorms closed to those students who are traveling.
February 22, 2020 - Dorms open to students who are traveling.
February 24, 2020 - Classes resume.

April Vacation

Our dorms and cafeteria will remain open during April vacation. Students who stay will be charged a fee of \$50 per day, paid from their student account. Students must plan on staying the entire break or traveling the entire break.

April 16, 2020 - Last day of classes
April 18 through April 24, 2020 - Dorms closed to those students who are traveling.
April 25, 2020 - Dorms open to students who are traveling.
April 27, 2020 - Classes resume.

End of School Year Travel

June 7, 2020 - Graduation
June 10, 2020 - Last day for senior departures
June 12, 2020 - Grades 6 - 11 departures begin.
June 14, 2020 - Dorms close.

Weekend Travel

If a student wishes to leave campus for the weekend a request must be submitted the Wednesday prior to departure. Additionally:

1. Parent permission must be emailed to the Director of Residential Life prior to departure.
2. All travel information must be submitted to the Director of Residential Life prior to departure.
3. Students must return to campus by 6:30pm Sunday evening.
4. Student may not miss a class in order to accommodate travel plans. Any absence due to travel will be counted as an UNEXCUSED ABSENCE.
5. All students must have "good standing in attendance" to obtain weekend travel permission. This means students must not have any unexcused absences or tardies the week prior to travel.

Closed Weekends

CLOSED TO TRAVEL WEEKEND – These are days that students may not travel away from campus for the weekend. Closed to travel weekends will be announced 2 weeks in advance.

Student Transport Costs

Local Transportation Centers:

Student travel to all local transport stations will remain free of charge. Local transport centers include:

- Amtrak, Saco Station
- Concord Coach, Portland, Maine Station
- Greyhound Bus Station, Portland, Maine Station
- Portland International Jetport, Portland Maine

Transport to Logan Airport, Boston Massachusetts:

If transport to or from Logan Airport is requested a fee will be paid from the student's incidental account. There are two options for transport to or from Logan Airport:

1. Residential Life Staff: We will use this option if staff is available for transport. Fee: \$200
2. Maine Limo Service: This is a private transport company. Transport will typically cost \$300 - \$350. Cost are subject to change. Thornton Academy will pay Maine Limo and deduct the cost from student's incidental account.

Unaccompanied Minor Service:

Unaccompanied minor service (UMS) fees will be paid from the student's incidental account. Thornton Academy will provide UMS to the following airports:

1. Portland Jetport, Portland, Maine: \$50
2. Logan Airport, Boston Massachusetts: \$250 (this fee includes transport and UMS).

Testing

Thornton Academy will provide transportation for SAT, SAT II and TOFEL testing to the following test centers:

SAT - Biddeford, Maine
Portland, Maine

South Portland, Maine

TOFEL - South Portland, Maine

If students wish to register for testing locations outside of these sites, transportation may not be provided. In cases where transportation is provided to other test locations, students will be charged a travel fee. Students will be made aware of these fees prior to drop off or pick up.

Additional Middle School Expectations

Middle School Personal Finances

Thornton Academy Middle School - TAMS students are not permitted to keep more than \$20.00 on their person. All extra cash, credit and debit cards must be kept in the dorm safe. Students will be permitted to take their cash, credit and debit cards for Residential Life or TAMS trips or outings.

Middle School Electronics

All electronics will be collected at lights out. This includes but is not limited to: cell phones, laptops, ipads. These items will be available to students every morning.

Middle School Weekend Travel

TAMS students are not permitted to travel away from campus for the weekend without:

- All necessary prior approval (see Weekend Travel page 11)
- Direct supervision of an adult

Middle School Discipline Rubric

LEVEL I Infractions:

- Tardy to Class
- Student-to-student inappropriate language
- Dress Code Violation
- Cafeteria Violations
- Cell phone mis-use
- Classroom Disruption
- Uncooperative – refusal to do work

LEVEL I Consequences:

1st offense: Teacher Interventions & Verbal Warning

2nd offense: Detention and/or Office Referral

3rd offense: Detention

4th offense: 2 Office Detentions / Possible ISS

Interventions tried by teachers prior to referral

- ◆ Verbal redirection
- ◆ Moving seat
- ◆ Conversation with student
- ◆ Parent contact
- ◆ Review student record

- ◆ Consult with other teachers
- ◆ Guidance/social worker referral
- ◆ Parent conference
- ◆ Time out
- ◆ Student/teacher mediation (with guidance)

