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Dear Parents/Guardians and Students,

**Welcome to Thornton Academy Middle School.** This school year will be another exciting one here on campus. A great deal of time and planning has been devoted to ensuring best practices in education as we seek to prepare students for a changing world. A rigorous and broad based program of academic, arts and athletic opportunities will challenge students to reach their potential in readiness for lifelong learning and productive participation in our dynamic world. At Thornton Academy Middle School we work together to create a community that fosters respect, responsibility, investment and compassion.

One of the primary goals of Thornton Academy is to ensure our students' success. This is achieved, in part, by a vigorous and continual effort to keep parents and students informed and up to date. This planner will serve as a quick reference guide. We encourage you to visit [www.thorntonacademy.org](http://www.thorntonacademy.org) for comprehensive information including daily announcements, school calendars and important information.

The faculty and staff extend an invitation to you to visit our school, attend your child's programs, volunteer to help out in classrooms, and become an active member in our learning community.

Sincerely,

Thornton Academy Staff

# 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 6-12<sup>th</sup> 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 stand on tradition and uphold our community. They are the guiding principles that enhance our shared experiences. Developed in collaboration of faculty, staff and students, these concepts inform our actions and attitudes.

**RESPECT:** We at Thornton Academy are **respectful.**

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 at Thornton Academy are **responsible.**

We show responsibility by embracing individual ownership of behaviors and choices. We make informed decisions and are aware of potential outcomes. We demonstrate maturity, accountability, preparedness, timeliness, integrity, and purpose.

**COMPASSION:** We at Thornton Academy are **compassionate.**

The compassionate person knows how to relate to and understand the opinions and experiences of others. By showing thoughtfulness and gratitude as we encounter new perspectives, not only is our empathy increased, but so is the quality of our school community. Connection, acceptance and the embrace of differences foster our continued growth and relevance.

**INVESTMENT:** We at Thornton Academy are **invested.**

Investment is a quality that involves the act of being both present and aware of one's actions. People who are invested have appropriate goals, and consistently assess their value and progress towards these goals. Investment takes many forms, but the best practitioners will be engaged, committed, persistent, caring, energetic and willing to take risks. By being invested in our school, our time and efforts are valued by all.

Thornton Academy Middle School strives to create a community of learners who are dedicated to cultivating and maintaining a school that is:

- Committed to a partnership among students, staff, and family
- Fun, engaging and creative
- Safe and structured
- Supportive of the personal and academic growth of each student
- Academically challenging and developmentally responsive
- Respectful of individuals
- Socially responsible and community oriented

## Middle School Faculty and Staff

### **Administration:**

Tiffany Robert	Principal
Ryan Hersey	Assistant Principal
Debbie Crepeau	Administrative Assistant

### **Instructional Staff:**

Kirk Agreste	Health and Wellness Teacher
Louise Benham	Special Education Teacher
Heidi Brewer	Grade 7/8 Humanities Teacher
Haley Carter	School Counselor
Elizabeth Cooney	Grade 6 Teacher
Cara DameBrusie	World Languages Teacher
Joshua Dracup	Art Teacher
Nicole Faulkner	School Nurse
Ryan Hersey	Grade 7/8 Science Teacher/Assistant Principal
Lisa LaBrecque	Grade 6 Teacher
Karen Laverriere	Grade 7/8 Language Arts Teacher
Bob LePauloue	Grade 7/8 Social Studies Teacher
Leslie Mourmouras	Educational Technician
Craig Pendergrass	Grade 7/8 Math/Science Teacher
Tom Rackmales	Grade 6 Teacher
Dave Stebbins	Music, Band and Chorus Teacher
Tracie True	Grade 7/8 Mathematics Teacher
Ed Whiting	Grade 7/8 Language Arts Teacher

## Emergency Information

In order for the school to quickly contact parents/guardians in the event of an emergency, it is necessary for the school to have emergency information on file for every student. Please update this information as changes occur by notifying the school. This information includes a list of any individual, other than a parent/guardian, who is allowed to pick up your child at school.

## Health

If you become ill during school, see the school nurse. The nurse will determine if you need to be dismissed or can return to class. The nurse will notify parents/guardians in the event you need to be dismissed for health reasons. If the nurse is not available, you can go to the main office. Remember, you cannot leave campus without permission. If you have an accident on school grounds, or at any school-sponsored event, report it immediately to a Thornton Academy staff member. An incident report will be filed to document an accident.

**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 you 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 the 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**.
2. Parents or legal guardians must complete the following:
  - a. A *'Permission for First-Aid and Emergency Treatment'* form must be completed annually to allow the nurse to administer specified Over-the Counter medications.
  - b. Parents are responsible for picking up the student's medication from school at the end of the school year or on the last day of the student's enrollment. Medication that is still left at school seven (7) days after the student's last day will be disposed of.
3. Students are not allowed to carry prescription or over-the-counter medication at school. An exception to this may be made for emergency medications after consultation with the physician, school nurse and parent/guardian. Parents/guardians are responsible for providing all emergency medications including, but not limited to, inhalers, Epi-Pens and diabetic supplies.
4. Thornton Academy reserves the right to refuse any request to administer medication(s).

## School Hours

Regular school hours are 9:00 a.m. to 2:40 p.m. Students who walk, ride their bikes or are dropped off at school should arrive at school between 8:45am and 9:00 a.m. Students arriving earlier than 8:45 a.m. will not be admitted to the building. No regular teacher supervision is available before 8:45 a.m. or after 2:50 p.m.

Students may be in the building after school hours only if they are involved in a school activity or working with a teacher. They are to remain with their teacher during that time and be picked up immediately afterward. Unsupervised students can create an unsafe environment. Please do not permit your child to “hang out” if he/she is not involved in an official after-school program or study session. Students should not be instructed to remain at Thornton Academy after these sponsored programs to await later pickup. There is no supervision of students after 2:50 p.m.

## Concerns/Complaints/Suggestions

Thornton Academy staff wants to hear from you if you have concerns, complaints, and suggestions for improvement. We would like to know of any concerns that parents, students or community members may have about our school. Every effort will be made to address any concern at the point of origin. If a student or parent/guardian has a concern with a teacher, that teacher should be the first person contacted, and the matter discussed with the teacher. If the situation cannot be resolved at the teacher level, administration may become involved and attempt to mediate the concern.

