



UPPER SCHOOL STUDENT HANDBOOK 2019-2020

Welcome to a new school year at Thornton Academy!

Every student counts on this campus. Work hard and challenge yourself in the classroom. Get involved with sports, clubs, activities and service opportunities. An active campus life benefits everyone. Join, participate, and contribute to the community here at Thornton Academy!

Main number to reach any dept or individual: 282-3361

Administrators

Headmaster — Mr. Menard (ext 4401)
Associate Head of School — Mrs. Snyder (ext 4404)
Sr Director of School Administration — Mrs. Taranko (ext 4468)

Departments:

Athletics — Mr. Stevens (ext 4406)
Attendance — 282-3361, press 1, then:
 For absence: Press 1
 For tardy: Press 2
 For dismissal: Press 3
Deans Office (ext.4442)
 Mr. Kezal (Class of 2020)
 Mrs. Roche (Class of 2021)
 Mr. Tabor (Class of 2022)
 Mr. Paradis (Class of 2023 & Residential)
Campus Safety & Parking — Mr. Trask (ext 6305)
School Counseling — Ms. Hodgman-Burns (ext 4454)
Nurses — Mrs. Prescott (ext 4465), Mrs. Faulkner (ext 4410), Mrs. Tabor (ext 8310)
Special Education — Mrs. Butler (ext 4424)
Technology — Mr. Nasse (ext 4480)

Annual Policy Notifications are included on page 23 of this handbook, and may also be found in the “MyTA” section of the school website:

www.thorntonacademy.org/my-ta

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2019-2020**

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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 co-educational, 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 core values and 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.

SCHOOL POLICIES

The policies in this student handbook represent the current student policies at the time of posting. Changes may occur during the school year. Up-to-date information may be found in the “MyTA” section of the school website:

www.thorntonacademy.org/my-ta

SCHOOL ATTENDANCE

Consistent attendance is essential in order for students to find academic success and earn credits steadily toward graduation. Classroom instruction and discussions are vital parts of every course that cannot be re-created and should not be missed, making regular attendance crucial to learning. As adults, good attendance at work will also be expected and required. Parents are asked to partner with teachers by insuring their students’ daily attendance. All students are expected to arrive at school on time and attend all assigned classes every day.

ATTENDANCE POLICY

School begins at 8:30 a.m. Daily attendance is noted on student report cards. Students who arrive after 8:30 must check in at the Attendance Office and will be marked “tardy.”

When a Student Is Tardy

- A parent/guardian must call the Attendance Office before the student checks into school. If the school does not receive a phone call, an automated call will be placed to the parent or guardian.
- For the tardy to be excused, it must fall under one of the Academy’s definitions of excused absences (see above). If this is not provided, students will not be allowed to make up any work in the class that was missed, including tests and quizzes. The student may also receive additional consequences, such as a detention. *Tardies exceeding 50% of the block count as an absence from the class, and count towards a student’s absenteeism count.*

When a Student Is Absent

- A parent/guardian **MUST** call the Attendance Office the day the student is absent and leave a message with the Attendance Office.
- Absences must be called in by 12pm (noon) the day of the absence. If notification is not received, the student will be listed as “absent unexcused” and an automated call will be placed to the parent or guardian.
- In order for an absence to be excused, it must fall under one of the Academy’s definitions of excused absences (see below).
- No corrections will be made after 48 hours and the absence may remain unexcused. Messages are received 24 hours a day, 7 days a week. Unexcused absences will result in a grade of 0% for the day and may result in consequences outlined in the handbook. Parents/guardian will be contacted regarding unexcused absences with an automated call must contact their children’s dean to excuse the absence.

Thornton Academy defines reasons for excused absence as the following:

- Personal Illness
- An appointment with a health professional that must be made during the regular school day
- Observance of a recognized religious holiday when the observance is required during the regular school day
- A family emergency
- A planned absence for a personal or educational purpose that has been approved in advance

Dismissals

A student must have permission from a parent/guardian to leave campus. A parent/guardian must call or email the Attendance Office prior to the dismissal time. The student will receive a pink dismissal slip, and should check out through the Attendance Office upon leaving. Students are not allowed to leave and then have a call placed afterwards.

Attending Class

A student cannot be excused or released from any class or study hall without a pass. Teachers take attendance each block and record any absences and tardies.

* Students are not allowed to leave campus during lunch or advisory.

Make-Up Work

Students will have up to one week from the day of return from an excused absence to make up work for any missed classes. Students cannot make up work from an unexcused absence. Unexcused absences include class cuts, truancy, absences or tardies without parental notification and documentation.

Planned Absences/Leaves

Students must complete a Planned Absence Form and submitted it to the Deans' Office prior to the planned absence(s). If this form is not submitted to the Deans' Office prior to the dates of the planned absence, those days may be logged as unexcused and the student will not be able to make up any work missed. Forms are available in the Deans' Office and online at the MyTA section of the school website.

Extra-Curricular Activities

Students must attend school or have an excused absence on the day of any extracurricular activity in order to participate in the activity. Any appeals should be discussed with the class dean, coach/advisor and Director of Athletics.

To reach the Attendance Office: Call 282-3361 and press 1

To reach the Deans' Office: Call 282-3361 ext. 4442

To reach a Class Dean: Call 282-3361 —

Mr. Kezal (2020): Ext. 4420

Mrs. Roche (2021): Ext. 4400

Mr. Tabor (2022): Ext. 4419

Mr. Paradis (2023): Ext. 4417

ATTENDANCE INFRACTIONS

Attendance infractions may warrant consequences ranging from teacher warnings to detentions or suspensions. Attendance infractions may also result in grade point reduction(s) and/or loss of opportunity to make up work. Parents/guardians, teachers, and counselors will be contacted regarding attendance infractions and assigned consequences.

*Students are not allowed to leave campus during lunch or advisory.

IN CASES OF MULTIPLE ATTENDANCE INFRACTIONS

Any student who accumulates 12 absences in a yearlong or 7 absences in a semester-long course (excused or unexcused) will not receive credit in that class towards graduation. A tardy or dismissal that is more than half of a block will also count as an absence. A student who loses credit can stay in the class and earn a grade for the transcript. Students who continue to miss class may be removed per the discretion of the deans, school counselors and the administration.

A student may appeal this provision within five (5) days of being notified of the loss of credit. Appeals must be initiated by the student or a parent.

- The appeals committee will be made up of the dean, school counselor and associate head. Parents/guardians will be encouraged to attend the appeals session.
- Documentation of the reasons behind the accumulated absences will be required before any appeals are considered.

- The committee will make a recommendation as to whether the student receives credit. The dean will make the final decision in consultation with the school counselor.
- Only absences with documented reasons will be considered in the appeal and these reasons must fall under the list of excused absences as defined by Thornton Academy (see p 3 above)
- Results of the appeal will be placed in the student's cumulative file.

BEHAVIOR EXPECTATIONS

The core values that underlie the expectations of Thornton Academy community members are the Pillars of **respect, responsibility, compassion, and investment**. The pillars, and the following pursuant rules and policies, apply to any student who is on school property, in attendance at school, at any school-sponsored activity, or whose conduct at any time or place, on or off campus, directly interferes with the operations, discipline or general welfare of the school community.

Respectful and Compassionate treatment — Students have the right to be treated fairly and courteously, as do classmates, teachers, administrators and staff. Anyone who infringes on another individual's rights can expect to be disciplined. Students are expected to show the same respect for the Academy, their classmates and teachers that they would expect to have shown for themselves and their property. There are three basic rules at Thornton Academy: respect each other, respect the adults in the school, and respect the environment.