LEVEL II Infractions:

- Vandalism
- Intimidation
- Unsafe behavior (kicking, shoving, poking)
- Cheating/plagiarism/forgery
- Profanity
- Peer aggression – non-physical (name calling, rumor or insult)
- Bus conduct reports
- Theft (low level)
- Skipping class
- Disrespect

LEVEL II Consequences:

1st offense: Detention

2nd offense: 2 Office Detentions

3rd offense: In-School Suspension

4th offense: 2-3 Day out of School Suspension with the development of a behavior plan

5th offense: 5 Day out of School Suspension

LEVEL III Infractions:

- Insubordination
- Profanity towards staff
- Fighting/inciting/encouraging a fight
- Assault
- Violent threat
- Harassment
- Theft

LEVEL III Consequences:

1st offense: Out of School Suspension

2nd offense: Out of School Suspension and the development of a behavior plan

3rd offense: 10 day Out of School Suspension with referral to Headmaster for consideration of extended suspension and or expulsion

LEVEL IV Infractions:

Tobacco use/possession
Drug use/paraphernalia
Alcohol use or possession
Weapon possession
Bomb threats/fire alarm/smoke bombs
Physical contact with or aggression toward staff

LEVEL IV Consequences: In case of Level IV Infractions, administration may suspend up to 10 days and/or recommend expulsion of students who violate any of these policies based on the facts of each case and in accordance with applicable state federal laws.

*Lying that interferes with the discipline process may lead to more serious consequences. Discipline consequences may be more severe than listed here based on the severity of the behavior. All discipline actions are at the discretion of administration.

Revised: August 2014 TR

Residential Life Programming

Residential Student Advisors

All Residential Life students will be assigned a Residential Student Advisor. Advisors are assigned with the goal of each student having an adult he/she can turn to for advice and support. Residential Student Advisors are adults who can help students make good choices, navigate difficulties, and grow in a healthy way at Thornton Academy. Advisors will meet weekly with students to review academics, listen to any concerns and to hear about what is going well. Advisors will also write to parents periodically to keep them informed on how students are progressing at Thornton Academy.

Golden Edge

Golden Edge is designed to provide academic support, help students adjust to and better understand American culture, and help students to become more involved in the Thornton Academy community. These are all things that will help residential students to become well rounded and be as successful as possible here at Thornton Academy and beyond. Students will be provided with a monthly calendar in advance. Any non-approved absence from Golden Edge will be treated as an UNEXCUSED ABSENCE.

ELL Lab

ELL Lab is an academic support center that is held during school hours. All first year students are placed in ELL Lab and required to attend. Returning students may be placed in ELL Lab if deemed necessary by their classroom teachers, Residential Student Advisor, Director of Residential Life, Residential Dean or College Counselor. Any non-approved absence from ELL Lab will be treated as an UNEXCUSED ABSENCE.

Extra Curricular Requirements

Extracurricular activities are an important part of student life at Thornton Academy. Colleges and universities want students who do more than just take classes. Most importantly, participation in extracurricular clubs and teams provides a better sense of community, an opportunity to try something new and a chance to build relationships.

HOMESTAY OVERVIEW

Thornton Academy's Homestay Program offers an alternative to dormitory living for new and returning residential students. Students who have been accepted into the Homestay Program will reside with local families for the full school year. These students benefit from language and cultural immersion and enjoy a nurturing and comfortable home environment. Homestay Students are considered members of their respective families and must follow the rules of the home.

Communication between Homestay Students and Homestay Parents is very important. Students must keep their Homestay Parents informed at all times about academic schedules, as well as school and nonschool related activities. Homestay Students are also members of the residential student community and, as such, must abide by any of the policies and procedures that are not specific to dormitory living. Homestay Students are invited to take part in special Residential Life events and may sign up for activities that are scheduled each weekend for students that reside in the dormitories.

HOMESTAY STUDENT MEETING REQUIREMENTS

The Director of Off-Campus Life oversees Thornton's Homestay Program and advises both students and parents on matters related to school and the Homestay Program. Homestay Students are required to attend Homestay Student Advisory meetings as scheduled. Homestay Students are also required to attend weekly Golden Edge meetings. A calendar of these meetings will be emailed to Homestay Parents and Homestay Students on a monthly basis by the Golden Edge Program Coordinator. Homestay Parents and Students will be notified by email if there are subsequent changes to the calendar. At the beginning of the second, third and fourth quarters, the Director of Residential Life will review grades. Any residential student who has not earned Honor Roll status must attend After School Study Center (ASSC) the following quarter. ASSC is scheduled Mondays through Thursdays, starting at 3:00 pm until 4:30 pm.