## School Safety

School safety is a top priority here at TAMS. Thornton Academy Middle School has installed a security system to help ensure the safety of our students and staff. The main entrance at TAMS will be locked at all times during the school day. If you need to pick up your child please push the button located to the right of the main door. You will notice that there is a panel to the right of the door with a doorbell and camera. If the Administrative Assistant does not recognize a visitor, you will be asked your name, purpose of your visit, and may be required to show ID into the camera. The Administrative Assistant will send your student out to meet you. If you are planning to send a family member or friend to pick up your child, please make sure you have communicated the name of that family member or friend to the Main Office and let that person know they will need to have identification on them.

## Attendance Policy

State law requires that your son or daughter attend school every day unless there is a legitimate excuse for the absence. The school must know where your child is if he/she is not in school. In the best interests of your child, we will be following this procedure:

1. If your child is going to be absent from school or late arriving to school, parents should use the [TAMS electronic absentee form](#) to report the tardy or absence. If we do not receive the completed form, we will assume that the absence or tardy is not excused and you will be called.

Thornton Academy believes this process is necessary to keep everyone informed in case of a student's absence to protect that child's best interests.

## Tardy Procedure

All students who arrive at school after 9:00 a.m. must report to the Middle School Office before going to their classes. Please make all efforts to have your child at school on time.

Acceptable reasons for tardiness include:

1. Verified medical appointments that cannot be scheduled outside of the regular school day.
2. Exceptions approved by the Middle School Principal.

## Dismissal

Early Dismissal: Students leaving school before the end of the school day must have a note stating the reason for the dismissal and the student's destination. Dismissal from school must be approved by the nurse or office staff.

Emergency Dismissal: Parents should make students aware of where they should go if an unscheduled (emergency or weather related) dismissal occurs. The school cannot call all parents in the event of an emergency school closing.

Routine Appointments: Routine appointments should be scheduled outside of school hours if possible. It is the student's responsibility to make up any work if class time is lost for such appointments.

## Transportation

The privilege of all pupils to ride the school buses is conditional upon their good behavior and observance of the following rules and regulations. Pupils who violate these rules will be reported to school officials and may lose transportation privileges either on a temporary or extended basis.

1. The driver is in full charge of the bus and the pupils. Students shall obey the driver's requests.
2. Drivers have the authority to assign students to specific seats on the bus and students shall occupy the seat designated for them by the driver.
3. Pupils shall be on time at the pick-up location. Due to schedule requirements, the bus cannot wait for those who are not on time. If a pupil misses a bus, it is the parent's responsibility to provide transportation to school for the student.
4. All bus riders will follow the following rules:
  - Never stand in the road while waiting for the bus.
  - Do not run alongside the bus while it is slowing to a stop.
  - There should be no pushing or shoving while boarding or exiting.
  - Do not litter on the bus or throw litter from the bus.
  - Do not damage the bus.
  - Do not distract the driver while she/he is driving.
  - Remain seated at all times when the bus is in motion.
  - Profane language or harassment of others will not be tolerated.
  - Yelling, screaming and unnecessarily loud talk are distractions to the driver and are not acceptable.
  - Keep arms, hands, head and all body parts inside the bus.
  - \* Riders should follow all other rules and expectations set by the Transportation Department in their sending district.
5. Students are to ride buses from a designated pick-up point to the school and from the school to their drop-off

point. The drivers will not make special stops for students unless approved by the school administration in advance. Students will not be allowed on any bus other than the one they normally ride unless a written request from a parent is received and approved by the school. Requests to ride a bus other than the regularly-ridden bus will be honored only if space is available.

In the event that the conduct of any pupil endangers the lives and safety of others on the bus and the offending student fails to cease such conduct when requested to do so by the driver, a referral will be made to school officials. The principal or her designee, after due warning, may forbid a student the privilege of riding the bus for a designated period of time. Written notification of this action shall be provided to the student and the parent.

## Student Conduct on School Buses

The bus driver will have a responsibility to maintain orderly behavior of students on school buses and will report misconduct to the director of transportation who will notify the Director of Instruction or Middle School Principal. The school bus is considered an extension of school property; the school principal will have the authority to suspend the riding privileges of students who have disciplinary problems on the bus. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code.

The safety of students during their transportation to and from school is a responsibility that they and their parents share with the bus driver and school officials. Thornton Academy wants students to know what is expected of them while they wait for and ride on a school bus. Therefore, the rules of student conduct will be issued to every bus-riding student at the beginning of the school year.

Students who fail to observe these rules will be subject to immediate disciplinary action, since their failure to do so may affect the safety of others. A student who misbehaves will be reported by the driver to the Director of Instruction or Middle School Principal on the same school day, if the incident occurs in the morning, or the next morning if it occurs in the afternoon. The following action will be taken:

1. The Headmaster/Principal will determine if the offense warrants parent notification.
2. Those offenses warranting parent notification will result in:
  - First offense: Probation notice describing the incident will be sent home.
  - Second offense: Detention.
  - Third offense: Suspension from the bus and parent meeting with an Administrator.

# Grading System

Students will receive a report card at the end of each quarter. The letter grades indicate progress in all graded subjects as follows:

A	100-94
A-	90-93
B+	87-89
B	84-86
B-	80-83
C+	77-79
C	74-76
C-	70-73
D+	67-69
D	64-66
D-	60-63
F	59 - Below

Parents and students can access grades and assignments 24 hours a day – 7 days a week through our online grading system Powerschool. You can access Powerschool at this link: <https://powerschool.thorntonacademy.org/public/>

Honor Roll: To qualify for the Honor Roll a student must have the following grades: First Honors: A's in all subjects; Second Honors: A's and B's in all subjects; Third Honors: One C as long as you have at least one A and the rest B's.

Graded Subjects: Art, Wellness, World Languages, Music, Guidance, Math, Science, English, Social Studies and Reading.

## Homework/Assignment Policy

The purpose of homework is for students to either practice assignments to reinforce what they have learned in the classroom or prepare them for upcoming lessons. It is important that students complete their homework regularly so they are able to work towards mastering the concepts they are studying.

Students should expect to have homework nightly. Assignments are due on the specified due date. Students should make sure they understand assignments before leaving the classroom. Extra help is available from classroom teachers during Study Halls and before or after school by appointment.