Non-school items — Non-school items may be hazardous to the safety of others and interfere with the academic environment, and so should be left at home. Non-school items brought to school may be taken and returned only to a parent/guardian.

Cell Phones — During the academic day (8:30 AM—2:45 PM) cell phones should not be used, seen or heard while in an academic class. Students are permitted to use cell phones during passing time between classes, in the dining commons during lunch or in the dining commons study halls. Students are asked to be respectful and responsible with cell phone usage. Non-permitted use of cell phones may result in the cell phone being taken and given back to the student at the end of the block or school day.

School property — Students are expected to take care of school property, taking pride in the campus by keeping it clean. Use the walkways to travel between buildings. Students are expected to take care of books, and textbooks must be covered. All facilities, materials and equipment are to be treated with care.

Computer/Internet use — Computer/Internet use at Thornton Academy is a privilege. Any inappropriate use may result in the loss of privileges and further disciplinary action. Consult the Acceptable Use Policy (available at the MyTA section of the website) for more information.

Bus behavior — Act appropriately on the bus. Riding the bus is a privilege that can be lost by ignoring or breaking the rules.

No loitering — Students are expected to go to class. Students who have been granted early release or dismissal must leave campus. Loitering anywhere on campus is not allowed and may result in loss of privileges. Students who are not participating in a club, group, meeting, activity, or athletic event after school may not be on campus after school. Skateboarding, hoverboarding and similar activities are not allowed on campus at any time.

Parking — Junior and senior students only may bring vehicles to school. All student vehicles must be parked in a student parking lot. The School Resource Officer will distribute parking permits. Parking without a sticker or in a non-student space may result in disciplinary action. Reckless driving could result in immediate loss of privilege and further disciplinary action. See the Campus Parking Policy published in this handbook or online at the MyTA section of the school website.

Lunch waves — All meals are to be consumed in the Dining Commons or other designated dining location.

Appropriate dress — Students are required to dress appropriately for a serious learning environment. Clothing choices must be non-distracting and provide appropriate coverage. Students wearing inappropriate clothing will be referred to the dean or an administrator.

Represent Thornton Academy well — Respectful, responsible, and courteous student behavior is expected whenever students attend any Thornton Academy event, whether on or off campus. Students participating in school-sponsored trips must stay with the group and promote Thornton Academy through their good behavior. On campus, students are expected to be courteous to visitors and exhibit appropriate public behavior.'

Compassionate choices — Students are expected to refrain from the display of hate symbols and language on clothing and belongings.

CONSEQUENCES FOR BEHAVIOR INFRACTIONS

Consequences for behavior infractions anywhere on campus, during or after school, may result in a conference with a dean, parental notification, a one- or two-hour office detention, an out-of-school suspension, removal from class or loss of privilege (cell phone, bus, etc.), and possibly expulsion. All detentions should be served on the day they are assigned. A student who fails to serve a detention may be suspended.

SERIOUS BEHAVIOR VIOLATIONS

Some infractions are so severe they warrant strong disciplinary actions up to and including an out-of-school suspension, a referral to School Resource Officer, and/or expulsion.

These infractions may result in actions up to and including an out of school suspension or expulsion. The following will NOT be tolerated at Thornton Academy:

- Harassing, discriminating, hazing, and/or bullying behavior
- Aggressive, violent, and/or threatening behavior
- Disrespectful behavior, insubordination, and/or inappropriate language toward staff
- Use, possession and/or distribution of drugs, drug paraphernalia, prescription medication, tobacco, e-cigarettes, vaporizers, and/or alcohol
- Vehicle violations
- Vandalism
- Theft
- Weapons
- Unauthorized electronic distribution of libelous imagery, video, or written communication
- Cheating, lying, plagiarism, forging or any form of dishonesty

Thornton Academy reserves the right to take action on any behavior that occurs off campus that may impact the educational experience or safety of Thornton Academy students and staff. Students who are referred to the School Resource Officer may be charged with a crime.

Suspension

Out-of-school suspension is a severe form of punishment used to convey to both student and parent/guardian that the school will not accept or tolerate the type of behavior that prompted the suspension. A parent/guardian conference may be required prior to a student's return to school. Repeated violations may lead to expulsion. Suspended students cannot be on campus for **ANY** reason until the day they are allowed to return to school.

BEHAVIOR-RELATED POLICIES

All behavior-related policies are posted in the MyTA section of the school website.

The policies posted online are the most current.

HARASSMENT, DISCRIMINATION, HAZING and BULLYING POLICY

Thornton Academy is a large and diverse campus built on a foundation of trust, respect, and acceptance. Creating a safe, welcoming environment for students, staff, and visitors is our foremost goal; any and all forms of conduct that create an intimidating or hostile environment that interferes with an individual's educational or professional performance is strictly prohibited and will not be tolerated. Thornton Academy's policy is more stringent than what is mandated by law and Thornton Academy reserves the right to apply disciplinary measures and other corrective action for inappropriate conduct that does not meet the legal definitions of harassment, discrimination, and bullying.

This policy, along with all rules of conduct, applies to students while they are on campus or at a school sponsored event such as an athletic competition, dance, performance or field trip. The Academy reserves the right to take action on any behavior that occurs off campus that may impact the educational experience or safety of Thornton Academy students or staff.

Harassment or Discrimination, including Sexual or Gender-Based Harassment

Thornton Academy prohibits all forms of illegal harassment or discrimination that is based on an individual's race, color, gender, pregnancy, religion, national origin, ancestry, age, sexual orientation (including gender nonconformity and gender identity and expression, including status as a transgender or transsexual individual), genetic information, whistleblower status, military/veteran status, physical or mental disability, or any other status protected by law. Harassment or discrimination is defined as behavior that is based on a person's protected status and is personally offensive or threatening, impairs morale, or is so pervasive or severe that it has the purpose or effect of:

- Creating an intimidating, hostile, or offensive environment; or
- Unreasonably interfering with an individual's ability to participate in or benefit from the school's program; or
- Creating a situation where academic decisions of a student depend on his or her submitting to and/or not objecting to the behavior.

Discrimination and harassment can take many forms. Examples include, but are not limited to:

- Limiting opportunities to participate in certain clubs, teams, or activities based on certain characteristics;
- Slurs, jokes, statements, remarks, questions, gestures, pictures, emails, texts, or cartoons regarding legally protected status that are derogatory or demeaning to an individual's or group's characteristics or that promote stereotypes;
- Demands for sexual favors in exchange for favorable treatment, academic rewards, or continued participation in a program or project;
- Obscene, demeaning, or abusive commentary about an individual's body or other personal characteristics;
- Responding to refusals to provide sexual favors with verbal, emotional, or physical abuse;
- Offensive or unwelcome sexual flirtation, advances or touching;
- Unwanted sexual contact or nonconsensual sexual intercourse, including any coerced or non-consensual sexual relations (see Thornton Academy's Student Sexual Misconduct Policy below);
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments;
- Audiotaping, videotaping, or otherwise recording others in sexual or other potentially embarrassing circumstances
- Forwarding or threatening to forward potentially embarrassing recorded material to others;
- Intimidating or suggestive remarks about an individual's sexual orientation or gender identity, whether actual or implied;
- Sexually suggestive or degrading sounds or remarks (written, oral, or electronically transmitted), including graffiti and the spreading of sexual rumors, made to or about another member of the community;
- The use of school technology to transmit sexually suggestive, offensive, and/or degrading material, whether received at school or elsewhere;
- The open display of sexually offensive objects, pictures, and messages.

