

Community Handbook

Hebron Academy

2021-2022



MISSION STATEMENT

Hebron Academy inspires and guides students to reach their highest potential in mind, body and spirit.

CORE VALUES

- Hebron Academy is a community of trust where an individual's word is their bond.
- At Hebron, we welcome and support individuality, respect for difference, and the value of each person's contribution.
- At Hebron, we work at instilling intellectual and moral discipline through structure and accountability to high standards.
- At Hebron, we honor and promote a unique awareness of tradition, place, and environment.
 - Hebron teachers model passion and dedication to teaching and learning.

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POLICIES FOR STUDENT LIFE

The policies in this student handbook represent the current student policies at the time of posting. Hebron Academy reserves the right to change the policies during the school year.

ACADEMICS

ACADEMIC PRINCIPLES

Hebron Academy follows an education model based on student-centered teaching and learning. Through a comprehensive liberal arts curriculum complemented by a range of electives, we develop students who have a breadth of knowledge, who gain a greater understanding of themselves, and who have unbounded confidence ensuring lifelong curiosity and success. Graduates leave Hebron prepared well for higher education in top colleges and universities. The following are the principles that guide our academic program.

Effective Communicators

We affirm each unique voice by shaping its articulation in writing, speaking, listening, and artistic expression. At the core of this experience is our innovative four- year curriculum that systematically introduces, challenges, and inspires students as they experiment with different media. Forming, stretching, and refining effective communication skills equip students to discover the power inherent in trusting both their views and voice while positioning them to participate in and contribute to life's vibrant spectrum of opportunities.

Adaptable Learners

In a world characterized by dynamic innovation and unrelenting change, those who lead fulfilling lives must be curious, adaptable, confident, and resilient. In presenting a comprehensive liberal arts and science program, we intentionally expose our students to many different styles of teaching, learning, assessing, expressing, and creating. Our faculty is empowered to explore new pedagogical methods in the classroom, to recognize student uncertainty and use it as a springboard for analysis and discussion. Our students are encouraged to reach, try, fail, change, and grow. Our approach to inspiring adaptability in our students is purposeful, precise, and proven

Responsible Global Citizens

Being connected, engaged, and open to new perspectives are the qualities today's global citizen possesses and the ones we cultivate at Hebron. We nurture empathy and a shared sense of responsibility to ensure that our students feel part of a worldwide community here on campus and beyond. We support them as they participate in educational, linguistic, and service experiences that foster awareness, promote environmental stewardship and create opportunities to become accountable international citizens. We model and reward adopting a global lens to recognize and

analyze multiple viewpoints on issues. The Hebron experience is alive with avenues for students to share their varied backgrounds and experiences in order to expand their perspectives and enrich interactions with each other, the environment, and the world.

Poised to Lead

Throughout their tenure here students acquire, cultivate, and hone leadership skills. We guide them in discovering how to identify their individual core values so they can leverage them to engage actively in the classroom, the community, and the world. We recognize that leadership comes in many forms and encourage students to better understand themselves in order to develop their capacity to take purposeful initiative. Our academic program provides experiences that equip students to test their courage, rise to a challenge, take decisive initiative, learn from failure, face adversity, and embrace resiliency. These characteristics inspire Hebron students to succeed here and in college and to lead lives of deliberate purpose and meaning for their own benefit and the benefit of others.

DIPLOMA REQUIREMENTS

To receive the Hebron diploma, a student must successfully complete 18 Upper School credit units including the distribution requirements of the academic departments and pass all courses in their senior year. In addition, all seniors and postgraduates must attend all class events up to and including commencement to receive a diploma.

Distribution requirements for the Hebron diploma:

- English | ESOL: four years; students whose first language is other than English must take a non-ESOL English course their senior year. Students will be tested for English proficiency and course placement each year until mainstreamed.
- Mathematics: three years; at least Algebra I, Geometry, Algebra II.
- Science: two years of laboratory science including life science (Biology) and physical science (Chemistry or Physics).
- History & Social Sciences: two years; United States History and one other course. Students whose first language is other than English must demonstrate sufficient proficiency before being placed in mainstream US History.
- World Languages: completion of two sequential years' study of the same language at the high school level.
- Visual and Performing Arts: one year.

COURSES OF STUDY

All students will take a minimum of five courses. Ninth graders in mainstream English will take six as part of the Ninth Grade Program. All students are expected to conduct their studies and to participate in classes with peers and faculty in English. ESOL courses and additional assistance are offered to help students succeed.

The demands of Hebron courses are such that we do not actively encourage students to overload their individual schedules; however, some students do elect the sixth course in consultation with their advisors and the academic dean. At least one study period during the day is required.

Should a senior fail one or more courses for a year but have fulfilled all departmental requirements, their case will be reviewed by the Academic Dean and a recommendation made to the Head of School to grant or not grant a diploma.

In very unusual circumstances it is possible to petition the Academic Dean to have a portion of the graduation requirements waived. This usually has to do with documented learning disabilities. However, in no case will four units of English or one unit of United States History be waived.

College Preparatory Courses

All courses are standard college preparatory courses. Some courses may be offered only if there are enough qualified students.

Honors and Advanced Placement (AP) Courses

Honors courses are more intensive than regular courses, and departments review and approve applicants based upon past performance. Advanced Placement courses are rigorous courses taught at the college freshman level and are designed for students able and willing to undertake such demands. Students are selected for honors and AP courses at the discretion of the departments which may take into account performance and attitude in prerequisite courses as well as standardized test scores. Departments generally require grades of B or above in prerequisite courses. AP students are required to take the corresponding exam in May in order to receive AP Credit. Students are responsible for the associated exam fee(s).

Each trimester the performance of students who do not maintain a C+ average in an honors or AP course will be reviewed to judge whether it is appropriate for them to continue in the course.

Sufficient qualified enrollment and staff are necessary to ensure the presence of some sections within the curriculum. In years when it is not possible to offer a specific AP section, stronger students may prepare for the AP exam in the context of a regular class. Other courses are only offered if there are sufficient qualified candidates.

Independent Study

Independent study programs are intended for seniors or exceptional juniors who have special circumstances or have exhausted the Academy's offerings in a particular area. Independent study is a 0.33 pass/fail option which may be approved on a term-by-term basis as a supplement to a regular course load. Independent study proposals must meet the following criteria:

- Submission by the student of a detailed proposal outlining the scope of the project, the goals to be achieved and the assessment to be applied.
- Approval of the department involved and with both a willing teacher assigned and a common period in which the work is to take place.
- As a sixth course and only for a trimester at a time. Continuation of the course requires re-approval by the faculty mentor each trimester.
- As a 0.33 credit per trimester option (1.0 credit for full-year) reported as pass/fail for transcript purposes.
- With final approval of the Academic Dean.