If a student is absent, it is their responsibility to see each of their teachers for what they missed. Students will have one week to make up any missing work. Students are responsible for writing all assignments in their planners. Parents and guardians can gain access to assignments by logging into Powerschool and Moodle. The links can be found on the Thornton Academy website.



## Lockers

School lockers will not be available for student use during the 2020-2021 school year.

## 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 to “prepare students for the changing world”. 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 yourself, 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 that 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 IDs 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.

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

Thornton Academy’s Acceptable Use Policy will be explained and clarified to employees and students at the beginning of, and as needed, throughout each school year. Parents will receive a copy of the AUP policy in the August mailing. The AUP will be reviewed annually; any major changes will be approved by the Board of Trustees. 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.

### **iPAD/LAPTOP USER AGREEMENT**

The policies, procedures, and information within this agreement, in addendum to the 2009 board-passed Thornton Academy Acceptable Use Policy, apply to all devices issued at the Thornton Academy upper and middle school, including

iPads, laptops, or digital devices owned by Thornton Academy. In addition to these expectations, teachers may set additional requirements for use in their classroom. Thornton Academy believes the use of school-issued technology resources is a privilege, not a right, is not transferable or extended by students to people or groups outside of Thornton Academy, and terminates when a student is no longer enrolled. While the issued device is in the possession of the student for the academic year, it remains the property of Thornton Academy, and it is the responsibility of the student to properly care for and use the device. The device protection plan can offer protection against costly repairs or theft; however, in the event that student damage or the loss of a device is not covered by the device protection plan, the cost of the repair or replacement will be the responsibility of the student and family. Intentional damage is not covered by the policy and a family may be responsible for the cost of restitution and subject to possible criminal charges.

This User Agreement is provided to make all users and guardians aware of the responsibilities associated with efficient, ethical, and lawful use of technology resources. If a person violates any of the terms and conditions named in this policy, privileges may be modified or terminated, access to Thornton's technology resources may be denied, and the appropriate disciplinary and/or legal action shall be applied. Findings of misuse by any teacher or administrator will require appropriate disciplinary action as outlined in the Student Handbook and may be shared with the SRO who will determine if criminal charges should be issued.

Please read all the conditions below and sign on the last page. Signing this agreement means that you have agreed to ALL of these conditions.

In order to affirm the Thornton Academy Acceptable Use Policy users will do the following:

- Once issued a device, the user is responsible for it at all times. If a device is lost, the user or his/her family is obligated to report it to the Technology Department within 24 hours.
- If a device is lost, the user or his/her family is obligated to replace the device.
- Users will keep food and drinks away from devices.
- Users will be aware that teachers, staff, and administrators maintain **ownership** of the device at all times and may "look" at what any student is doing on their device or have stored on that device at any time.
- Users are responsible for recharging their device at home.
- Users will keep their device in the school-issued protective case at all times.
- Users will use their device in a responsible and ethical manner.
- Users will be responsible for any inappropriate use or neglectful care of the device issued to them.
- Users will be aware that they are responsible for their device, its use and content, at all times, and will be aware of the risks of allowing other people or students access to their assigned device.
- Users will use appropriate judgment for all content production and viewing on their school device.
- Users will be aware of Thornton Academy's Academic Honesty Policy and will not use the school's device to cheat, copy, or plagiarize.
- Users acknowledge that the device and its storage are primarily for academic use, and therefore all academic uses take priority over personal applications; therefore any personal apps, images, photos, music, or other data that is uploaded and interferes with this policy must be deleted at the request of any teacher or administrator regardless of cost paid by students or parents.
- Users will return their device at the end of each school year. Users who graduate early, withdraw, or are un-enrolled from Thornton for any other reason must return their device and accessories on the date of departure.

In order to uphold the AUP, users will refrain from the following:

- Users will not use their device to record audio, video, or image capture to share or post in any forum without explicit permission from instructors and those in the video or image.
- Users will not remove the identification tags from the device or the protective case.
- Users will not physically mark up (modify/decorate) the device or the protective case. The device should be clean at all times and appear in the same condition it started the year in. (Do not write on it, put stickers, tape or otherwise modify/decorate it).
- Users will not use their school device to harass, bully, or otherwise intimidate others.

Users will not access, upload, download, or distribute offensive, profane, threatening, or sexually explicit materials

## Personal Electronics and Cell Phones

Personal stereos, electronic games, beepers, or other electronic devices and personal collections are not permitted in school. Students risk disciplinary consequences if these items are brought to school. Administration and staff will not be responsible for the loss or theft of these items. If a parent needs to contact their child they may call the office at 207-602-4408.

Maintaining the integrity of the learning environment is the top priority of our school. Distractions or interruptions to the learning environment will not be tolerated. With this in mind, the following procedures will be followed for cellular phone use:

- Students will be permitted to have cell phones in their possession during the school day. However, use of the cell phone will only be permitted after the close of the regular school day (2:45 PM).
- Students must have their cell phones turned off during the school day; cell phones shall cause no disruption during the school day.
- If a student is observed using a cell phone, the teacher is required to take the phone and bring it to the TAMS Office. The following consequences will apply:  
First offense: The student may collect his/her phone from the TAMS Office at the end of the day.  
Second offense: The phone must be collected from the TAMS Office by a parent/guardian.  
Additional offenses: The phone must be collected from the Main Office by a parent/guardian and a detention will be issued to the student.

## Athletics

Thornton Academy wants our students to be healthy individuals. In addition to the school's wellness curriculum, Thornton provides opportunities to participate in interscholastic athletics. We encourage all students to take advantage of these opportunities during their middle school days.

The interscholastic athletics program has the following purposes:

- To encourage students of all skill levels to participate in extracurricular activities
- To provide sufficient opportunities for students to develop individual playing abilities
- To teach the fundamentals and techniques of each sport
- To encourage school and team spirit
- To foster pride, sportsmanship and ethical behavior
- To maintain a good relationship between teams, the school and community

Participation in interscholastic athletics is a privilege, not a right. Student athletes must meet all eligibility requirements set forth by Thornton Academy and abide by all rules of the Southern Maine Middle School Athletic Conference. Complete provisions pertaining to athletics can be reviewed at [www.thorntonacademy.org](http://www.thorntonacademy.org).