Sometimes harassing behavior results from ignorance or insensitivity to the feelings of others. Being mindful of how one's behavior is affecting others and communicating the effect of the behavior of others are good ways to minimize harassment. Some forms of sexual harassment may fall under the Academy's Sexual Misconduct Policy, in which case that policy will be the applicable one.

Hostile Environment

A hostile environment is one in which discrimination, harassment, or bullying causes the School environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

Bullying

Bullying is characterized by a power differential and involves aggressive behavior that is either a single significant incident or a pattern of repeated incidents that are intended to cause harm. Bullying is defined as the use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- Causes physical or emotional harm to the targeting student or damage to the targeted student's property;
- Places the targeted student in reasonable fear of harm to himself or herself or of damage to his or her property;
- Creates a hostile environment at school for the targeted student;
- Infringes on the rights of the targeted student at school; or
- Materially and substantially disrupts the educational process or the orderly operation of the school.

Bullying can include, but is not limited to:

- Hitting, slapping, pushing, and other physical conduct that causes bodily harm;
- Threatening in a manner that puts someone down or is cruel;
- Deliberately excluding someone as a way to humiliate or demean them;
- Sexually harassing conduct;
- Hazing activities.

Cyber-Bullying

Cyber-bullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, fax machines, and the Internet. It includes, but is not limited to, email, instant messages, text messages, and Internet postings, whether on a web page, in a blog, any form of social media, or otherwise.

Cyber-bullying may include, but is not limited to:

- Taking a private email, instant message, or text message and forwarding it, or threatening to forward it to others or posting it where others can see it to embarrass or intimidate a person;
- Spreading hurtful rumors online about another person;
- Threatening or insulting through aggressive emails, instant messages, or text messages;
- Posting or threatening to post embarrassing pictures of someone online without his or her permission; and
- Creating a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation causes any of the conditions listed in the definition of bullying listed above.

Hazing

Hazing is defined as conduct or a method of initiation into any student organization which willfully or recklessly endangers the physical or mental health of any student or other person, regardless of the consent of the individuals involved.

Examples of hazing include, but are not limited to: whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of a student or other person, or which subjects a student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

While harassment, discrimination, bullying and hazing all fall within a spectrum of interpersonal aggression and sometimes violence, they are not synonymous. Hazing is predicated on inclusion and can sometimes be overlooked because it can appear as neither particularly aggressive, nor as intended to harm. In addition, hazing can sometimes be confusing for

students to understand because they might consent to the behavior. It is important to note that because hazing involves a group context and the power differential of current members and those seeking membership or acceptance by the group, peer pressure and coercive environment can exist and interfere with consent. Therefore, conduct can be deemed to be hazing regardless of a person's willingness to participate.

Reporting Process

Thornton Academy seeks to achieve, through education, communication and mediation, a welcoming and respectful work and school environment free of hostility, intimidation, harassment, sexual harassment and discrimination. A student, employee, parent or other individual who has concerns should follow the guidelines described below.

Anyone who believes that this policy has been violated should report to a dean, school counselor, school resource officer, or administrator. If you believe that the person's behavior may violate the law, you may report the matter directly to the police. Please be aware that Thornton Academy is required to report certain misconduct that comes to its attention to parents, Maine Department of Health and Human Services ("DHHS") and/ or the District Attorney's Office (see Thornton Academy's Mandatory Reporting Policy), and/or the police.

No one will be reprimanded or punished in any way for initiating an inquiry or report in good faith.

Requests for Confidentiality

Thornton Academy cannot honor requests for complete confidentiality because information must be shared in order to conduct an effective investigation and/or to comply with mandatory reporting laws. However, Thornton Academy will treat information it receives with sensitivity and will only disclose such information on a need-to-know basis. If a reporting party requests confidentiality and/or that Thornton Academy not investigate, Thornton Academy may still need to investigate the allegations in order to ensure the safety of the entire campus community.

Thornton Academy's Response to Report of Discrimination, Harassment, Bullying, Hazing

Once Thornton Academy learns of a potential violation of this policy, Thornton Academy may pursue an informal or formal process depending on the nature of the allegations. A dean, associate head, principal, assistant principal, school counselor, social worker, or administrator may serve as an intermediary to moderate a conversation (either in person or writing) between the parties to resolve the situation. Further, Thornton Academy may put measures in place to separate the parties (i.e. mutual no-contact order) and/or stop the inappropriate conduct (i.e. a cease and desist). In addition to the above options, a dean, associate head, principal or other administrator may conduct an informal investigation to gather facts and make a determination about the appropriate course of action and/or disciplinary response.

In the event that an informal process is unsuccessful or inappropriate, Thornton Academy will conduct an investigation in order to determine whether it is more likely than not that the reported conduct occurred, based upon a preponderance of the evidence, and whether disciplinary action is warranted. Such investigation may be conducted by a senior administrator, dean, associate principal, or external investigator depending on the nature of the report. The investigation may include, but is not limited to, interviews of those individuals directly involved in the incident and relevant witnesses, and collecting documents and any other evidence bearing on the incident. More than one interview of student parties and witnesses may be necessary in order to conduct a thorough investigation.

Thornton Academy may put interim measures in place for the safety of the reporting party and/or the school community, including a mutual no-contact order. Interim measures may include academic accommodations such as a change to class schedule, residential accommodations, such as a change in housing, and changes to meal time, sports or activities. Interim measures may also include medical or counseling services, a mutual non-contact directive, and/or a voluntary or mandatory leave from school for a period of time.

Upon completion of the investigation in the formal process, the investigator will analyze all the evidence and determine whether this policy was violated. The investigator will report the findings, rationale, and conclusions to the Associate Head of School and/or Principal, who will make the final determination as to what, if any, remedial action or disciplinary measures should be taken.

Following the formal investigation, Thornton Academy shall inform the student parties and parents of the decision as soon as possible and explain to the student parties the reasons for the decision.

Retaliation

Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports discrimination, harassment, or bullying, or who witnesses or provides information during an investigation about such behavior. Retaliation against any such individual, whether by the accused person or someone else, will not be tolerated and will be subject to the same strict discipline as harassment, discrimination, or bullying itself.

Abuse of Process/ Failure to Cooperate with an Investigation

Because allegations of harassment, discrimination, hazing, and bullying are serious and can be damaging to accused persons' reputations, any person who knowingly, maliciously, or recklessly makes a false complaint will be subject to discipline. In addition, because candor and honesty are essential to the investigation and remediation process, they are required of all participants, including any witnesses. Withholding of any material information in an investigation is prohibited. Students and employees are expected to cooperate fully in an investigation conducted by Thornton Academy.

Discipline

Persons who are found to have violated this policy will be subject to discipline, up to and including suspension or expulsion.

STUDENT SEXUAL MISCONDUCT POLICY

Thornton Academy strives to be a safe and supportive environment that cultivates learning and personal growth for all of its students. All forms of sexual misconduct, including but not limited to sexual assault, interfere with this critical mission and will not be tolerated. Thornton Academy will take appropriate action to prevent and correct behavior both by employees and students that violates this policy. Thornton Academy will also take any necessary disciplinary action against students. This policy applies to student sexual misconduct that occurs on campus or at any school-related activities. Thornton Academy reserves the right to address sexual misconduct that takes place off campus under this policy if such conduct causes a substantial disruption to or endangers the safety of the campus community.