DEPARTMENT NOTES

Complete department and course information for both the Junior and Senior Divisions is available on our website: www.hebronacademy.org.

English

In a four-year progression, students will move from short narrative, expository and analytical essays to more advanced explorations of voice, structure, and genre. All English courses are writing-intensive; daily assignments help students to gain the flexibility to articulate and shape their impressions and observations in a variety of essay forms. All ninth graders take Humanities English as part of the Ninth Grade Program. In preparation for their entry into English courses, international students may be placed in ESOL foundation courses, according to their reading, writing, speaking, and listening skills.

English for Speakers of Other Languages

Hebron Academy offers foundational and advanced ESOL courses for English, history, and science. Placement in these courses is based on academic proficiency of English, not merely on conversational fluency or student grade. Successful students will be able to place into regular English before or by their senior year. Proficiency testing occurs at the beginning and end of each academic year. For students recommended by their teachers, testing can occur at midyear. The ESOL curriculum focuses on English grammar, academic composition, inferential reading comprehension, formal speaking, complex listening comprehension, and gaining vocabulary.

Mathematics

The Math Department aims to teach our students to think clearly, to use logical reasoning, and to manipulate quantitative relationships with accuracy. We teach problem solving as a process and work with students to discredit the myth that either one can do math or one cannot. Because the worlds of education and work frequently require teamwork, our students practice communication

with mathematics, acquiring this skill by talking with each other about math, explaining their thinking to each other, and justifying their ideas. Algebra I, Geometry, and Algebra II comprise the required sequence in mathematics. All students must take three years at the high school level, but four years are strongly encouraged. Honors-level and AP courses are available at many levels. International students new to Hebron Academy are required to take a math placement test in order to verify correct class placement.

Science & Engineering

The Science Department members share their enthusiasm and interests to spark curiosity and to nurture and develop an interest in science. It is important for students to understand that science is a process for approaching problems and that the approaches used in science may be relevant to other situations in their lives. The department strives to provide students with a solid background in life and physical sciences to prepare students well for college-level courses. Ninth graders are required to take Conceptual Physics or ESOL Science Explorations as an introduction to all subsequent laboratory classes. Upper-class students take biology, and either chemistry or physics depending on their course status when they enrolled at Hebron. Honors and Advanced Placement sections of biology, chemistry, and physics are intense courses with significant laboratory experiences that require a greater commitment. Hebron also offers a four-year progression in Engineering coursework, as well as a number of science electives.

History & Social Sciences

The History Department supports the premise that students need to have an understanding of the past to comprehend the present. The department believes that cultural awareness is critical to future interpersonal communication skills as the world is becoming increasingly interconnected. Teachers foster student literacy within the writing and discussing of historical concepts as well as guide students as they formulate and support their opinions in all modes of communication. At Hebron, we are fortunate to offer an array of history and social science courses. US History is a required course for each student. The foundations of these courses, coupled with the passion of the teachers, intend to inspire students to learn about the world in which we all live and appreciate the factors which brought us to this point in time.

World Languages

Our goal in the World Languages department is for students to develop a strong foundation in language while cultivating the skills and inclination to continue study and apply their learning in daily life. Two consecutive years of study in a language are required for graduation, though additional advancement is highly encouraged.

Visual and Performing Arts

Students at Hebron have many rich opportunities to actively participate in creative exploration in both the visual and performing arts. As practicing artists, musicians, and actors, the arts faculty bring a high level of experience to studios and classrooms and inspire a culture of risk taking, excellence and rigor of craft, and the freedom to find individual expressive voice. As part of the Ninth Grade Program, all freshmen will take a seminar course. Studio fees exist in most courses to partially defray the cost of materials.

FAILING A COURSE

If a student fails a course for a trimester, the Academic Dean will confer with the student to be sure they understand the situation and make suggestions to improve academic performance. Those who fail courses for the year are reviewed by the Academic Student Support Team. To graduate, seniors are required to pass all courses in the senior year.

ACADEMIC WARNING AND PROBATION

Any student who receives a failing grade in a course for any term or who has a term Grade Point Average (GPA) below a C (2.00) is placed on Academic Warning. The Academic Dean will meet with the student to determine the reasons and make recommendations or restrictions to encourage better performance. This may include required tutoring and supervised study. Students who have a failing grade for a second consecutive term or who have a trimester GPA below a D (1.00) will be placed on Academic Probation. At year end, the Academic Student Support Team will meet to determine appropriate next steps for students on Academic Probation or Academic Warning, which will then be communicated to the family.

GRADES

Hebron uses the traditional letter grades of A, B, C, D and F. A and B are Honors grades; C denotes satisfactory work; and D is passing. Failure for the year (which carries no credit) is reported as F for school and transcript purposes.

For the computation of grade-point averages and honor rolls, the grades of A, B, C and D are converted to a 4-point scale where A = 4.0. Pluses and minuses are recorded as +.3 or -.3. Thus, the grade of C+ is 2.3; B- is 2.7.

Students with more than one grade below B- or any grade below a C are not eligible for Honor Roll. Hebron does not rank its students. We report grade distributions to colleges to communicate the relative academic strength of our students.

ACADEMIC GUIDANCE CENTER

The Academic Guidance Center (AGC) provides support for students who have the aptitude and potential to succeed at Hebron Academy but who may have mild educational issues or lack adequate study strategies and organizational skills. Through the program, students become reliable self-advocates as they grow to understand their specific needs both in and out of the classroom.

The program encourages the development of strategies to support individual needs. Motivation and perseverance on the part of the student are key factors for success as the student moves toward self-advocacy and independence.

Enrollment

The Academic Guidance Center serves a range of students from those who require assistance with study and time management skills to those with mild learning differences or who are diagnosed with ADD or ADHD. Hebron Academy may request that a student participates in this program.

If students have a documented learning disability, documentation should include an aptitude test like the WISC-III or -IV or the WAIS. Tests should also include an achievement test like the Woodcock-Johnson or the WIAT II. These tests should also include recommendations for accommodations and a history of the student's difficulties. Students must have the ability to be fully mainstreamed into Hebron's college preparatory curriculum. Students and parents should indicate that there is a documented disability and perhaps the need for support during the admissions process. This will allow for the appropriateness of our services to be mutually assessed by applicants and their families as well as by the Admissions Office. Parents and students should meet with the Academic Guidance Center director to discuss the program. It is not necessary for students to have a documented learning disability to enter the program.

Students already enrolled at Hebron Academy may refer themselves for this service; parents or faculty members may also refer students. Referrals will be reviewed by the program director to determine the appropriateness of involvement. For more information about the application and referral process, including an application form, please refer to [this document](#).