## Destruction or Theft of Property

Students share in responsibility for the upkeep of buildings and equipment at Thornton Academy. Any student who damages or defaces school property or the property of others will be liable for damages and subject to disciplinary action. Under no circumstances shall equipment, books, furniture or computer materials be removed from assigned areas or from the school without permission from the teacher or an administrator.

## Dress Code

Students are prohibited from wearing any clothing or accessories judged to be unsafe or offensive to others, or interfere with learning, including:

- Clothing with inappropriate or offensive slogans or insignias.
- Revealing clothing, including camisole tops, low cut necklines, midriff shirts, mini skirts, short shorts, and visible underwear.
- Heavy chains, studded jewelry, or similar accessories.

This list is not meant to be comprehensive. We reserve the right to make individual judgments on a case-by-case basis. Students inappropriately dressed will be asked to change or cover up. If this does not occur, parents will be contacted.

## Activities

Thornton Academy Middle School students are encouraged to participate in a variety of activities based on interest and availability. These activities will take place during the Study Hall or after school. Activities include:

Art Club	Drama	Band
Environmental Club	Student Council	Chorus
Math Team	Yearbook	TAMS Honor Society
Robotics	Math Team	

## Dance Policy

1. TAMS Dances are for sixth, seventh, and eighth grade students only.
2. Guests are permitted to attend but must be registered at the office at least two days prior to the dance. Students must provide the TAMS office with a TAMS Guest Form. Forms can be obtained by Mrs. Crepeau
3. Students who are absent or sent home by the nurse on the day of the dance may not attend. Students who have had an in-school or out-of-school suspension the week of the dance may not attend.
4. Dances are held from 6:30-8:30 p.m. When the student arrives he/she must stay inside until the dance is over or until their parent/guardian comes to pick them up and signs them out with a chaperone. Students should not be dropped off before 6:30 p.m. as there will be no supervision and should be picked up promptly at 8:30 p.m. Drop off and pick up is in the parent drop off loop near the high school gymnasium. A chaperone will be present at the drop off loop from 6:30 p.m. to 7:00 p.m.. If a student needs to arrive more than a half hour late, the parent needs to enter the building and speak directly to a chaperone. A chaperone will walk the students out of the dance and will stay until all students have been picked up. If a student is picked up late, the student may not be allowed to attend the next school dance. The administrator will determine this.
5. Students must purchase dance tickets in advance, and sign in when they arrive. If a student needs to purchase a ticket at the door, they need to speak with Mrs. Robert prior to the dance.
6. The Middle School dress code remains in effect for all dances.

7. Inappropriate conduct may result in a phone call home, removal from the dance, and possible disciplinary action.
8. Students will dance in a way that is appropriate for a school setting.
9. Backpacks & laptops should be left at home. If a student needs to bring these items to a dance, they must be checked in with a chaperone.
10. The use of cell phones and digital cameras are not allowed on or near the dance floor. TAMS chaperones have the right to take a cell phone and/or camera away if students do not obey this rule.
11. Admission to the dance is generally \$5.00. Concessions are available for a nominal fee. Middle School Clubs will sponsor most of the dances and the money will go directly towards the club.
12. Students are not permitted to text or communicate directly with the D.J. All requests for songs or dedications must be monitored by a chaperone and they will forward the information directly to the DJ or band.

While adhering to the above, the Middle School staff hopes that you will laugh and have a great time in a safe, fun, and healthy environment.

## Expected Behavior

These rules and policies apply to any student who is on school property, who is in attendance at school or at any school-sponsored activity, or whose conduct at any time or place directly interferes with the operations, discipline or general welfare of the school.

Fair and courteous treatment: You have the right to be treated fairly and courteously, and so do your classmates, teachers and administrators. Anyone who infringes on someone else's rights will be disciplined. Keep that from happening to you. Show the same respect for your school, your classmates and your teachers that you would expect them to have for you and your property. There are three basic rules at Thornton Academy: respect each other, respect the adults in the school, and respect the environment.

Expected behavior is mostly a matter of common courtesy. School policies and regulations simply spell out expected behavior so that everyone conducts their day to minimize disruptions. Listed below are some common sense rules about expected behavior, such as:

- Leave non-school items such as water pistols, pocket knives, skateboards and all items not necessary for classes at home. They are hazardous to the safety of others or interfere with school discipline. If you bring them to school, they will be impounded and returned only to your parent or legal guardian.
- Keep food in its place. Consume all food and beverages in the Commons only.
- Act as Thornton's best representative. Whenever you attend any event involving Thornton, you are Thornton's representative. At athletic events, respect the opponents cheering section and be a good sport whether Thornton wins or loses. On school-sponsored trips, stay with your group and promote Thornton with your good behavior. On campus, be courteous to visitors and exhibit appropriate public behavior.

## Tobacco Free School

Smoking and use of all tobacco products is prohibited within the Thornton Academy Middle School building or any

school property. Possession of any tobacco products by students is prohibited at all times within the Thornton Academy Middle School building and on all school property. Students found smoking, using tobacco products or in possession of any tobacco products on the school grounds will be subject to disciplinary consequences, up to and including the possibility of suspension.

## Harassment

Thornton Academy is a large and diverse campus built on a foundation of trust, respect, and acceptance. Creating a safe, welcoming environment for students and staff members is our primary goal, and therefore any and all forms of harassment that create an intimidating or hostile environment that interferes with an individual's educational or professional performance will not be tolerated. Thornton Academy prohibits all forms of unlawful harassment, which includes harassment based on an individual's race, color, age, religion, national origin, gender, gender identification, sexual orientation, or disability. Thornton Academy's policy is more stringent than what is mandated by law; it includes harassment of any kind (verbal, physical, emotional, sexual) through any means (physical acts, threats, or gestures, and all forms of communication including verbal, the written word, and electronic communications).

Rules of conduct apply to students while they are on campus or at a school sponsored event such as an athletic competition, dance, performance, or field trip. The school 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. Also, students who are referred to the School Resource Officer (SRO) may be charged with a crime.

Any student of Thornton Academy who believes that the spirit or letter of this harassment policy has been violated should make a report to the principal, school counselor, SRO, or administrator. Any attempt by a student or employee to retaliate against a person who makes or provides information regarding a claim of harassment is also strictly prohibited. No one will be reprimanded or punished in any way for initiating an inquiry or complaint in good faith.