Sexual misconduct is a broad term used to describe a range of prohibited behaviors and includes unwanted behavior of a sexual nature that is committed without consent or by force, intimidation, coercion, or manipulation. Sexual misconduct can be committed by a person of any gender, and it can occur between people of the same or different gender. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors, and is not necessarily physical in nature. It can occur between strangers or acquaintances, including people involved in an intimate or sexual relationship.

Reporting Sexual Misconduct

Students who believe they have been victims of sexual misconduct should seek help immediately from their parents and/or any trusted adult on campus, including the Headmaster, the Associate Head, a principal, an assistant principal, a dean, a school counselor, a school social worker, a school nurse, or the School Resource Officer. Students should contact the School Resource Officer or call 911 if they need or witness a need for immediate police and/ or medical attention.

Persons may report sexual misconduct verbally or in writing. When reporting an incident, it is helpful to provide as much information as possible, including the following:

1. A description of the event
2. The number of occurrences, with dates and places
3. The names of any witnesses
4. Any documents or other materials that are related to the event.

In addition to potentially violating Thornton Academy's policies, certain sexual activity may also violate the law. In certain circumstances, Thornton Academy may be obligated to report the conduct to DHHS and/or the District Attorney under the state mandatory reporting law. In accordance with Maine law, Thornton Academy will report to DHHS and the District

Attorney if it knows or has reasonable cause to suspect that a student under the age of 18 has been abused or is likely to be abused.

Persons may also report a sexual assault directly to the School Resource Officer and/or Saco police. (The phone number for the Saco Police Department is 207-284-4535)

Thornton Academy's Response to Sexual Misconduct

Thornton Academy treats all reports of sexual misconduct seriously with the well-being of its students as the first priority. Thornton Academy will promptly notify the parents of students who are reported to have experienced and/or engaged in sexual misconduct. Following a report of sexual misconduct, Thornton Academy will conduct its own investigation using an internal or external investigator in order to ensure the safety of its campus community and to determine whether disciplinary action is warranted. This investigation is separate from any investigation that might be conducted by law enforcement. Thornton Academy may delay its investigation for a reasonable amount of time to allow for law enforcement to interview witnesses and collect evidence. However, a report of criminal activity to law enforcement will not stop Thornton Academy's investigation process.

Requests for Confidentiality

Thornton Academy cannot honor requests for complete confidentiality because information must be shared in order to conduct an effective investigation and/or to comply with mandatory reporting laws. However, Thornton Academy will treat information it receives regarding sexual misconduct with sensitivity and will only disclose such information on a need-to-know basis. If a reporting party requests confidentiality and/or that Thornton Academy not investigate, Thornton Academy may still need to investigate the allegations in order to ensure the safety of the entire campus community.

Interim and Safety Measures

The Associate Head or designee shall determine whether interim measures are necessary pending the results of a sexual misconduct investigation. Interim measures may include academic accommodations such as a change to class schedule, residential accommodations, such as a change in housing, and changes to meal time, sports or activities. Interim measures may also include medical or counseling services, a mutual non-contact directive, and/or a voluntary or mandatory leave from school for a period of time.

Investigation Process

Immediately following a report of sexual misconduct, Thornton Academy will conduct its own investigation in order to determine whether it is more likely than not that the reported conduct occurred, based upon a preponderance of the evidence, and whether disciplinary action is warranted. Such investigation may be conducted by a senior administrator, dean, or external investigator depending on the nature of the report. The investigation may include, but is not limited to, interviews of those individuals directly involved in the incident and relevant witnesses, and collecting documents and any other evidence bearing on the incident. More than one interview of student parties and witnesses may be necessary in order to conduct a thorough investigation. Student parties are permitted to have a school counselor or social worker present as support during their interviews. It is Thornton Academy's expectation that students are cooperative when called upon to provide information in an investigation. Refusal to cooperate may result in disciplinary actions up to and including suspension.

Upon completion of the investigation, the investigator will analyze all the evidence and determine whether this policy was violated. The investigator will report to the Associate Head and/or principal, who will make the final determination as to what, if any, remedial action or disciplinary measures should be taken.

The Associate Head and/or principal shall inform the student parties of the decision as soon as possible and explain to the student parties the reasons for the decision.

Retaliation

Retaliation for complaining about sexual misconduct or participating in an investigation or disciplinary proceeding involving a complaint of sexual misconduct is prohibited. Any student engaging in retaliation, including through electronic means or through social media, will face discipline.

Abuse of Process/False Complaints

Because allegations of sexual misconduct are serious and can be damaging to accused persons' reputations, any person who knowingly, maliciously, or recklessly makes a false complaint will be subject to discipline. In addition, because candor and honesty are essential to the investigation and remediation process, they are required of all participants, including any witnesses. Students and employees are expected to cooperate fully in an investigation conducted by Thornton Academy.

Additional Resources for Students

Students may want to speak with adults outside of Thornton Academy for support regarding sexual misconduct. There are several resources in the area for victims of sexual misconduct listed below.

Local Resources

Sexual Assault Response Services Of Southern Maine

24 hours: 1-800-313-9900 or (207) 774-3613

Caring Unlimited

York County, 24 Hours: 1-800-239-7298

Hospital Emergency Department

- Southern Maine Medical Center (Biddeford): (207) 294-5000
- Maine Medical Center (Portland): (207) 662-2381

Local Police: Emergency 911

NON-DISCRIMINATION POLICY

Thornton Academy does not discriminate by race, age, color, ancestry or national origin, religion, gender, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status in admission to, access to, treatment in or employment in its programs and activities. To make an inquiry or file a complaint concerning the above statement, an individual may contact Associate Head Marsha Snyder at (207) 602-4403.

ACADEMIC MATTERS

CAMPUS HOURS AND INSTRUCTIONAL PERIODS

School is in session from 8:30AM to 2:45PM. Students must have a legitimate academic or co-curricular reason with supervision to be on campus outside of these hours.

The 2019-2020 school calendar, which includes maroon and gold day information, and bell schedules may be found in the "My TA" section of the website: <https://www.thorntonacademy.org/my-ta>

Building hours

- Hyde Library is open from 7:45 AM to 3:45 PM, Monday through Thursday, until 3:30 PM on Friday.
- The Main Building front door is locked at 4:00 PM, Monday through Thursday, at 3:30 PM on Friday.
- All other buildings, including all other Main Building, are locked at 3:15 PM every day.
- Exceptions are:
 - Linnell Gymnasium is locked relative to posted activities. Alumni House is open daily from 8:00 AM to 4:00 PM, Monday through Thursday, until 3:30 PM on Friday.

SCHOOL DELAYS AND CLOSINGS

If school is delayed or closed, the School Messenger system will alert parents/guardians. Options for notification include email, voicemail and text message; instructions for School Messenger are mailed home shortly after the start of school. For more information regarding School Messenger, contact Mrs. Estabrook (ext 4401).

School delays and closures are also announced on the school greeting (call 282-3361), on the school's social media pages (Facebook, Twitter, Instagram) and on local television news (Channels 6, 8 and 13).

