



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

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*\*\*\*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/restartingmaine/keepmainehealthy>
- Students who travel outside of Maine during the school year must inform the school and follow the Governor's Executive Orders related to travel.
- 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?

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- 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 [Absence 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

Visit the Thornton Academy [webpage](#) for videos regarding some of our COVID-19 health and safety measures.

### **Campus Hours and Instructional Periods**

School is in session from 9:00AM to 2:40PM. Students must have a legitimate academic or co-curricular reason with supervision to be on campus outside of these hours.

### **Attendance**

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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 must email or call the attendance office as they have before.

- Absences or Remote for In-Person scheduled days (updated 12/8/20)
  - All absences, either from in person or remote instruction, should be reported by using the [Absence Form](#).
  - Any absences not reported will be considered unexcused absences.
- Tardy Procedure - In Person
  - If you are late to class by less than 10 minutes, report to the class.
  - If you are late by more than 10 mins, check into the Attendance Office and then report to class.
  - If it is an unexcused tardy, regular Student Handbook consequences will be taken.
- 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 Deans' Office.
  - Prior to the dismissal time, a parent/guardian must call or email ([tardies.dismissals@thorntonacademy.org](mailto:tardies.dismissals@thorntonacademy.org)) the school. The student will NOT receive a pink dismissal slip while this addendum is in effect, and should inform their teacher and leave campus at the time they are dismissed.
  - Students are not allowed to leave and then have a call placed afterwards.

### **Covid-19 Safety Measures**

Visit the Thornton Academy [webpage](#) for videos regarding some of our COVID-19 health and safety measures.

### **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.

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- 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. Mask must adhere to the CDC guidelines, which include but not limited to:
  - Made of 2-ply cotton and cover the nose and mouth snugly (updated 8/27/20).
  - Gaiter-styled masks are not allowed (updated 8/27/20) .
  - 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
    - Sanitize hands
      - Stand outside of the building and remain stationary (updated 12/8/20)
    - Ensure 6ft social distancing
      - Face the same direction if others are present (updated 12/8/20)
    - Remove your mask
      - Take your mask break. Do not engage in conversation (updated 12/8/20)
    - Put your mask back on
    - Sanitize your hands upon entry to class
    - Sit back at your seat
- Students must be prepared each day they are attending campus by bringing their masks/face covering.
- Masks/face coverings may be removed during mealtime with minimum 6ft social distancing in designated spaces.

### **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

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- 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

### **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.

### **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.
- Food and/or drink will not be allowed in the classroom.

### **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.

### **Transition Times**

- Students shall move about the campus following any directional flow markings. This may include colored markings and arrows in the hallways and stairs.
  - 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.

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

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- 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.

### **Bus Transportation**

Many 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 expectations.

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

- 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.

### **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.

### **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.

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### **Parking**

While this Addendum is in effect, parking passes will not be distributed. All other applications of the Campus Parking Policy are in effect.

### **Course Adjustments**

In order to maintain our broad academic program and adhere to current safety guidelines, class schedules will not be altered during the school year. We have developed individual student schedules based on student course preference and teacher recommendations.

### **TA Release**

The intention of TA Release is to provide students an opportunity to attend their academic programs and still have the privilege of leaving campus during a study hall period. During the scheduling process students may apply for and parents may grant approval for TA Release. Once students have been properly scheduled with the necessary courses, TA Release blocks can be added to the blocks where their schedules show study hall time(s).

\*In response to the Maine Department of Education Guidelines for Reopening, Thornton Academy is allowing all Upper School grades, Freshman through Seniors, to apply for TA Release. Release for Freshman and Sophomores may be removed later in the year, if the Maine Department of Education's guidelines for schools change.

NOTE: This signed release is valid for both the student's Junior AND Senior school years. Freshman and Sophomores would need to reapply during their Junior or Senior year.

The student and parents must agree to the following conditions:

- Students must leave campus immediately, no loitering on campus or parking lots.
- TA Release is ONLY permitted during scheduled study halls.
- The proper number of credits are scheduled for graduation purposes.
- A subject may not be dropped simply to allow for TA Release.
- Transportation for TA Release is the responsibility of the student and/or parent. ● TA Release is allowed only with the consent of the dean, school counselor, student and a parent/guardian.
- Students must report on time.
  - Students who have a release during blocks 1, 2 or 3 MUST be on time to their next

academic obligation. If not, a point will be deducted from their quarter grade and the privilege may be taken away.

- All parties agree that the privilege may be lost for the following reasons:
  - Unexcused tardiness to school, failure to check in or failure to leave.
  - Disciplinary reasons.
  - Dangerously low grades.

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- If a TA Release student stays on campus, that student MUST report to the designated study hall and inform them that they are a TA Release student. The student must remain a study hall student for the remainder of the block.

NOTE: Parents and students should be aware of the following:

A. All athletic participants must carry sufficient credits (4 or the equivalent) to maintain eligibility.

B. A student carrying fewer than 4 full credits (or the equivalent) will not be eligible for Honor Achievement consideration.

\*\*\*\*\*To apply for TA Release, please click [here](#).\*\*\*\*\*

Please contact your Class Dean for more information

### **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 2 scheduled days on campus. ●
- 2nd Offense = Student will lose campus access for their next 4 scheduled days on campus. ●
- 3rd Offense = Student will lose campus access for their next 6 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.

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- 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.

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