## Sexual Harassment

Sexual harassment is specifically prohibited by state and federal law and will not be tolerated by Thornton Academy.

Any person who feels that he or she has been subjected to sexual harassment by a student or an adult should report the incident without fear of reprisal to Principal Mrs. Robert, or Headmaster Menard. Each incident will be investigated promptly and, where appropriate, remedial action will be taken.

You also have the right to report incidents of sexual harassment to the Maine Human Rights Commission, State House Station 51, Augusta, Maine 04333 or 207-624-6050.

Any student or employee found to have sexually harassed another student or employee will be subject to disciplinary action, up to and including expulsion or discharge.

## Disciplinary Procedures

<u>Level I Infractions</u>	
Tardy to class	<u>Consequences</u>
Student to student inappropriate language	1st offense: Teacher interventions: see list
Dress code violations	2nd offense: Teacher interventions / parent
Cafeteria violations	contact made by teacher
Classroom disruption	3rd offense: Office referral
Uncooperative - refusal to do work	4th offense: Level II interventions begin
Unsafe behavior (low level)	
Interventions tried by teachers prior to referral	
• Verbal redirection	• Consult with other teachers
• Moving seat	• Guidance/social worker referral
• Conversation with student	• Parent conference
• Parent contact	• Time out
• Review student record	• Student/teacher mediation (with guidance)
<u>Level II Infractions</u>	
Vandalism	
Intimidation	
Unsafe behavior (kicking, shoving, poking)	<u>Consequences:</u>
Cheating/plagiarism/forgery	1st offense: Office detention
Bus violations	2nd offense: 2 office detentions
Profanity	3rd offense: In-school suspension
Peer aggression - non-physical (name calling, rumor, insult)	4th offense: 2 day out of school suspension with the development of a behavior plan
Cell phone misuse	5th offense: 5 day out of school suspension
Bus conduct reports	
Theft (low level)	
Skipping class	
Office detention skip	

<u>Level III Infractions</u>	<u>Consequences:</u>
Insubordination	1st offense: out of school suspension
Profanity towards staff	2nd offense: out of school suspension
Fighting/inciting/encouraging a fight	and the development of a behavior plan
Assault	3rd offense: 10 day out of school suspension
Violent threat	with referral to headmaster for consideration
Harassment	of extended suspension and/or expulsion
Theft	
<u>Level IV Infractions</u>	In case of Level IV Infractions, administration
Tobacco use/possession	may suspend up to 10 days and/or recommend
Drug use/paraphernalia	the expulsion of students who violate any of
Alcohol use or possession	these policies based upon the facts of each case
Weapon possession	and in accordance with applicable state and
Bomb threats/fire alarm/smoke bombs	federal laws.
Physical contact with or aggression toward staff	



"Preparing students for a changing world since 1811"

AUGUST				
M	T	W	TH	F
24	25	26	N9O	28
SD				

SEPTEMBER				
M	T	W	TH	F
	SD	FO	FO	H
H	8a	9a	10a	11a
14M	15a	16a	17M	18a
21M	22a	23M	24M	25a
28M	29a	SD		

NOVEMBER				
M	T	W	TH	F
2M	3a	4a	5M	6a
9M	10a	H	12M	13a
16M	17a	18M	19M	20a
23M	24a	SD	H	V
30M				

JANUARY				
M	T	W	TH	F
				H
4M	5a	6M	7M	8a
11M	12a	13a	14M	15a
H	19a	20M	21M	22a
25M	26a	27a	28M	29a

MARCH				
M	T	W	TH	F
1M	2a	3a	4M	5a
8M	9a	10M	11M	12a
15M	16a	17a	18M	19a
22M	23a	SD	25M	26a
29M	30a	31M		

MAY				
M	T	W	TH	F
3M	4a	5M	6M	7a
10M	11a	12a	13M	14a
17M	18a	19M	20M	21a
24M	25a	26a	27M	28a
H				

OCTOBER				
M	T	W	TH	F
			1M	2a
5M	6a	7a	8M	9a
H	13a	14M	15M	16a
19M	20a	21a	22M	23a
26M	27a	28M	T	30a

DECEMBER				
M	T	W	TH	F
	1a	2a	3M	4a
7M	8a	9M	10M	11a
14M	15a	16a	17M	18a
21M	22a	V	V	H
V	V	V	V	V

FEBRUARY				
M	T	W	TH	F
1M	2a	3M	4M	5a
8M	9a	10a	11M	12a
H	V	V	V	V
22M	23a	24M	25M	26a

APRIL				
M	T	W	TH	F
			1M	2a
5M	6a	7a	8M	9a
12M	T	14a	15M	V
H	V	V	V	V
26M	27a	28a	29M	30a

JUNE				
M	T	W	TH	F
	1a	2M	3M	4a
7M	8a	9a	10M	11a
14M	SD	16	17	18
21	22	23	24	25
28	29	30		

**First Quarter**

40 Student Days, 42 Teacher Days  
**August 27 - New Staff Orientation/No School for Students**  
**Aug 31, Sept 1,2 - Staff Development Days/No School for Students**  
 September 2 - Freshman Orientation for those attending in person M/Tu  
 September 3 - Freshman Orientation for those attending in person Th/F  
 September 4-7 - NO SCHOOL - LABOR DAY WEEKEND  
 September 8 - First Day of classes for grades 6-12  
 September 9 - First Remote Wednesday for all students  
**September 30 - Staff Development Day/No School for Students**  
 October 12 - NO SCHOOL - INDIGENOUS PEOPLES' DAY  
 October 29 - JUNIOR PSAT DAY, NO CLASSES grades 9-12  
**October 30 - End of First Quarter**

**Second Quarter**

47 Student Days, 48 Teacher Days  
 November 11 - NO SCHOOL - VETERANS DAY  
**November 25 - Staff Voucher Day/No School for Students**  
 November 26,27 - NO SCHOOL - THANKSGIVING  
 December 23-January 1 - NO SCHOOL - HOLIDAY BREAK  
**January 22 - End of Second Quarter/First Semester**

**Third Quarter**

44 Student Days, 45 Teacher Days  
 January 18 - NO SCHOOL - MARTIN LUTHER KING DAY  
 February 15-19 - NO SCHOOL - PRESIDENTS DAY/WINTER BREAK  
**March 26 - Staff Development Day/No School for Students**  
**April 2 - End of Third Quarter**