ACADEMIC DEPARTMENTS

Department Chairs — The following faculty members head academic departments. Questions regarding content-specific curriculum, instructional practices, class expectations, homework assignments and other assessments of student performance, and other departmental matters may be addressed to the chair or administrator of the department:

English	Ms. Timberlake
Fine Arts	Mrs. Witherell-Stebbins
Foreign Languages	Mr. Thompson
History	Mr. Raby
Mathematics	Mr. J. Morrison
Science	Mr. Goulet
Technology/New Media	Mr. Nasse
Wellness	Dr. Kohl

Special Education: The Special Education Department is located in the Main Building, directly across from the main entrance. For more information concerning special education services, please contact the office at 282-3361, ext 4424.

Science Department

Due to the nature of equipment and activities taking place in Science classrooms, students are required to know these important safety rules, and follow them at all times when in a Science classroom.

- **Basic science room safety rules**
 - No eating. Drinks may be kept in covered containers with belongings not on desks.
 - Behave appropriately in every science classroom. Misbehaving will result in being asked to sit down or, if more serious, to leave and receive a zero for the activity.
 - Never touch any materials or equipment without permission. Items can be more fragile, dangerous, or expensive than they appear.
 - Never sit on desks or lab benches in a Science classroom.
 - Report all accidents and spills immediately.
 - Leave laboratory bench clean and neat.
 - Never move faucet handles or gas levers without the teacher's permission.
- **When preparing for laboratory work**
 - Study laboratory procedures, both written and verbal, prior to performing the lab activities.
 - Never perform unauthorized experiments.
 - Keep lab benches organized and free of apparel, books, and other clutter.
 - Know how to use the safety shower, eyewash, fire blanket, and first-aid kit.
- **Dress appropriately for laboratory work**
 - Tie back long hair.
 - Do not wear loose sleeves; they can get in the way.
 - Wear shoes with tops.
 - Wear lab aprons as required during laboratory sessions.
 - Wear safety goggles during all laboratory sessions with chemicals, heat, glassware, or by teacher recommendation. Consequences:
 - First offense — 20% on lab
 - Second offense — 0% on lab.

- Wear gloves when using chemicals that irritate or can be absorbed through the skin.
- **Avoid contact with chemicals.**
 - Treat all chemicals as potentially dangerous.
 - Never taste or "sniff" chemicals.
 - When heating substances in a test tube, point the mouth away from people.
 - Never carry dangerous chemicals or hot equipment near other people.
- **Other hazards to avoid**
 - No eating, drinking or chewing gum.
 - Keep combustibles away from open flames.
 - Use caution when handling hot glassware. Remember cold and hot glassware look the same!
 - When diluting acid, always add acid slowly to water. Never add water to acid.
 - Turn off burners when not in use.
 - Keep caps on reagent bottles. Never switch caps.
 - Never return chemicals to their containers unless instructed to do so by the teacher.
- **Clean up procedures**
 - Consult teacher for proper disposal of chemicals.
 - Wash hands thoroughly following experiments.
 - Leave laboratory bench clean and neat.
- **In case of accident**
 - Report all accidents and spills immediately.
 - Place broken glass in designated containers.
 - Wash all acids and bases from your skin immediately with plenty of running water.
 - If chemicals get in your eyes, your partner will help you wash them out with the eyewash for at least 15 minutes.

FMI: Mrs. Arenstam (ext. 8103)

ACADEMIC SCHEDULING

Students select courses in the spring of the previous year. A "course adjustment period" for full-year, first semester and second semester classes is established annually by the School Counseling Department.

FMI: The School Counseling Office (ext 6304)

The following protocols govern course adjustments:

- The student will meet with his/her school counselor to make desired adjustments.
- Changes to the level of core classes will include consultation with teachers and parents.
- No first semester or full-year classes will be added to a student's schedule after the date listed for the course adjustment period.
- No second semester classes will be added to a student's schedule after the date listed for the course adjustment period.

At the start of school, students with schedule errors (e.g., lack of a required core class, a schedule reflecting fewer than 5 total credits) will be given priority in the course adjustment period.

Dropping a class

- A student wishing to drop a class after the course adjustment period must discuss the reasoning for the drop with his/her school counselor.
- The student must obtain approval signatures from his/her parent/guardian and the teacher and return the completed course withdrawal form by the established due date.
- All classes dropped after the course adjustment period is over will result in a "W" on the transcript.
- A school counselor, after consulting the Director of School Counseling, may adjust any of the above protocols in the case of extenuating circumstances.

Academic Progress Reports — Grades are posted online by teachers on the 1st and 15th of the month.

GRADUATION REQUIREMENTS

Credits — The minimum number of credits needed to graduate is 22, of which 15.5 must meet the core requirements. Additional information may be found in the Program of Studies.

Graduation — The purpose of graduation is the receipt of a diploma signifying the completion of all high school requirements. Senior activities and the commencement ceremony are for the purpose of celebrating the completion of all high school requirements and the conferring of a diploma. Students who do not meet the graduation requirements will not be allowed to participate in the commencement ceremony. Affected students *may* be able to participate in other graduation activities with the Headmaster's approval.

Thornton Academy considers four years of sequential full-time high school study to be educationally and developmentally appropriate. Therefore, requests for early graduation will not be granted.

MAKE-UP POLICY

Students are responsible for arranging makeups or extra help with material missed while absent. It is important to note that certain academic experiences such as guest speakers, films, some experiments, field trips and lectures can never be made up. Make-ups must be completed within one week from the day a student returns from an excused absence. Students cannot make up work from an unexcused absence (see the Attendance Policy for more information). Academic makeup takes precedence over detention and other commitments. All school days are make-up days.

HONOR ROLL

A student must take 4 one-credit courses or their equivalent to qualify for the Honor Roll. Any non-weighted course or any aide position (e.g., School Counseling Office aide) must be passed for honor roll consideration but will be excluded in the count of A's, B's, and C's.

- 1st Honors: A student must receive all A's.
- 2nd Honors: A student must have all A's and B's.
- 3rd Honors: A student may have all B's OR no more than one C balanced by an A.

ACADEMIC-RELATED POLICIES

All academic policies are posted in the MyTA section of the school website.
The policies posted online are the most current.

ACADEMIC HONESTY POLICY

Preamble: An integral aspect of preparing students for a changing world involves the development of appropriate and ethical choices with regard to each individual's actions within the community. It is our charge as educators to provide all students with the proper tools to identify improper use, avoid plagiarism and cheating, collaborate responsibly with others, and to appreciate the inherent value in academic honesty. The following policy will guide the Thornton Academy community in adhering to our standards of academic integrity.

Definition: Academic Honesty is defined as valuing and demonstrating positive regard for personal integrity and truthfulness, as well as, the intellectual property rights of others.

Responsibilities

Thornton Academy employees will:

- Model and teach academic integrity so that all students are able to produce original work.
- Examples
 - Share exemplars of original vs. unoriginal work
 - Teach how to properly cite the work of others
 - Post research and style guidelines on course Moodle pages

Thornton Academy students will demonstrate investment by:

- Using the shared skills and resources provided to create original work. When students feel they are not in a position to produce original work, they will seek assistance from their instructor(s) so they can avoid an infraction.
- Not sharing original work with others for the purpose of providing answers publicly or personally
- Examples
 - Make use of resources provided by faculty and staff posted online
 - Seek assistance from appropriate faculty or support staff

Parents will:

- Support students and staff in creating a community where students will create original work.
- Examples
 - Guide students in taking advantage of academic resources provided by faculty and/or posted online
 - Communicate with staff when a student is struggling with an assignment
 - Support the faculty in helping students recognize the importance of this policy and the value of academic honesty

Documentation

If a teacher determines there is sufficient evidence of academic dishonesty on the part of a student, the following actions will be taken:

1. The teacher will discuss the incident with the student(s) involved.
2. The teacher will complete the Infraction Form and provide a copy to the student and to the Academic Honesty Committee chairperson.
3. The teacher will notify the student's parent(s)/guardian(s) to discuss the infraction and subsequent consequences.
4. If the student chooses not to appeal, the Academic Honesty Committee chairperson will record the incident in PowerSchool and retain the documentation.