TRANSPORTATION

Transportation for the Homestay Student is the responsibility of Homestay Parents who have been authorized to make decisions about who can or cannot drive their Homestay son or daughter. Students may ride the bus to and from school or receive a ride from licensed members of the Homestay family. The Homestay Parents may also allow other responsible, licensed drivers to transport their Homestay son or daughter during school or nonschool hours. If a Homestay Student signs up for an off-campus dorm activity, they may ride the TA bus with the dorm students. Homestay Parents need only provide transportation to and from campus. However, if it's more convenient, Homestay Parents may opt to provide transportation to and from the activity instead.

TOEFL / SAT TESTING

If a Homestay Student wishes to sign up for a TOEFL or SAT test, he or she must gain prior approval from the Director of Residential Life. Students are expected to use testing sites within Southern Maine. If a Homestay Student is scheduled to take a TOEFL test at the same time and place as one or more of the dorm students, roundtrip transportation may be provided by the Residential staff from the school parking lot. In situations when the Homestay Student is the only

individual scheduled for a TOEFL test, the transportation will be arranged by the Homestay Parent. If a Homestay Student receives approval to take a test in Central or Northern Maine or an out-of-state testing site, Homestay Parents will not be responsible for transportation beyond driving the Homestay Student to the Saco train station, Portland bus station, or Portland airport.

TRAVEL AND VACATIONS

Homestay Parent responsibilities include school vacations and holidays and Homestay Students are not required to travel. However, when Homestay Students choose to travel, there is no reduction in the Homestay stipend. If a Homestay family plans a vacation and invites their Homestay Student to join them, the student will cover the cost of his or her own air, train or bus fare, as well as the cost of his or her own hotel room. Whenever a family takes a vacation without their Homestay Student and the student does not have separate travel plans, the stipend will not change, but Homestay Parents must arrange for their Homestay son or daughter to stay with another family or arrange for an adult to stay with the Homestay Student at their house. The Homestay Parents must provide the Director of Off-Campus Life with their vacation dates and information about the person who will be caring for their student. If the student is staying with another Homestay family, the recommended compensation is equal to the stipend that would be earned while Homestay Parents are traveling.

Homestay Students must always discuss travel plans with their Homestay Parents and provide them with an itinerary. In addition, their travel plans must be approved by Director of Residential Life who will need written permission from the international parents, a copy of the travel itinerary, and copy of the bus, train or air ticket. If this is a weekend trip, these steps must be completed by Wednesday prior to the start of the weekend. The Homestay Student must also confirm that their Homestay Parent will be transporting them to and from the station or airport. If dorm students are departing or returning at the same time and space is available in the TA van, Homestay Students may be able to coordinate a ride from campus to their station or airport and back to TA at the end of the trip. TAMS Homestay Students will not be allowed to travel during school vacations, holidays or on weekends without an adult chaperone, unless the TAMS Homestay Student is traveling home.

PASSPORT AND I-20

Homestay Student passports and I-20s must be given to the Residential Life Staff at the start of the school year and both must remain on file at TA. Homestay Students need to carry their passports when traveling, and if they are leaving the USA, they must also bring their I-20s. Homestay Students are responsible for collecting their passports and I-20s from the Residential Life Office the last school day prior to their departure and for bringing them back to the Residential Life Office the first school day after their return.

MEALS

Homestay Students will receive a meal pass at the beginning of the school year which can be used whenever they dine on campus. During the week, Homestay Students may opt to eat breakfast at home or at school. When having breakfast at TA, the Homestay Student should arrive by 8:00 am in

order to allow enough time for breakfast before the start of Block 1. Thornton Academy also provides lunch to the Homestay Students during the week, so Homestay Parents do not need send their Homestay sons and daughters to school with a packed lunch. Weekday dinners are provided at home, and all meals are provided at home on weekends, holidays and during vacations, unless the Homestay Student has arranged to dine out. If a Homestay Student is on campus during the dinner hour because of a school-related activity and wishes to have dinner at TA, the student or Homestay Parent must email the Director of Off-Campus Life at least one day in advance who will then notify the Director of Dining Services.