**Fourth Quarter**

44 Student Days, 45 Teacher Days  
 April 13 - SAT Testing for Juniors, No Classes (grades 9-12)  
 April 16-23 - NO SCHOOL - SPRING BREAK/PATRIOT'S DAY  
 May 3-14 - AP Exam Administration  
 May 31 - NO SCHOOL - MEMORIAL DAY  
 June 6 - Graduation  
 June 14 - LAST STUDENT DAY  
**June 15 - Staff Development Day/No School for Students**

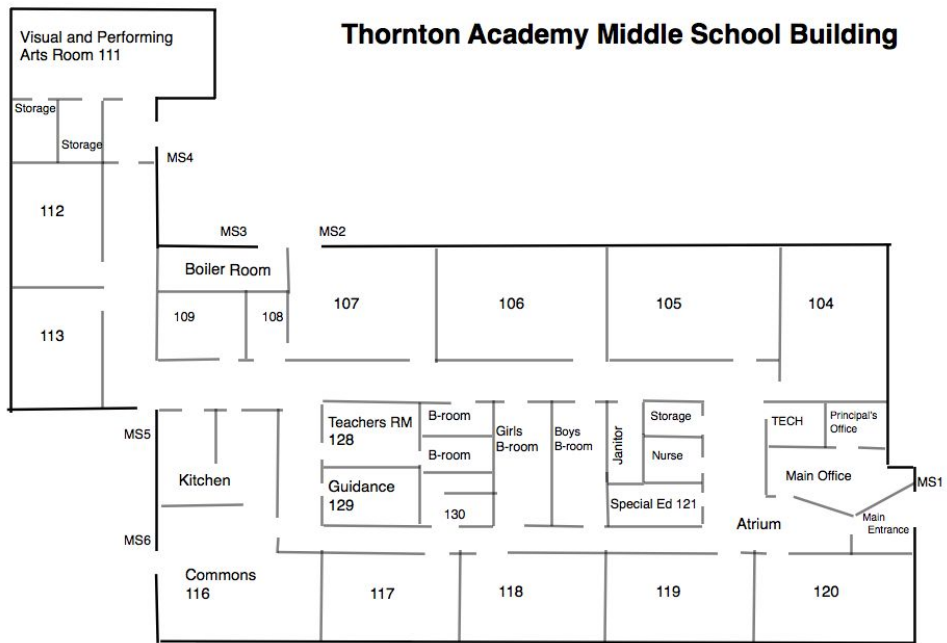
A-K in person: Mondays & Tuesdays  
 L-Z in person: Thursdays & Fridays

NOTE: Storm days will only need to be made up in June for extraordinary circumstances. Asynchronous instruction will allow students to participate in course work remotely (like the Wednesday schedule) when physically closed due to weather in most cases.  
 In the event that make up days are required an updated calendar will be posted.

- N9O** New Staff Orientation/No Students
- SD** Staff Development Day/No Students
- FO** Freshman Orientation
- R##** Remote Wednesday
- T** Testing
- WH** Vacation or Holiday/No School

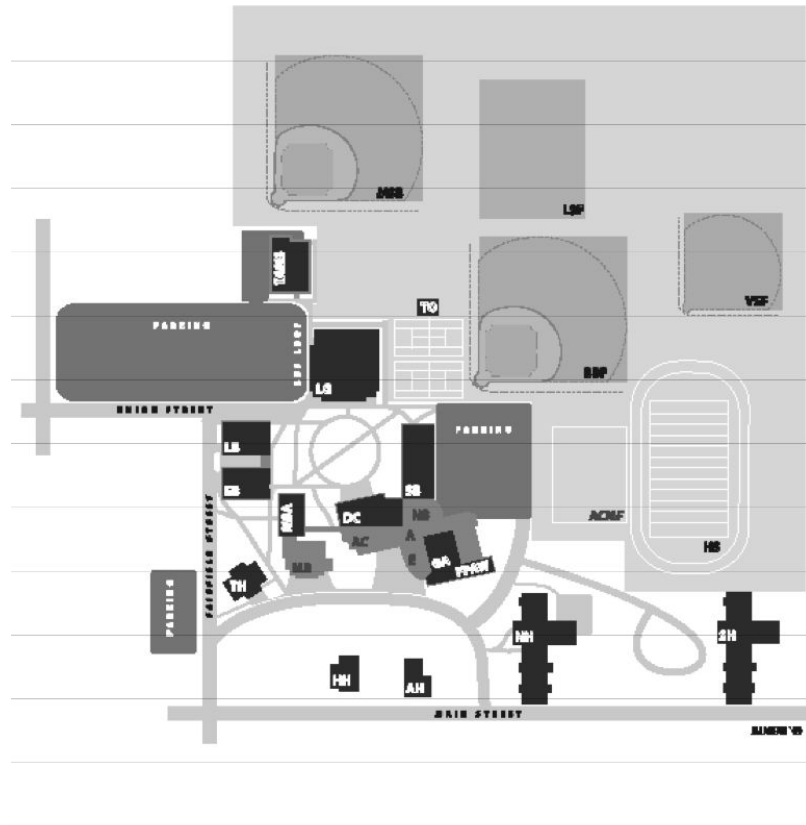
8/18/20 MAS

# Thornton Academy Middle School Building



# Thornton Academy Campus

- A Atrium
- AC Academic Commons
- ACMF Athletic Campus Maint. Facility
- AH Alumni House
- BBF Boys Baseball Field
- DC Dining Commons
- E Edward P. Oneil Gallery
- EB George Addison Emery Building
- FHF Field Hockey Field
- FPAW Fine and Performing Arts Wing
- GA Garland Auditorium
- HH Headmasters House
- HS Hill Stadium
- LSF Lacrosse & Soccer Field
- LB John S. Locke Building
- LG William S. Linnell Gymnasium
- MB Main Building
- MBA Main Building Annex
- MSB Middle School & JV Baseball
- NB New Building
- NH Nelson Residence Hall
- SB Science Building
- SH Stasio Residence Hall
- TAMS Middle School
- TC Tennis Courts
- TH Charles Cutts Gookin Thornton Hall
- TO Thornton Observatory
- VSF Varsity Softball Field