Range of Consequences

Academic Honesty infractions are cumulative during the student's entire attendance at Thornton Academy. For a first offense, a teacher will impose one or more of the following consequences:

- Require the student to resubmit the assignment for a modified grade
- Assign a reduced grade or zero (0) for the assignment
- Assign a before or after-school teacher detention

For subsequent or multiple offenses, a teacher will impose one or more of the above *AND* one or more of the following consequences after consulting with an administrator:

- Reduce a student's quarter grade by a maximum of 10 percentage points
- Revoke AP or honors weight for a course
- Notify post-secondary institutions, including academic or other bodies
- Retract letters of recommendation, or other awards and commendations
- Recommend an appropriate course placement/level change

Consequences may be retroactive for a completed course in which work has been inappropriately shared.

Appeals

It is the responsibility of the student to demonstrate why the allegation of academic honesty should be overturned. A student may exercise their right to appeal the allegation by following the process below:

1. Within 5 school days of being notified of the allegation, the student must return the completed Infraction Form to their dean.
2. The student must attach a written statement and substantiating documentation that demonstrates grounds for appeal.
3. The Appeals Committee, consisting of two members of the faculty and a dean, will consider the documentation and decide to either uphold or dismiss the allegation. The committee may request additional information from appropriate parties.

The student and teacher will be notified of the committee findings in writing. The decision of the Appeals Committee on these matters is final.

TECHNOLOGY: ACCEPTABLE USE POLICY

Thornton Academy is a community built upon trust. This trust demands that our technological resources be used for educational purposes in meeting our mission. We also believe that it is about everything and everyone. Therefore, our use of technology must be as open as possible while providing sufficient safeguards. Our rules are based on three principles: respect oneself, respect others and respect property, so the concept of personal responsibility is important to the school and to the use of any of the technology resources available and/or used on campus.

In order to achieve our mission, meet educational objectives, enhance communication between faculty, staff, students and parents, encourage collaboration and provide for the betterment of the community, Thornton has integrated the use of technology assets across the curriculum. Many courses maintain a web-based component or require computer or Internet access to complete lessons that help realize our educational objectives. We understand that access to the Internet may make available material of questionable educational value and that access to such material is impossible to control totally even with a degree of filtering. But we firmly believe that the value inherent in the total resources available far outweighs the possibility the some members may intentionally or unintentionally access material that conflicts with Thornton's educational goals. Therefore, use of technology resources including the Internet requires the personal responsibility to act in a respectful, ethical, unselfish, efficient and legal manner.

The use of Thornton Academy's technology resources and access to the Internet is a privilege that provides wonderful educational benefits as well as new responsibilities. Depending on the circumstances and degree, any inappropriate use of our technology resources, the TA network or Internet would result in appropriate consequences ranging from a warning to legal action. Such rules also apply to personally owned technology devices used on the Thornton Academy campus. A sampling of the use of technology that violates the spirit or intent of Thornton Academy's Acceptable Use Policy follows. Any action not explicitly prohibited below should not be equated with tacit permission. Behaviors inconsistent with Thornton's AUP include but are not limited to:

- Circumventing TA's web filtering system
- The use of proxies to access restricted web-pages
- Using on-line chat, mail, social networking, or VOIP to harass, intimidate or libel
- Sending hate mail, chain letters or use of discriminatory remarks
- Using any electronic device or the web to plagiarize or cheat
- Sharing or misusing ID's and passwords
- Installation of software or attempts to access private servers or databases
- Physical damage to equipment
- Violating copyright or other intellectual property laws or licensing agreements including MP3s, videos, podcasts, etc.

The Academy will deem what is inappropriate use and the consequences of such misuse; the decision will be final. User members should understand that school and law enforcement officials may access personal files at any time and that e-mail is not considered private communication.

The Acceptable Use Policy will be explained and clarified to employees and students at the beginning of, and as needed, throughout each school year. The August parent mailing will include a copy. The policy is reviewed annually. The basis for this policy is that of accepting the personal responsibility to use technology resources including the Internet in an appropriate and respectful manner.

EXTRACURRICULAR ACTIVITIES

Thornton Academy offers a wide variety of supervised extracurricular activities and encourages all students to participate. All notices of club meetings, social events and general information are emailed to students daily.

Students participating in any extracurricular activities are expected to conduct themselves in an appropriate manner and to follow the instructions of advisors, coaches, and/or chaperones. Improper conduct may result in a student being prohibited

from participation. Students must attend school or have an excused absence on the day of any extracurricular activity in order to participate in the activity. Participation in school activities and function may be revoked if a student's behavior and/or attendance are unsatisfactory. Attendance at school functions such as dances, athletic contests and other co-curricular activities is a privilege.

Academic Clubs

Academic Decathlon
Classics (Latin & Greek) Club
Robotics Club
French Club
German Club

Math Team
* National Honor Society
Science Olympiad
Spanish Club

** Indicates that the Faculty Council selects from student applicants*

Community Service & Interest Clubs

Action Team (Volunteers of America)
Ambassador Program
Amnesty International
Anglers Society
Animal Rights
Art Club
Big Brothers/Sisters
* Chamber Singers
* Chorus
Cycling Club
* Dance Company
Debate Club
Disaster Relief Club
Environmental Club
Game Development Club
Gay/Straight/Transgender Alliance (GSTA)
INK (online magazine)
INTERACT Club

* Jazz Band
Model United Nations
* Orchestra
Outdoor Adventure Club
* Pep Band
RSVP (Reducing Sexism & Violence Prevention)
Ribbon Club (supporting cancer awareness)
Ski Club (Shawnee Peak)
Speech Team
Student Council (see description below)
Student Philanthropy Group
* TATV
Tabletop Gamers
TA Players (drama club)
* Treble Choir
* Tripod (yearbook)
WAGER (Women and Gender Equal Rights)

** Indicates an activity is credit-bearing*

Student Council

Student Council leads the Thornton Academy community in team building, community building and school spirit activities. Co-advised by Ms. Lasante and Mrs. Martin, Student Council sponsors Homecoming, the Thanksgiving food drive, adopting families for gift-giving at Christmas, Winter Carnival and Children's Winter Carnival, Teacher Appreciation activities, and so much more. You, the students, elect representatives from your classmates to be members of Student Council. All students are encouraged to become involved, run for Student Council office, serve on Council committees, and suggest ideas for activities and new ways to serve students' interests and needs.