Support Provided

Support for these students is provided in one or more of the following ways as appropriate:

- Routine communication with teachers and advisor to discuss progress and needs
- Teaching of study skills and compensatory strategies
- Teaching of time management skills
- Academic tutoring (small group setting)
- Accommodation plan management
- Arrangements for testing accommodations, as necessary and individually determined, including oral testing, extended time, dictation, distraction-free environment

- Assistance in preparing for college planning

Expectations

Participating students are expected to meet the responsibilities involved with this program just as they would any other class obligation. Responsibilities for this class include, but are not limited to: being prepared, being punctual and using time effectively.

ACADEMIC INTEGRITY & DISHONESTY

Academic integrity is fundamental. The International Center for Academic Integrity defines it as “a commitment to six fundamental values: honesty, trust, fairness, respect, responsibility, and courage” (academicintegrity.org). There are many different types of academic dishonesty, for example (not an exhaustive list): cheating; borrowing, copying, and/or using another person’s work; paraphrasing without proper citations; not citing work at all; using apps/sites that do the work for you (such as Google Translate, PhotoMath, Microsoft Math, and others). Students at Hebron Academy are expected to demonstrate a high degree of academic integrity by refraining from these types of behavior.

Hebron Academy reserves the right to make decisions regarding academic dishonesty consequences that match the seriousness of the infraction without regard to the number of offenses. Consequences include suspension or dismissal depending on the seriousness of the offense. If the seriousness of the offense does not rise to a suspendible or dismissible offense, Hebron Academy will generally follow the guidelines below for cases of academic dishonesty:

- First offense: The teacher will discuss the situation with the student and report the incident to the student’s advisor. The student will be required to engage in “How to Recognize Plagiarism: Tutorials and Tests” (plagiarism.iu.edu). The advisor will communicate home to the parent(s)/guardian and copy the teacher and Dean of Academics. Depending on the incident, the consequences for the first offense could be as follows:
 - * redo the assignment;
 - * receive a zero on the portion that was dishonest; or
 - * receive a zero for the entire assignment.
- Second offense: The teacher will refer the student to the Dean of Academics, and the student will receive an automatic zero for the offense. The Dean of Academics will meet with the student and send a formal letter home to the parent(s)/guardian, copied to teacher, advisor, Dean of Faculty, Dean of Students, and Assistant Head of School.
- Third offense: This becomes a serious disciplinary issue and is referred to the Dean of Students office.

In all cases above, the teacher will record the offense by writing an Official Note in myHebron. Hebron Academy reserves the right to make decisions regarding academic dishonesty consequences that match the seriousness of the infraction, which could include suspension or dismissal.

How to Recognize Plagiarism: Tutorials and Tests. Instructional Systems Technology Department at Indiana State University, plagiarism.iu.edu. Accessed 15 Feb. 2021.

International Center for Academic Integrity. Rutgers University, 1992, www.academicintegrity.org. Accessed 15 Feb. 2021.

Notification of Rights under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day Hebron Academy receives a request for access.

Parents or eligible students who wish to inspect their child's or their education records should submit to the Dean of Academics a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask Hebron Academy to amend their child's or their education record should write the Dean of Academics, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests, typically if this information is needed to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Hebron Academy to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Student Privacy Policy Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

COMMUNITY LIFE AND STANDARDS

INTRODUCTION

Hebron Academy is a community, and as such, the actions of any one member may affect other members of the community. Every student is expected to act in a responsible and socially mature manner; to respect the rights and property of others; to cooperate with school regulations and behave on campus, at extracurricular events, and within the larger community in a manner which lends credit both to the student and the school. We expect parental cooperation in upholding these standards.

A healthy tension between the assertion of individual interests and the maintenance of community values and standards exists in all groups. The school and the family share the task of establishing the right balance between freedom and responsibility in the development of mature young adults.

In order to avoid misunderstanding, this statement of policies and expectations is intended to clarify the school's expectations for both students and parents.

These standards are rooted in a fundamental concern for health and safety as well as for sound personal, social, and intellectual development of young adults in recognition of the school's responsibilities to its students, their parents, and society. By accepting admission to Hebron Academy, each student expresses a willingness to live up to these policies and expectations to the best of his or her ability.

The following is a summary of the central values and responsibilities shared by the Hebron school community.

SCHOOL EXPECTATIONS

By enrolling at Hebron, each student agrees to abide by its rules and each parent agrees to support the school's policies. These rules apply:

- a) any time a student is on campus;
- b) any time a student is participating in or attending a school-sponsored event;
- c) any time a student is officially representing the school;
- d) any time a student is traveling to or from school or on school- authorized transportation;
- e) anywhere a student has been transported by the school (airport, bus station, etc.);
- f) on day and weekend sign-outs;
- g) when hosting a boarding student(s) on day or weekend sign-outs.

The school regards any behavior prejudicial to the best interests of Hebron Academy by anyone in the Hebron community, whether at school or elsewhere while school is in session or during a vacation, as sufficient grounds for a disciplinary response.

Hebron Academy expects the following of its students:

- **Respect the person, rights, and property of others.** Fighting with, intimidating or threatening other members of the community will not be tolerated. There is to be no hazing, either physical or emotional. Any form of harassment, coercion, or abuse, either sexual, physical, emotional or psychological, will incur a strong disciplinary response (see Harassment Policy below).
- **Respect the religious, ethnic, social and economic background as well as the sexual orientation of all members of the Hebron Academy community** and the Maine community at large. Abusive or prejudicial behavior based upon religion, race, ethnicity, sexual orientation, gender identity, gender expression or perception of any of the above will result in strong disciplinary measures.
- **Be respectful of property.** Vandalism and malicious mischief will not be tolerated and will incur serious disciplinary response.
- **Be honest in all matters.** Lying, cheating, stealing, plagiarism, deceit and misrepresentation are serious offenses.
- **Practice habits that promote healthy living.** Students may not purchase, possess or use any nicotine or other e-juice products including: tobacco, chewing tobacco, e-cigarettes, vapes, cartridges, etc. Students may not purchase, possess, or use alcohol, or other drugs. The purchase, possession, distribution, and presence of paraphernalia associated with and/or use of tobacco, alcohol or other drugs is prohibited, nor should students be in the presence of aforementioned items. The school reserves the right to require a drug and alcohol screening at any time.