## ***Thornton Academy Student Handbook COVID-19 Addendum***

***\*\*\*Due to the nature of this addendum, Thornton Academy reserves the right to make changes throughout the school year.\*\*\****

In response to COVID-19, Thornton Academy will comply with the guidelines set forth by the Maine Centers for Disease Control, as well as the State of Maine, which are incorporated herein. The Thornton Academy COVID-19 Student Handbook Addendum will be updated to reflect the latest Maine CDC and State of Maine guidelines, as they may change over time. Our goal is to continue to minimize the risk of possible transmission of COVID-19 between people. **Therefore, these guidelines are mandatory for all students who enter our campus.**

### ***Health & Safety***

- Students are strongly encouraged to abide by travel restrictions as recommended by the State of Maine and/or CDC. Current guidelines may be found here:
  - <https://www.maine.gov/covid19/>
  - <https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>
- All students must practice the following proper **CDC infection control measures**:
  - If coughing or sneezing, students must cover their mouth and nose with a tissue, or the inside of their elbow, immediately discard the tissue and **wash their hands** with soap and water for at least 20 seconds (or use sanitizer if washing is not possible).
  - Avoid touching their eyes, nose, or mouth.
  - Avoid touching any surfaces unnecessarily.
  - Refrain from hugs and hand-shakes.
  - Minimize face-to-face interactions by utilizing alternative methods to communicate (i.e. email, phone call, web-based meetings, chat functions, etc.).
  - Follow any additional guidelines established for their specific classroom.

### ***Symptom Screening Before Coming to School***

- Each day, before entering Thornton Academy property, students, with the assistance of their parent or guardian, must complete a daily self screen for COVID-19 symptoms. Certain responses will require a parent or guardian to contact the school nurse and remain off TA property. The following questions should be answered during this self-screen:
- Am I experiencing:
  - Fever of 38°C/100.4°F or higher?
  - Chills or repeated shaking with chills?
  - Sore throat?
  - Shortness of breath/difficulty breathing?
  - New cough?
  - New loss of taste or smell?
  - Vomiting or diarrhea? (3 or more loose stools in 24 hours)
  - Contact with someone who has been diagnosed with COVID-19 in the last 14 days?
  - 2 or more of the following:
    - Fatigue?
    - Muscle pain?
    - Headache?

- Congestion or runny nose?
- Nausea or vomiting?
- Stomach pain
- Rash
- Swelling of hands or feet
- Red eyes/eye drainage
- Diarrhea?

If a student answered “YES” to any of these questions, the student must follow the following steps:

- Stay home.
  - Students must stay home when they are sick or ill and/or if the student is suspected of having symptoms of COVID19 as listed above.
  - Parent/guardian must fill out the school’s attendance form and submit it.
  - The parent/guardian should anticipate follow up from the school nurse regarding the Maine CDC protocols prior to a return to school.
- Returning to school.
  - Thornton Academy will be adhering to the most up to date recommendations from the Maine CDC and our school physicians regarding a return to school after experiencing symptoms of COVID-19. A member of our school nursing team will support students/families in understanding the expectations.
  - For additional questions related to health services, please contact a member of our nursing team

#### **School Day**

Thornton Academy (grades 6-12) will start school at 9:00am and end at 2:40pm.

#### **Attendance**

Consistent school attendance during the pandemic, whether instruction is in person and held on campus or via remote methods, may present new challenges but remains crucial for continued student success and progress toward graduation.

Attendance will be taken on a regular basis. Students who do not attend in person or remotely for the class will be listed as absent. If a student will be absent for the day, a parent/guardian needs to complete the online Attendance Form [TAMS Absence Form](#).

- Absences
  - Parent/Guardian must fill out the [TAMS Absence Form](#)
- Tardy Procedure - In Person
  - If you are late please check in at the TAMS Main Office.
- Tardy Procedure - Remote
  - Log into your class and wait for the teacher to grant access.
  - If it is an unexcused tardy, regular Student Handbook consequences will be taken.
- Dismissals
  - A student must have permission from a parent/guardian to leave campus.
    - **Please note:** Students should be dismissed before the end of the day only in the case of illness that occurs during the school day or, when necessary, medical appointments. A planned absence for a personal or educational purpose should be approved in advance through the Principal’s Office.

- Prior to the dismissal time, a parent/guardian must call the main office - (207) 602-4408.

### **Physical Distancing**

- Physical distancing must be practiced at all times on campus.
- Students must maintain a minimum 6 feet of distance from faculty and other employees and 3 feet from other students, while wearing a mask/face covering.
- Students shall follow campus traffic markings, including hallways and stairwells.

### **Masks/Face Coverings**

- Students are required to wear a mask/face covering at all times while on TA property, excluding exceptions below. Face shields, as approved by the school, may be an alternative for those students with documented medical or behavioral challenges who are unable to wear masks/face coverings.
  - Face shields worn in place of a face covering must extend below the chin and back to the ears.
- Face masks should cover the nose and mouth and face shields should extend below the chin and back to the ears. Providing 6 feet of distance is maintained, the following exceptions are allowed:
  - During lunches.
    - Masks/face coverings may be removed during lunches while seated. Students and staff must maintain at least six feet of physical distancing from others and have ready access to put them back on as needed.
  - During a mask break:
    - Receive permission from your teacher to go outside
    - Sanitize hands before going outside (use hand sanitizer or wash your hands)
    - Stand outside
    - Ensure 6ft social distancing
    - Remove your mask
    - Take your mask break
    - Put your mask back on
    - Sanitize your hands when re-entering the building (use hand sanitizer or wash your hands)
    - Return to class
  - Students must be prepared each day they are attending campus by bringing their masks/face covering.
- Masks/face coverings may be removed during mealtime and outdoor activities where students and staff can maintain at least six feet of physical distancing from others and have ready access to put them back on as needed when activity stops
- At this time, out of an abundance of caution and in response to the recommendation of our school physician, we will not be allowing gaiters as a face-covering option. Per CDC recommendations, masks with one-way valves or vents that allow air to be exhaled through a hole in the material, are also prohibited.

The Maine Department of Education advises that face coverings should cover the nose and mouth, and fit snugly against the sides of the face. Cloth face coverings should have multiple layers of cloth. For additional information about face coverings, review U.S. CDC guidance on [how to make cloth face coverings](#), [wear and remove masks/face coverings](#), and [wash cloth face coverings](#).