TROJAN ATHLETICS

Thornton Academy offers a wide variety of supervised athletic activities in two different leagues, and encourages all students to participate. **FMI:** Mr. Stevens (ext 4406)

Sports Teams

Baseball
Basketball (MPA and MAISAD)

Cheerleading
Cross Country, boys & girls

Field Hockey
Football
Golf, boys & girls
Ice Hockey (Boys)
*Ice Hockey (Cooperative girls)
Lacrosse, boys & girls
**Skiing
Softball
Soccer, boys & girls (MPA and MAISAD)

Swimming/Diving, boys & girls
Tennis, boys & girls (MPA and MAISAD)
Track, Indoor, boys & girls
Track, Outdoor, boys & girls
Unified Basketball, boys & girls
Volleyball, girls
Weightlifting, winter/spring
***Wrestling

**Thornton Academy fields a cooperative girls ice hockey team with Biddeford High School.*

***Thornton Academy does not field a skiing team, but interested students may compete as cooperative individuals (representing Thornton Academy) with Cheverus High School's team (Alpine events) or Portland Nordic (Nordic events).*

**** Thornton Academy does not field a wrestling team, but interested students may compete as cooperative individuals (representing Thornton Academy) with Biddeford High School's team.*

Note: *Intramurals are offered throughout the school year*

ATHLETIC POLICIES

The complete Upper School Athletic Handbook and the athletic participation form are posted at the MyTA section of the school website.

Eligibility Requirements — Since Thornton Academy participates in athletic competition under the auspices of the Maine Principals Association, eligibility requirements for athletics meet MPA requirements. To be eligible to participate in athletics, a student must have passed the equivalent of four one-credit subjects in the first, second and third quarters. In the fourth quarter, a student must pass the equivalent of four one-credit subjects and accumulate four credits toward graduation in order to be eligible to participate in the following fall.

The following additional requirements also apply for students participating in athletics:

1. Students must be under 20 years of age.
2. Students may only participate for eight consecutive semesters.
3. Extensions of this rule must be approved by an external review board (the MPA Eligibility Committee).
4. A student transferring from one school to another without a corresponding change of address by his or her parents/guardians may only become eligible to participate in interscholastic athletics if an MPA Transfer Waiver Approval Form is properly filed with the MPA office, with the student, parents/guardians, sending principal and receiving principal all certifying that the transfer was not primarily for athletic purposes.
5. A student declared ineligible due to the transfer rule shall be eligible to participate only after being in attendance at the new school for three hundred sixty-five (365) consecutive calendar days, which will begin with the first day of attendance at the new school.

Other athletic requirements:

- Before participating in athletics, students and their parents/guardians must read the Athletic Policy and sign a Thornton Academy Waiver Form and Emergency Release Form, which must be returned to the Athletic Director.
- Thornton Academy requires students to have a physical exam before beginning any physical activity and will provide free physicals to rising sophomores, juniors and seniors in the spring each year. The required forms are available in the nurse's office, the Main Office, and online (www.thorntonacademy.org/athletics). Completed forms must be submitted to the Nurse's Office for clearance. Substitute notes and incomplete forms will not be accepted. Athletes must also be current with all immunizations.
- All athletes are required by the MPA to submit evidence of having passed a physical exam with a medical history every other year between sixth grade and graduation. Athletes may not participate until the school nurse receives physical exam forms signed by a physician AND a health history form signed by the athlete and parent/guardian.

The health history form must be submitted each academic year with any changes noted. Physical exams must be completed every other year. Health history forms will be reviewed annually by the school nurse, who will consult with the school physician if any conditions arise warranting the need for another complete physical exam before proceeding with the upcoming athletic school year. Students who have sustained major injuries or medical illnesses should have a physical exam before participation resumes.

- Any athletic equipment that is issued to a student becomes that student's responsibility. Students who lose or damage school-issued equipment will be required to pay for it.
- Any violation by an athlete of Thornton Academy behavior expectations delineated in this Handbook may result in suspension from athletic participation or removal from a team.

HEALTH

School nurses: Students who become ill during school should see a school nurse. The nurse will determine whether a student should be dismissed or can return to class. The nurse will notify parents/guardians if a dismissal is needed for health reasons. A student who has an accident either on school grounds or at any school-sponsored event should report the accident immediately to a Thornton Academy staff member. An Accident Report should be completed and kept on file in the nurse's office.

Medication: It is the policy of Thornton Academy that only essential medications will be administered during school hours. Whenever possible, the schedule of medication administration should allow a student to receive all prescribed doses at home. At least the first dose of medication should be administered at home prior to being administered in the school setting.

1. If it is necessary for a student to take medication during school hours, the school nurse or designee(s) will administer the medicine in accordance with the following:
 - a. A permission form (*Thornton Academy Release to Administer Medication*) must be completed and signed by the parent or legal guardian.
 - b. Documentation of a physician's prescription is required.
 - c. The medication must be sent to school in a **pharmacy labeled container** with the name of the medication, date, dosage and the name of the student who is to receive it.
 - d. Changes in the medication administration will be made according to a physician's prescription **only**.
 - e. Parents /guardians are responsible for picking up the student's medication(s) at the end of the school year or the student's last day of enrollment. Any medication that is left at school seven (7) days after the student's last day will be discarded.
2. Students are not allowed to carry prescription or over-the-counter (OTC) medication at school. An exception may be made for emergency medications. Parents/guardians are responsible for providing emergency medications including, but not limited to inhalers, Epi-Pens, and diabetic medications.
3. Parents or legal guardians must complete the following annually:
 - a. A *Permission for First-Aid and Emergency Treatment* form must be completed to allow the nurse to administer OTC medications.
 - b. Student Medical History Form
4. Thornton Academy reserves the right to refuse any request to administer medication(s).

ADDITIONAL STUDENT LIFE INFORMATION

Class dues — Class dues of \$10 per year are assessed each student. These funds are used primarily for graduation-related expenses such as cap and gown purchase, awards, and diploma preparation. Dues are payable yearly or at the end of senior year. Dues must be paid prior to a student's participation in any end-of-year senior activities, **including prom**. Payment in the form of cash or check (payable to Thornton Academy) should be given to Mrs. Estabrook in the Headmaster's Office.

Lockers — Lockers should be kept neat, clean and locked at all times. Students should not share lockers. Any locker that is not working may be reported to the Deans' Office. Students should note that all campus lockers and locks are the property of Thornton Academy; the Academy reserves the right to inspect lockers periodically.

Note: Students are responsible for securing property in lockers, including those in the gym. Thornton Academy is not responsible for loss of personal property.

Valuables — Students are advised to bring only as much money as needed for the day. Valuables should not be left unattended. Thornton Academy is not responsible for theft.

Lost And Found — Anything found around campus may be returned to the Attendance Office. Students are encouraged to check with the Attendance Clerk.

Study Hall Guidelines:

- Students must check in with their assigned teacher for attendance.
- Students must have an academic pass to leave study hall.
- Card playing, dice games and video games are not allowed.
- Students should clean their table/area before leaving study hall.
- Cell phone use is not allowed in guided study hall

CAMPUS PARKING POLICY

The campus parking policy protects the safety of students, staff, and visitors using Thornton Academy's parking lots. The intent is to create a clear and efficient process to determine appropriate use of the parking lots on campus.

Eligibility Requirements

- Only Junior and Senior students are permitted to bring vehicles to school.
- Students must be positive school citizens, and in good standing.
- Any student bringing a vehicle to school must have an active driver's license

A valid parking pass must be displayed while parked on campus. Students must park properly and only in the two designated student lots, which are near Linnell Gymnasium and near the Scamman Science Building. Parking around the retainer pond will be nose in parking from the corner of the facilities building toward Route 1 to the island at the stop sign. Parking from the Facilities building to the loading dock will be parallel parking only. Any parking on grass areas not designated for parking are subject to towing.