- **Meet all commitments and obligations.** Students are expected to be prompt in their attendance at all classes, study halls, extracurricular and athletic commitments, and at all school meetings.
- **Do not leave campus without permission.** Anytime a student wishes to leave the main campus, they must sign out with the Administrator on Duty.
- **Form healthy and growth-enhancing relationships.** While we recognize the development of sexual curiosity occurs as one transitions from childhood to adulthood, students are encouraged to abstain from sexually intimate behavior. Should interactions occur, they need to be safe, consensual and respectful. Public displays of affection that compromise the comfort of others are not acceptable behavior. Visitation between students in romantic relationships in dorm rooms is also not allowed. The Academy reserves the right to take disciplinary action if a student refuses to follow this policy on sexual intimacy.
 - *Our counselors and nurses are available to discuss issues of sexuality and reproductive health. Discussions may also take place in Health and Wellness Class, Community Meetings, LIFE meetings, and Advisory meetings.*
- **Behave in a way that reflects favorably upon Hebron Academy.** A student who does not behave in such a manner should expect their behavior to become a disciplinary issue.

Failure to adhere to the Academy's rules and expectations will result in a disciplinary response. These responses include, but are not limited to: work detail, probation, suspension and dismissal. While there are no fixed sanctions linked to individual infractions of school rules, specific disciplinary guidelines are consistently followed. No single violation of rules necessarily results in expulsion from school. However, some offenses may result in a recommendation for immediate dismissal. Such infractions include, but are not limited to: using, distributing, and/or possessing drugs and alcohol; stealing; cheating or lying; taking physical or emotional advantage of another; abuse based on racial, religious or ethnic background; abuse based on sexual orientation, gender identity, gender expression or the perception of the above; violence.

DISCIPLINARY PROCEDURES

The school reserves the right to discipline any student who demonstrates an unwillingness to cooperate with the school's expectations.

The Dean of Students and the Assistant Head of School deal personally with routine matters and will notify the Head of School, who may become involved in the administration of discipline as appropriate.

Disciplinary Actions

Community Chores – A student may be assigned chores for a violation of a minor school rule, accumulated absences from commitments, or continued unsatisfactory behavior. If a student does not attend their chores at the assigned time, they will be re-assigned during activity/athletic time.

Suspension — A student may be suspended for the violation of a major school rule, accumulated absences from commitments, or continued unsatisfactory behavior. The term of suspension varies but is usually two to five days. Upon return from the suspension, the student is usually placed on Disciplinary Probation.

Any violation of school policy is seen as a Community Violation and when these violations reach the point of suspension, we feel it is important for the student to leave the community for a period of time. Suspension gives the student some time at home to discuss with parents the commitment involved in living within the school community and the importance of meeting our expectations. If a student is unable to travel home to serve their suspension, the school will contract with a suspension service; necessary fees apply. Details will be worked out between the Dean of Students or the Assistant Head of School and the student's parents or guardian. All students must have an English-speaking guardian with whom to make arrangements. The student will be held responsible for all work that has been missed during a suspension.

Another form of suspension is an **In-House Work Day**. During an in-house work day, a student will engage in community service on campus.

Any make-up work for missed classes, assignments, and tests lost due to suspension should be made up in an appropriate amount of time as determined by the teacher. A student who returns from suspension may not expect special consideration for make-up work.

A student suspended from school must expect that the suspension may impact his or her grades.

Dismissal — A student may be dismissed from the Academy for the violation of a major school rule, generally unsatisfactory behavior, failure to meet the requirements for graduation or other misconduct the Head of School or his designee deems sufficiently serious to warrant dismissal. The Head of School's decision with respect to dismissal shall be final.

In cases where a senior or postgraduate has been dismissed, the school will send a letter to all colleges and universities to which the senior or post-graduate has applied and/or gained acceptance. The letter will reflect the change in the student's status. The student's transcript will be appropriately marked.

Non-Continuation — Hebron Academy reviews the citizenship of all students in June and reserves the right to deny continuation to any student whose behavior, attitude, or disciplinary record is judged by the faculty to be detrimental to the welfare of the school community, whether or not specific major school regulations have been violated.

DISCIPLINARY STATUS

Disciplinary Warning indicates that the student's behavior has become a regular concern.

Disciplinary Probation is the Academy's response to the student who violates a major rule or whose behavior has continued to be of concern.

Final Warning is used when it seems that, with some restrictions and perhaps with some additional supervision, the student may be able to continue as a member of the community. It is a period of final trial during which the student is responsible for obeying all the school's rules, meeting all school commitments and fulfilling any specific terms of the probation. The student is expected to demonstrate, by cooperative behavior and a positive attitude, that they truly wish to remain a contributing part of the community.

Final Courses of Action

Should all other avenues be exhausted, the Head of School or Assistant Head of School may select one of the following final courses of action:

1. Take immediate and final disciplinary action, up to and including dismissal, when they, in their discretion, determine that such action is warranted, or
2. Convene a Disciplinary Committee composed of appropriate members of the student body, faculty and administration, which shall investigate the facts as it deems appropriate and make a recommendation to the Head of School.

This Committee will be chaired by the Dean of Students. The Committee will be made up of the Dean of Students, Assistant Head of School, the student's dorm faculty, the student's advisor and two student proctors. A non-voting advocate, chosen by the student from the Hebron faculty, may also be invited to participate on the Committee.

The Head of School has final authority with regard to the disposition of all disciplinary matters. A parent or guardian who disagrees with the Head of School's decision may request that the Head of School reconsider the decision, but no further appeal shall be permitted.

ATTENDANCE POLICY

Students are expected to attend and be punctual for all of their commitments - academic obligations, athletic practices and contests, school meetings, required meals, and any other official meetings scheduled by the school (e.g., college counseling meetings) unless excused by the Dean of Students or the Health Center. Regular attendance for all required commitments is an essential element of a Hebron Academy education. Thus an absence from any mandatory school commitment is counted in the same manner.

All absences from a required commitment are ultimately reported to the Dean of Students. Any class for which a student arrives more than 15 minutes late without an acceptable pass from a faculty or staff member will be considered an absence. Three unexcused tardies within a week will also be considered an absence.

Absences will be counted from the beginning of the trimester and will reset each trimester. Trimesters are defined as: Fall Trimester (Opening of School through Thanksgiving break), Winter Trimester (Thanksgiving break through March break), and Spring Trimester (March through the end of the year).

The following policies were created as a way to provide quick and constructive feedback to a student whose absences may be at the root of other issues. Persistent attendance issues are considered a failure to thrive and students should expect the administration to take measures to help them succeed, such as but not limited to: random toxicology testing, mandatory counseling or medical evaluation, breakfast check-ins, various dorm restrictions, and/or their contract being withheld. Students who miss Friday Night Study Hall will receive an additional Wednesday Work Detail and further consequences.

Unexcused Absences

For any unexcused absence, the student will receive a zero on any assessments given during the class(es) missed. A teacher may allow the work to be made up if they regard it as critical for the student's learning. In such a case, the maximum grade allowed will be 55%.

Unexcused Absence 1

Warning conversation with Dean of Students.