MEDICAL

In the event a Homestay Student is in need of urgent medical care, the Homestay Parent should take their Homestay son or daughter to the Emergency Room or Urgent Care Clinic and notify the Residential Nurse who will coordinate all follow up treatment. If a Homestay Student isn't feeling well before the start of a day school and has a temperature or is vomiting, the Homestay Parent must notify the Attendance Office that the student is staying home. If the student's temperature is normal and is not vomiting, the student should attend school, but see the Residential Nurse before going to class. If a student has a medical appointment during the school day and a Homestay Parent is not able to accompany the student, the Residential Nurse will take the student to his/her appointment.

The Homestay Student's medical insurance card or a copy of the medical insurance certificate will be provided to Homestay Parents. Whenever a Homestay Parent takes a Homestay Student to the hospital or clinic or to a medical appointment, they must bring proof of medical insurance. The Homestay Parent must also notify the Director of Off-Campus Life or Director of Residential Life whenever medical treatment is necessary. Follow-up treatment will be coordinated by the Residential Nurse.

DORM VISITATION POLICIES

Homestay Students are welcome to spend time at the dorm as long as they receive a personal invitation from a dorm friend prior to each visit. During the school week, Homestay Students can wait for rides in the first floor dorm lounges until 5:00 pm and must make sure to sign in when they arrive and sign out when they leave. If their ride is delayed until after 5:00 pm, the Homestay Student should wait in the Cafeteria or Atrium. Boys may visit at any of the boys' dormitories and girls may visit at the girls' dormitories during the following hours:

Monday - Thursday	2:45-5:00 pm
Friday	2:45-10:30 pm
Saturday	12:00-10:30 pm
Sunday	12:00-5:00 pm

Whenever visiting the dorms, Homestay Students must notify their Homestay Parents in advance and must always sign in and sign out. They must also seek permission from the On Duty Dorm Parent at the time of their visit and notify the Dorm Parent when they leave. A Homestay Student cannot be in a dorm room if their dorm friend is not present. Dorm Parents have the right to deny any visitation requests if they consider it necessary. Homestay Students are not allowed to visit the dormitories when school is closed due to inclement weather. If a Homestay Student is invited by a dorm friend for an overnight stay, the Homestay Parent must call the On Duty Dorm Parent to confirm that the overnight stay has been approved by both parties.

Residential Life Staff Contact Information:

Stasio Hall:

Lauren Roche - (207) 351-5273
Mike Roche – (617) 794-8373
Heidi Brewer - (207) 229-7466
Judi Brewer - (207) 590-0690
Ben Nasse – (207) 286-7964
Jodi Nasse – (207) 229-7750
Tiffany Robert – (207) 590-8026
Mike Robert – (207) 590-8026

Stasio Off Campus Staff:

Misharra Hefler - (207) 272-2341
Tracie True – (207) 590-6328
Kelsey Ramsey - (603) 540 9669

Nelson Hall:

Bob Davies – (207) 571-0708
Erin Davies-(207) 749-7571
Matt Regan - (207) 229-5056
Brandon Parise (207)-712-6534
Jenny Parise (207)-229-7912
Nathan McKenney (207)-776-8097
Gina McKenney (303)-513-2341

Nelson Off Campus Staff

Amanda Normand - (207) 590-5908
Justin Normand - (207) 590-6680
Brian Morrison – (207) 272-7047
Craig Agreste – (207) 450 -1376

Fairfield Dormitory:

Sarah Carrier – (207) 730-2333
Cory Carrier – (207) 233-7299

Hobson House

Frank Zayac - (207) 749-5449
Maureen Flynn- 207-632-7185

Homestay Coordinator:

Jade Elliott - (207) 615 - 9811

King Street:

Kelly Townsend – (207) 229-5215
Matt Townsend – (207) 749-6485
Tom Rackmales – (207)577-5627

Trojan Hall

Cathy Paradis - (207) 590-2385
Greg Paradis - (207) 590-1532
Nick Tabor – (207) 408-1160
Danielle Tabor – (207) 408- 1703
Ryan Hersey – (207) 699-8086
Susan Hersey - (603) 498-3075
Mike Nelson – (207) 229-0686
Marcia Nelson – (207) 710-7164

Trojan Hall Off Campus Staff:

Jeff Christenbury – (207) 590-3943
Josh Pulisfer - 207-229-8841
Michelle Pulsifer - 207-468-2112
Sara Paquette – (207)-467-5695