Parking Violations

Violations are divided into four categories: Parking Violations, Safety Violations, Attendance Violations, and School Policy Violations/Criminal Activity. Thornton Academy reserves the right to skip steps in the below timelines based on the seriousness of the violation.

Thornton Academy retains the right to have a vehicle towed if the need should arise. If a student parks on campus while their parking privilege is suspended or has been revoked the vehicle will be subject to a boot or may be towed. School administration will further address such issues at their discretion.

Parking violations include, but are not limited to:

- Parking without a permit
- Double parking
- Parking in Visitor Parking zone
- Parking in fire lanes
- Parking in Handicap Reserved spaces without permission
- Parking in staff parking areas
- Blocking the loading dock area
- Parking in the bus loops
- Loitering

- Engine idling or revving

Parking Violations will be enforced in the below manner:

- First Offense: Parking ticket
- Second Offense: 5-Day parking suspension
- Third Offense: 10-Day parking suspension
- Fourth Offense: 90-Day parking suspension
- Fifth Offense: Revocation of parking privileges

Safety Violations include but are not limited to:

- Stop sign violations
- Failure to stop for pedestrians in crosswalks
- Spinning or squealing tires
- Excessive acceleration
- Excessive or unsafe speed

Safety Violations will be enforced in the below manner:

- First Offense: 10-Day Parking Suspension
- Second Offense: Revocation of Parking Permit

Note: Safety Violations will be referred to the Saco Police Department for investigation and charges will be brought forth when applicable.

School Policy Violations/Criminal Activity where the vehicle is involved include but are not limited to:

- Drug violations
- Alcohol violations
- Weapon violations
- Fighting
- Assaults
- Bullying as outlined in relevant school policy

If any student's vehicle is used in furtherance of any violation under this section, that student will be held accountable under this section regardless of their physical proximity to the violation.

School Policy Violations / Criminal Activity will be enforced in the below manner:

- First Offense: 60-Day Parking Suspension
- Second Offense: Revocation of parking privileges

FMI: Mr. Trask (ext 6305)

ANNUAL POLICY NOTIFICATIONS

Thornton Academy notifies parents and students annually of the following policies:

- Access to student information
 - Release of educational records
 - Information designated as "directory information"
 - Parental rights
 - College and military access
 - Third party access
- Survey administration
- Pesticide use

Access to student information

Educational Records

Educational records may be shared with school officials who have a legitimate educational interest in the information. The following definitions apply:

- *School officials* include but are not limited to permanent and temporary faculty, administrators, advisors, athletic personnel and administrative support staff.
- *Legitimate educational interest* is a need to review a student's record in order to fulfill a school official's professional responsibility at the school.

Thornton Academy will release copies of a student's educational records in accordance with: the requirements of MRS 20-A, Ch 221, §6001, and the records release guidelines established by the Family Educational Rights and Privacy Act (FERPA), which protects the privacy of student education records. This includes the release of a student's educational records at the request of a school administrative district to which the student is transferring. In addition, Thornton Academy will release a student's educational records to a criminal justice agency according to all guidelines outlined in §6001.

Privacy and Directory Information

Schools may share basic student information, designated as "directory information," without prior written consent. The following data are considered directory information:

- Student name, grade level, address, phone number, email address and photo
- Degrees, honors, and awards received
- Participation in official school activities (e.g., clubs, sports, school/class events)
- Athletic team rosters with weight and height of all players

Directory information will be disclosed only to benefit, promote and celebrate the school and its students. Examples of directory information disclosure include but are not limited to:

- Honor roll or other recognition lists
- School programs (e.g., athletic, graduation, performance)
- Release of graduate names and photos
- Student produced materials and media (e.g., Tripod, Carpe Diem, TA-TV)
- School produced materials (e.g., publications, TA websites/social media, performance CDs or DVDs)

Parental Rights and Educational Records

Parents/guardians may:

- Inspect and review their student's educational records
- Request in writing an amendment to educational records in the event of inaccuracy
- Consent or dissent in writing to disclosure of the student's record and any non-directory or directory information by September 30 of the current school year or within thirty (30) days after enrollment

Parents will be notified of these rights annually.

College and Military Access (Upper School only)

- Thornton Academy is authorized to share students' contact information (name, address, telephone) with colleges and the military. This typically applies to juniors and seniors only.
 - In the event that a parent/guardian does not wish to have a child's contact information shared with either colleges and/or the military, the school must be notified in writing by September 30th.
 - An email to a child's school counselor is an acceptable form of written notification
- **FMI:** School Counseling Office: 282-3361, ext 4454
- Non-directory information is private information and is never released without written parental consent.

Third Parties contracted by Thornton Academy

- Each year Thornton Academy selects a company for provision of school-related products such as caps and gowns, class rings, yearbooks, school IDs and graduation ceremony photographs.

- Students' names and addresses will be provided to reputable vendors only for notification about these or similar school-related products.

FMI:	TAMS Office (gr 6-8)	282-3361, ext 4408	Mrs. Crepeau
	School Counseling Office (gr 9-12)	282-3361, ext 4454	Mrs. Martin

Survey Administration Policy

- Thornton Academy does not allow any third party to administer a survey to students without prior notice.
- Thornton Academy does not allow any third party to administer a survey that collects personal information for the purpose of marketing or selling.
- Thornton Academy does not allow any third party to administer any survey that collects information that can be linked to a particular student.
- The school limits the number of surveys administered to a minimum to avoid disruption of class time.
- Thornton Academy reviews any survey administered to students by staff or other students for admissibility under this policy.

Thornton Academy occasionally agrees to administer surveys on behalf of credible agencies (e.g., the Maine Department of Education). These surveys might ask students to reveal information related to any of the following:

- Political affiliations or beliefs held by the student's family
- Psychological issues of the student or the student's family
- Sexual attitudes or behaviors
- Antisocial, self-incriminating or illegal behavior of students
- Critical appraisals of other individuals with whom the student has close family ties
- Information related to a legal privileged relationship such as attorney/client or doctor/patient
- Religious practices, affiliations or beliefs held by the student or student's family
- Income, when the information is not related to evaluating eligibility for any type of financial assistance

Parents may request copies of a survey's instructions (and in some cases, a copy of the survey itself) before the survey is administered. Thornton Academy does not permit parents to withdraw their child from survey participation for any reasons except for these already excluded above.

FMI:	TAMS Office (gr 6-8)	282-3361, ext 4408	Mrs. Crepeau
	School Counseling Office (gr 9-12)	282-3361, ext 4454	Mrs. Martin

Pesticide Use Policy

Thornton Academy makes every effort to use high-toxicity pesticides only as a last resort. The school has designated the Facilities Director as the integrated pest coordinator to authorize any pesticide use.

At least five days before the application of higher risk pesticides expressly governed by state law, notification will be posted on the school website (www.thorntonacademy.org) and in the *Journal Tribune*.

The following informational materials are also available upon request:

- Records of prior pesticide applications
- Labels and material safety data sheets for the pesticides used

FMI:	Office of Facilities Management	282-3361, ext 3361	Ms Paquette
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THORNTON ACADEMY ALMA MATER

First Verse:

With the pines of Maine around her
Reared against the sky
Proudly stands our Alma Mater
As the years go by. (*Chorus*)

Second Verse:

When her students join together
Memories sweet shall throng
Round our hearts, dear Alma Mater
As we sing this song. (*Chorus*)

CHORUS:

Forward ever—be our watchword,
Conquer and prevail.
Hail to thee, our Alma Mater,
Dearest Thornton, hail!