Unexcused Absence 2

Conversation with advisor and Dean of Students. Friday Night Study Hall and no weekend trips.

Unexcused Absence 3

Conversation with advisor and Dean of Students. Friday Night Study Hall, no weekend trips, and weekday morning chores the following week.

Unexcused Absence 4

Friday Night Study Hall, no weekend trips, and weekday morning chores the following week. Formal Attendance Meeting with the Dean of Students, Dean of Academics, advisor, and parents.

Unexcused Absence 5

Friday Night Study Hall, no weekend trips, and weekday morning chores the following week. Formal Attendance Meeting with the Dean of Students, Dean of Academics, advisor, and parents, during which time the Dean of Students will notify the student and parent of the escalating consequences if further absences occur.

Unexcused Absence 6

Student will likely be placed on Attendance Probation. Students placed on Attendance Probation will have an additional meeting with the Dean of Students and parents highlighting the terms of probation and action plan moving forward.

Excused Absences

The Dean of Students will make the final determination of whether or not an absence is or shall be excused. Parents of day students should report absences due to illness to the Dean of Students before their first obligation, while boarding students must report to the Health Center prior to their first school obligation.

If a student knows in advance that they will miss class, the student must get initial permission from the Dean of Students. Students seeking approval for an excused absence must:

- obtain planned class absence form from the Dean of Students;
- get permission from teachers by asking them to sign a planned class absence form (if not an illness, emergency, or school-sponsored event);
- turn in the planned class absence form to the Dean of Students for final permission 24 hours before departure;
- take responsibility for all work and class material missed;
- complete missed assignments and assessments within the time period allowed by each teacher (teachers will communicate these due dates to advisors for follow-up with students).

Excessive Academic Absences

Excessive absence, excused or unexcused, may result in a Disciplinary Committee hearing and/or loss of credit for the year. The committee may also determine that it is inappropriate for the student to continue at Hebron. Excessive absence is generally defined as 10% of the seat time for a class, or around 15 class meetings.

Leaving Campus

During the school day, day students are not permitted to leave campus without the permission of the Dean of Students or the Administrator on Duty (AOD). Day students may leave school when their final commitment of the day is completed (see also Driving Permission). Boarding students are never allowed to leave campus without the permission of the Administrator on Duty (AOD).

CELL PHONES

Students are permitted to have and use cellular telephones on campus. For safety reasons, students must be capable of making and receiving calls within the U.S. for emergency purposes and when they travel off-campus for any school trip. We also use cell phones for our emergency

messaging system on campus. This requires international students to either have a U.S. SIM card or an international calling plan. Hebron can help facilitate the purchase of U.S. SIM cards after students arrive, but it is preferable that students arrive on campus with those items beforehand.

However, it is also important to note that cell phone use in the learning environment has been shown to negatively affect students' academic performance. Moreover, excessive cell phone use has been shown to negatively impact young people's confidence and mental health, and it often disrupts the face-to-face interactions that are so essential to social development and community cohesion.

In order to provide the best possible learning and living environment for our students, Hebron Academy has implemented the following guidelines:

Cell phones and headphones should remain out of sight and unused:

- in classrooms
- in the dining hall
- in the chapel
- at formal school events

In addition, boarders in grades 6 through 9 are expected to leave their cell phones in their dorm rooms during the school day.

The above regulations apply to both students and faculty, with the exception of the Administrator on Duty, or in case of a true emergency. Any improper use or failure to comply with the rules regarding cell phones may result in immediate forfeiture of the device for a length of time to be determined by the Dean of Students.

CLOSED WEEKENDS

There are weekends during the year when boarding students will not be allowed to sign out. Closed weekends relate to special campus events, and proximity to exam days, vacations, Commencement weekend, and Opening and Closing Convocation.

DRESS CODE

At Hebron, our dress code reflects that we welcome and support individuality, respect for difference, and the value of each person's contribution. That said, student attire should project an image of neatness and respect for self and others. This dress code extends through the entire school day and includes breaks, meals and free periods. All clothing should be clean, hole-free, and without inappropriate slogans or images.

Students who do not follow the dress code will be asked to change prior to attending any school obligation which may incur an unexcused tardy absence.

During Academic Hours (“School Dress”):

Hats and hoods

Must be respectfully removed when entering the classroom, the Chapel, or the dining hall.

Pants

Allowed: slacks, corduroys, khakis/chinos, capris, Bermuda shorts.

No denim, leggings, sweatpants, or short shorts.

No visible undergarments.

Shirts

Allowed: blouses, collared shirts, and sweaters.

No t-shirts or sweatshirts, including “hoodies” and zip-up hooded sweatshirts.

No bare midriffs or visible undergarments.

Skirts and Dresses

Must be beyond fingertip length.

Shoes

Clean, closed-toed footwear is required.

In the Dining Hall:

School dress is required in the dining hall during the school day, including free periods.

Note: students who are not in school dress due to illness should not be eating in the Dining Hall.

After School Hours:

Outside academic hours - after 3:30 p.m. and on the weekends - attire is more relaxed. However, apparel with inappropriate images/slogans is never permitted.

On Dress-Up Days:

There are special occasions throughout the year that require students to look their best. On such occasions, students have several options:

Option 1: Skirt, button-up shirt, and shoes.

Option 2: Dress and shoes.

Option 3: Slacks, button-up shirt, tie, blazer, and shoes.

Option 4: An equivalent combination of the above.

Option 5: Culturally appropriate formal attire.

Shirts, skirts, and dresses of tee-shirt material, flip-flops, casual shoes, shorts, and hats are not permitted on dress-up days.

DRIVING PERMISSION

Boarding Students

Boarding students may not have cars on campus or in the local area. If unique circumstances arise, a student may be granted permission from the Dean of Students or Assistant Head of School. This privilege is applicable to students in good academic and community standing only. Specific guidelines and expectations will apply.

Day Students

We recognize that some of our day students will provide their own transportation to and from school.

All day students will receive specific guidelines for appropriate car use. Hebron allows day students the privilege of having cars on campus. However, any violation of the following guidelines may result in revocation of this privilege, for a period of time determined by the Dean of Students.

- Cars must be parked in the Williams Center parking lot.
- Once the cars are parked, they are not to be moved until the student decides to return home. Driving between the school buildings, the dormitories, the playing fields, the gym or into town for any reason is not permitted.
- Under no circumstances are any students, boarding or day, allowed to be transported in any car unless specific arrangements have been made by the student's parents and the Dean of Students or the AOD.
- Reckless and dangerous driving on campus will void the privilege of driving to school.
- Students may not drive themselves to off-campus Hebron events, even if convenient for them to.

Once again, we remind you that driving is a privilege and this privilege may be revoked due to any violation of the rules.