### **Hand Hygiene**

- All students must wash their hands with soap and water for at least 20 seconds (or use sanitizer if washing is not possible) when:
  - Entering a classroom
  - The student's hands are visibly soiled
  - After coughing or sneezing
  - After using the restroom
  - Before and after eating and donning or removing a face mask
  - Before and after touching common surfaces or shared equipment, i.e., workstations, table tops, door handles, buttons or keypads, countertops, handrails.
  - Upon entering and exiting a school bus or TA vehicle
  - View the [TAMS Guide to Reopening video](#) for additional guidance.
  - This [CDC handwashing video](#) may be helpful when learning proper handwashing technique.

### **Bus Transportation**

Thornton Academy students use different sending district's bus transportation, it is important to refer to the applicable bus transportation department for any additional COVID related measures.

Below is a list of general guidance from the Maine Department of Education:

- Students must complete the daily self screen before entering the bus.
- Masks/Face Coverings must be worn by all students on the bus.
- All students must wash their hands or use sanitizing gel upon entering or exiting the bus.
- All students must adhere to the social distancing measures.

### **Non Bus Student Arrival**

- The campus will open 15 minutes before the start of the school day and close 15 minutes after block 4 ends.
- Student Drop off
  - Students should arrive on campus no earlier than 15 minutes from the start of the school day and report directly to their classroom.
  - Students may be dropped off in the front of the school, or either student parking lot.
    - Student drop offs should not take place in the bus loop.
- Student Pick up
  - Students should be picked up no later than 15 minutes after the school day.
  - Students may be picked up in the front of the school, or either student parking lot.
    - Student drop offs should not take place in the bus loop.

### **Student/Parent Meetings and Visitations**

- In an effort to maximize the safety of our school buildings and limit in person contact, the school asks all parents/guardians and guests to refrain from entering all school buildings without a scheduled appointment.
- If you do have an appointment with an administrator or a member of the faculty, please check in at the Upper School in the Main Building using the main entrance (near the flagpole) and through the main entrance at TAMS.
- All parents/guardians or guests, must follow all of Thornton Academy's safety protocols, including wearing a face covering and using hand sanitizer upon entering the building.
- The reception clerk (Upper School) or administrative assistant (TAMS) will check you in and direct you where to wait until the person you are meeting is able to join you.
- Student deliveries (lunch or lunch money, athletic or other equipment, forgotten class materials, including iPads or laptops) will NOT be accepted or delivered to students.

### **Elevators**

- Elevators (Upper School only) will be limited to a maximum of two (2) people per ride.

### **Lunch**

- Students must follow all safety procedures, including hand hygiene, mask/face covering, social distancing and hallway directions.
- Students must sanitize their hands before entering the cafeteria, kitchen or other lunch room spaces.
- Once seated in their designated space at 6ft apart, students may remove their face covering.
- If leaving their seat, the mask/face covering must be worn.
- Students are encouraged to bring their own lunch.
- School lunch options will be limited and premade/packaged.

### **Transition Times**

- Students shall move about the campus following any directional flow markings. This may include colored markings and arrows in the hallways (TAMS) and stairs (TAMS & Upper School).
  - RED = Do not enter
  - GREEN = May enter
- Students shall remain 3 feet away from other students and 6ft from Thornton Academy employees and wear a mask/face covering.

### **Additional Sanitizing Guidelines**

- Sanitize your own equipment on a regular basis (at least daily) to prevent the spread of germs. (i.e. iPads, textbooks, etc).

### **Lockers**

- School lockers will not be available for student use.

### **Bathrooms/Water Stations**



- While in bathrooms, students will wear a mask/face covering, social distance themselves from others and use only the facilities that have been identified as being in use.
- Water fountains will be turned off.
- Refill stations will remain open. Students will take measures to ensure that they do not touch the refill station. They are motion sensitive and will turn on automatically.

### **Additional COVID-19 Classroom Expectations**

- Upon entering a classroom students must:
  - Wear face coverings.
  - Sanitize hands.
  - Keep physical distance from teachers and staff (6ft) and students (3ft).
  - Sit in the color coded seat for your class.
  - Do not enter the teacher's area.
  - Eating and drinking in the classroom is NOT allowed.

### **Student Behavior Consequences**

Student behavior consequences that are listed in the Student Handbook are still applicable.

#### ***Non-Compliance of Safety Measures***

If a student does not comply with the expectations listed in the Student Handbook and/or the COVID Addendum, disciplinary action will be taken. If a student does not comply with the safety measures in place, along with any applicable disciplinary action, that student will be asked to leave campus and remain off campus.

- 1st Offense = Student will lose campus access for their next 1 scheduled day on campus.
- 2nd Offense = Student will lose campus access for their next 2 scheduled days on campus.
- 3rd Offense = Student will lose campus access for their next 4 scheduled days on campus.
- 4th Offense = Student will lose campus access and be required to attend their classes only remotely.

If any action falls under a Major Safety Violation, the student will face suspension from school, both physically and remotely and may lose their campus access. Major Safety Infractions include, but are not limited to:

- Defiance or insubordination with regards to the safety measures.
- Acts that deliberately put someone at risk.

\*Unless the disciplinary measure is a suspension, the student will be able to remotely access their education.

#### ***Acceptable Use Policy***

Additional language has been added to our Acceptable Use Policy to account for remote learning. Please refer to the full policy in the Student Handbook. Some important information from that Policy is listed below:

- Thornton Academy strictly prohibits screenshots, pictures, audio/video recording and distribution of any remote or in person educational experience.
- Students, and where appropriate parents/guardians, agree to engage in remote educational experiences in a quiet and private area to the extent practicable given the circumstances, in order to

minimize background noise and distractions and to protect the integrity of student engagement as well as student confidentiality.

- Parents/guardians and other household members who normally are not privy to day-to-day classroom and group service discussions agree to respect and keep confidential any personal or private information inadvertently discovered about other students due to proximity to remote education.
- Thornton Academy reserves the right to deny, revoke or suspend, without prior notification, specific user privileges and/or to take other disciplinary action, including suspension or expulsion with loss of tuition (if applicable) from school, for violation of this policy.

*\*\*\*Due to the nature of this addendum, Thornton Academy reserves the right to make changes throughout the school year.\*\*\**