HARASSMENT POLICY

Hebron Academy is enriched by the diversity of its community members. The school recognizes and respects individual differences in background, be they visible or invisible, which include but are not limited to culture, race, ethnic origin, religion, gender, age, and sexual orientation, which includes gender identity and expression.

In order to provide an environment of mutual respect, tolerance and sensitivity, it is important that every member of the community recognize certain guidelines for appropriate behavior.

Inappropriate behavior, either verbal or physical, that disregards the self-esteem of others is unacceptable. Such behavior includes unwelcome physical advances, unwarranted verbal remarks,

derogatory statements or discriminatory comments, and can occur between any two individuals or groups of individuals. This includes any electronic communication, whether on campus or off.

Listed are some examples of inappropriate behavior:

- uninvited pressure for sexual activity whether explicit or implicit;
- obscene or suggestive remarks or jokes, verbal abuse, insults;
- display of explicit, offensive or demeaning materials;
- bullying, hazing, threats;
- comments which are demeaning with respect to race, religion, ethnic origin or gender.

You may follow this procedure if you feel you have been harassed:

1. Seek adult assistance.
2. Let the offending person or people know you want the behavior to stop. Say NO firmly! Look directly at the person with a straight face to give a clear message about how you feel. Do not apologize.
3. Keep a record of when, where and how you have been mistreated. Include witnesses, direct quotes, actions, evidence and any written communication.
4. If you do not feel comfortable confronting the person alone, take a friend along or write a letter.
5. Promptly contact someone at school about the situation: advisor, faculty member, administrator, supervisor or Health Center staff.

A response from the school to the situation may be made in consultation with the person making the complaint. One or both parties involved may be asked to leave campus until an investigation is completed or a conflict is resolved. Each person at Hebron Academy has the right to participate fully in the life of the school without harassment.

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 Student Sexual Misconduct Policy, in which case that policy will be the applicable one.

STUDENT SEXUAL MISCONDUCT POLICY

Hebron Academy strives to be a safe and supportive environment that cultivates learning and personal growth for all of its students. Hebron Academy maintains a zero tolerance policy for sexual misconduct, exploitation, and sexual violence. The school will provide assistance and support to the victim of sexual misconduct, exploitation, or violence in a thorough and sensitive manner. This policy is applicable regardless of the sexual orientation and gender identity of the individuals involved. All forms of sexual misconduct, including but not limited to sexual assault, interfere with this critical mission and will not be tolerated. Hebron Academy will take appropriate

action to prevent and correct behavior both by employees and students that violates this policy. Hebron 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. Hebron 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 Head of School, the Assistant Head, a dean, a counselor, a social worker, the Administrator on Duty, a nurse, and/or the Director of Mental Health and Wellness. Students may also 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 Hebron Academy's policies, certain sexual activity may also violate the law. In certain circumstances, Hebron 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, Hebron 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 by calling 911.

Hebron Academy's Response to Sexual Misconduct

Hebron Academy treats all reports of sexual misconduct seriously with the well-being of its students as the first priority. Hebron 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, Hebron 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. Hebron 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 Hebron Academy's investigation process.

Requests for Confidentiality

Hebron 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, Hebron 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 Hebron Academy not investigate, Hebron Academy may still need to investigate the allegations in order to ensure the safety of the entire campus community.

Interim and Safety Measures

The Head, Assistant 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

Hebron 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 an investigation. Student parties are permitted to have a school counselor or social worker present as support during their interviews. It is Hebron 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 Head, who will make the final determination as to what, if any, remedial action or disciplinary measures should be taken.

The Head 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 Hebron Academy.

Additional Resources for Students

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

Local Resources

Sexual Assault Prevention and Response Services. 24 Hour Hotline:
1-800-871-7741. Sapars.org.

Hospital Emergency Department

- Central Maine Medical Center (Lewiston): (207) 795-2200
- St. Mary's Hospital (Lewiston): 207-777-8120

Local Police: Emergency 911

BRING YOUR OWN DEVICE (BYOD) PROGRAM

Hebron Academy's Bring-Your-Own-Device (BYOD) program requires that students from grades 9 to 12/PG bring to school everyday a personal device such as a laptop or tablet for educational use. Students in grades 6-8 will be provided a Chromebook for the 2021-2022 school year.

This BYOD program provides an effective way to integrate technology in the classroom and gives faculty an additional and powerful tool to use to engage their students, teach 21st-century skills alongside curriculum content, and effectively address their students' different learning styles.

This program gives teachers and students the flexibility to use technology in their classes at any time, as well as providing students both personal ownership and accountability of their own device and freedom to choose a device they are most comfortable with.

Additional information including a comprehensive FAQ can be found on myHebron, on the Parent Resource Board.

ACCEPTABLE USE POLICY

Hebron Academy expects individuals in its community to be responsible users of technology and the internet. Some of the material on the internet may be inaccurate, objectionable, sexually explicit, criminal and unethical. Students must be vigilant in their choice of sites to consider opening, and efficient in their exit of inappropriate sites. Students shall not access material that is profane or obscene, that advocates or condones the commissions of unlawful acts or that advocates or condones violence or discrimination towards other people.

Viewing, printing, downloading, or sending objectionable material and unethical or illegal online behavior will be cause for disciplinary action. Please be aware that this includes any behavior, on-campus or off, that has the potential to damage the school's reputation or is contrary to its mission.

It is important to be aware of copyrights and avoid plagiarism. Downloading computer software, music, movies or any other copyrighted material is illegal. It is your responsibility to determine if material is copyrighted. The fact that it is available for download does not make it legal to do so.

Communication on the internet reflects on the Academy. Use a tone that is appropriate in an educational setting. Do not use obscene, profane, lewd, vulgar, rude, threatening or inflammatory language. Do not make personal attacks or discriminatory statements or defame a person or organization.

Your personal safety and that of others are matters of concern to the school. There are organizations and individuals on the internet who might take advantage of you personally or financially. Do not reveal personal information about yourself or others.

Any attempt to access any part of the school network that you have not been given explicit permission to access is a violation of the Acceptable Use Policy. Respect other users' work; do not destroy or alter anyone else's data. Do not attempt to enter other computer systems and disrupt their functioning capacity or seek classified or private information from them.

School lab computers are an educational resource. Students working on a school project have precedence over those using the devices for personal interest. Supervising faculty may set time limits on computer use if there are people waiting for a turn. Participating in online games is not allowed on lab computers.

All electronic mail, records, files, documents and other objects stored on Hebron's computer system are the exclusive property of Hebron Academy. Any such data may be discoverable in litigation. Therefore, Hebron reserves the right to inspect and/or monitor such data at any time.

All users of our computer systems, including the wireless network, internet and electronic mail systems, should understand that there is no reasonable expectation or personal right of privacy regarding the location, nature or content of any files, messages or data stored there. All users are deemed to have consented to inspection and/or monitoring of all such data on Hebron's computer systems.

All users should also be aware that by bringing a computer to school, they are consenting to inspection of that computer, regardless of whether that computer is used on the school network. Inspections and/or monitoring will be at the discretion of the Head of School and the Assistant Head of School.

INTERNET SAFETY POLICY

Students shall not use the internet for dissemination or publication of any material which jeopardizes the good name of the school, which is detrimental to the common good, or which is harmful or offensive to members of the school community. This includes the posting of inappropriate material on any blog, chat room or website. Such behavior may result in disciplinary action. Users should understand that their electronic correspondence, including the propriety of language and content, will be treated as the legal equivalent of publicly spoken or written words.

The school provides education to students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response. This and CIPA Policy is included in this discussion during

our opening school orientation schedule. Technology measures are in place and are used for monitoring all internet access through Hebron's computer systems.

TRANSPORTATION FOR BOARDING STUDENTS

The Academy will provide transportation to and from Portland and Lewiston at vacation times for transportation connections. On weekends when a student leaves campus, the school will only provide transportation when a driver is available; otherwise the school will help arrange for a taxi to take the student to the bus station or airport and back to campus.

Students are not permitted to use UBER or Lyft.

Travel by Plane

Students should fly into the Portland Jetport (PWM) or Boston Logan (BOS). At the opening of school, students traveling alone can be met at the airport if arrangements have been made through the Transportation Coordinator.

Vacation Travel

It is the Academy's expectation that students will depart for long weekends, winter break and spring break only after their last commitment on that day. Travel arrangements should not interfere with the class day. Missed classes will be considered unexcused.

The school will provide transportation to and from Portland Jetport and Logan Airport (Boston) at the beginning and end of vacations at the most common travel times. Students will be charged for transportation that falls outside of those common travel times.

If a student's needs do not coincide with the departure and arrival times provided, the school can help arrange taxi transportation to and from the airport. To make special arrangements for transportation, please call or e-mail the Transportation Coordinator well in advance (908-285-3455 or travel@hebronacademy.org).

Specific transportation times and fees will be noted to students well in advance of vacation dates.

SPECIAL ABSENCES

A student may be granted special permission to be away from school outside school vacations only if they have gone through the absence request process found under "Excused Absences." This request process must be completed before arranging any required transportation. Teachers are not required to meet with the student for extra help in cases of absence due to vacation time. Tests and quizzes missed are to be made up at the convenience of the teacher. Students must be wholly

responsible for their own work and not expect special consideration from their teachers to make up for topics or assignments missed for special absences. The school encourages students to schedule medical appointments and college interviews during vacation time.

SPECIAL SENIOR/POSTGRADUATE CLASS ABSENCE POLICY

Seniors and postgraduates will be allotted a maximum of five (5) school days to be off-campus to explore post-Hebron plans. These days may be used for college visits, revisit days, athletic tryouts, etc. They are not to be used to extend vacations, nor are students required to use them. For all such visits, students must complete the aforementioned planned absence request process. Furthermore, the college counselors must confirm and approve any college-related visits, and details pertaining to each visit must be provided. Our goal is for students to minimize missed class time to maintain good academic standing even while pursuing post-Hebron plans. Students who take advantage of this policy will incur excused absences up to the five-day limit. After that, any absences will be unexcused. Students are not permitted to use the day before or after a scheduled break.

LONG WEEKENDS

During long weekends, students have the opportunity to leave campus and to go home or to an approved host residence. If they would prefer, students may also remain on campus in the dormitories. If leaving campus for these weekends, students are not permitted to stay in hotels without adult supervision, nor are they permitted to stay in college dormitories. Long weekend dates can be found on the school calendar.

AFTERNOON ACTIVITIES AND ATHLETICS

Hebron Academy asks that its students expand their abilities by participating in afternoon activities and athletics in the fall, winter, and spring seasons. Athletics is a key part of the Hebron Academy experience and one that all students engage in at various levels. Each weekday afternoon students participate in team practices or games or take part in the Outdoor Program's experiences. All new students are required to be a member of an athletic team or participate in Outdoor Education in the first season of their enrollment. All students must participate in an athletic offering or Outdoor Education in two of the three seasons. For their third season, students may choose art, music, drama, or yearbook in lieu of an athletic offering. All afternoon activities will include a Saturday commitment.

ATHLETIC CODE OF CONDUCT

As a member of the New England Prep School Athletic Council (NEPSAC), the Academy endorses the Council's Code of Ethics and Conduct. Athletes and parents are expected to carefully review these expectations and to adhere to them accordingly. As a basic principle, we believe that the

lessons learned from fairly played athletics, whether interscholastic or not, and including games and practices, are of benefit to our students and our school.

The following standards are ones we expect all athletes, coaches, and spectators to meet.

NEPSAC Expectations

Athletics exist primarily as an essential part of each student's overall educational experience. As an educational process, athletics serve these purposes:

- To teach and instruct students in the rules, fundamentals, and skills of various individual and team sports, as well as to provide physical training.
- To provide healthy competition and cooperation within and between schools, thus inculcating in each student the best principles of good sportsmanship.
- To develop the other aspects of good sportsmanship which will best serve each student's education.
- To maintain the spirit of true amateur competition.

Proper Conduct and Good Sportsmanship

- Treat other people as you wish them to fairly treat you.
- Regard the rules of your game as an agreement, the spirit or letter of which you should not evade or break.
- Treat officials and opponents with respect.
- Accept absolutely and without quarrel the final decision of any official.
- Honor visiting teams and spectators as your own guests and treat them accordingly. Likewise, behave as an honored guest when you visit another school.
- Be gracious in victory and defeat. Learn to take defeat well and with class.
- Be as cooperative as you are competitive.
- Remember that your actions on and off the field reflect on you, your family and your school.

Guidelines for Spectators

Spectators—whether students, faculty, parents, alumni, or friends—bear important responsibilities to the school for the atmosphere and conduct of games, whether home or away.

Spectators should watch games from those areas defined by each school as spectator areas. They must not run up and down the sidelines, call to players, coaches, or officials in an unsportsmanlike manner, go onto the field of play or deface property. Any action which detracts from the ability of coaches, players and officials to do their best is unacceptable and may cause the offending spectator to be excused from the athletic venue.

The use of alcohol and illegal drugs should not be associated with any athletic event.

Guidelines for Players

Players shall at all times represent themselves and their schools with honor, proper conduct and good sportsmanship. They shall understand that competitive rivalries are encouraged, but that disrespect for opponents is unsportsmanlike and lessens the values of the rivalries. They shall confine the competitiveness of the game to the field, and in particular, behave properly on the sidelines and in the locker rooms before and after games.

Players shall comply fully with the rulings of the officials. In no way, either by voice, action or gesture, shall they demonstrate their

Expulsion Rule

A player who is ejected from an interscholastic game for “unsportsmanlike conduct” or other flagrant behavior will forfeit his/ her eligibility to play in the next regularly scheduled interscholastic or tournament game. After considering the circumstances, Hebron may require a multiple game suspension.

RESIDENTIAL LIFE

DORMITORY PROCEDURES

Check-In and Lights-Out

On Sunday through Thursday nights, 10:30pm is the check-in time for Senior Division boarders, and 9:30pm is the check-in time for Junior Division boarders. At check-in, all students are expected to be on their dormitory floors or in their rooms as the resident faculty on duty and the senior proctors do the nightly check-in. Junior Division students will also be expected to turn in their cell phones, tablets, and laptops at this time.

Lights out is at 11:00pm for Senior Division boarders and at 10:00pm for Junior Division boarders, at which time the overhead lights in the rooms should be turned off and the rooms should be silent.

On the weekends, check-in is at 11:00pm for Senior Division boarders and 10:00pm for Junior Division boarders, at which time students must check in with the resident faculty member on their floor and thereafter remain in the dormitory. Junior Division students will also be expected to turn in their cell phones, tablets, and laptops at this time.

Unless granted specific permission by the Dean of Students, Dean of Residential Life, or the dormitory supervisor, all boarding students are expected to remain in their respective dormitories after the final check-in. Students found outside their dormitories past the final check-in will immediately speak to the AOD and can expect disciplinary consequences.

Quiet Dormitory Hours

Daily between 8:15am and 3:30pm. Dormitory conditions should be conducive to study. Playing music so that it can be heard outside of your room is not appropriate during these hours.

Evening Study Hall

Sunday through Thursday—7:30-9:30 pm

At 7:30 pm, students should be in their rooms or signed out with their floor faculty to Structured Study Hall, study group, pre-arranged extra help with a teacher or another approved event (i.e., class commitment, rehearsals, meetings, etc.).

Between 7:30 and 9:30pm (7:30-9:00pm for junior boarding students), dorm rules are:

- Dormitory room doors must be kept open.
- Minimum traffic on floors or between buildings.
- Quiet.
- No socializing.
- No TV or computer movie viewing except for class commitments.
- Computers are used for academic purposes only.
- Listening to music using headphones is permitted as long as it is not disruptive.
- Dormitory staff have final word on maintaining an appropriate study environment.

When Study Hall is over, students who have been studying elsewhere must check back in with the person on duty in the dormitory.

Structured Study Hall (SSH)

SSH is held Monday to Thursday evenings from 7:30 to 9:30pm. Students are assigned to SSH for a marking period based on their academic performance or per student or family request. Students are expected to arrive at SSH promptly at 7:30pm and study for the two hours, after which time they should return to the dormitory or, in the case of day students, leave campus for home. SSH is mandatory for those assigned to it.

At 9:30 pm when Study Hall is over, students must check in with the person on duty in the dormitory or on the floor.

LEAVING CAMPUS

Boarding students may sign out for the weekend after their last commitment provided they follow the sign-out procedure. Boarding students may not sign out on Monday through Thursday evenings.

Weekend permissions are granted in accordance with the wishes of the parents as noted on the Weekend Sign-Out Form. School rules are in effect for the student signing out, as well as for the host family. Hebron Academy policy, as well as Maine State Law, regarding the availability of alcohol and other illegal substances that must be upheld throughout the sign out time period.

Leaving the main campus any time, or the dormitory after check-in, without permission is a serious matter (the main campus does not include Marshall Pond or the trail system).

The school needs to know where students are in case their presence is desired or an emergency occurs. Weekend and day sign-out procedures must be followed.

It is important for all students to understand that the Academy will treat any unauthorized absence from campus as a serious disciplinary matter, including failure to properly check out for an approved weekend leave.

The guidelines for weekend sign-outs are:

- The student completes the Weekend Sign-Out Form. The Weekend Sign-Out Form provides information about how, when, where and with whom the student wishes to sign out. The deadline for weekend permissions is Wednesday at 8:00pm, preceding the weekend.
- The Dean of Students, Dean of Residential Life, or their designate will review the weekend request, check parents or host, and determine if all obligations (athletic events, classes, etc.) have been met before giving final approval.
- The student returns by Sunday night at 7:00pm to prepare for the evening study hall at 7:30pm. If an emergency occurs or if they are going to be late, students must call the Administrator On Duty at 207-461-5384.
- The student is to conduct themselves according to Hebron rules and values while off campus.
- A student on a weekend sign-out may return to campus for a social event, athletic contest, etc., only with the permission of the Administrator On Duty (AOD).
- The Academy does not permit students to sign out to hotels or motels unless accompanied by their parents or a designated adult guardian.

If the student is involved in any falsification of weekend plans or leaving campus without permission, the student may lose weekend privileges for a period of time to be determined by the

Dean of Students, be placed on probation, be suspended, or be called before the Disciplinary Committee to discuss their continued presence at Hebron.

ROOMS

Care

Students are responsible for the complete care of their rooms. Regular room inspections are conducted by the dormitory faculty. The Housekeeping Staff does not clean student rooms. Shortly after arrival, students will fill out and sign a Dormitory Inspection Form with their dormitory supervisor. Students will be held accountable for the condition of their rooms. Each room will be inspected again in June. Student accounts will be billed for the damage. There is a sizable cleaning fee for rooms not left in reasonable condition.

Damage

Students are responsible for damage done to their rooms and will be charged for the damage. In cases of damage to the corridors or common areas where responsibility cannot be placed, the cost of the repairs will be divided among all students on the floor or in the dormitory.

Schedule of Damage Repair Costs

Upon the initial check-in during the fall trimester, or when a resident changes rooms, the resident shall make an assessment of the condition of the room and its furnishings. Any defects shall be noted at that time. After the assessment is made, the student acknowledges that they are accountable for any damages beyond the current assessed condition of the room. The furniture assigned to each student is expected to remain in the room throughout the year. A resident may be charged a moving fee to relocate furniture that has been removed from the room. If a resident cannot account for the piece, or if it is damaged beyond repair due to negligence, then the resident will be charged for the replacement cost of the piece.

Décor and Student Belongings

While we share our students' desire to make their rooms more comfortable with amenities brought from home, we must ask that the following restrictions be honored:

- Hebron provides single or bunk beds, desks, desk chairs, dressers, and wastebaskets in most rooms. Easy chairs, regular chairs, coffee tables, and rugs (no bean bag chairs) in good condition are permitted. The dormitory supervisor reserves the final judgment on whether the furniture will remain in the room.
- Because of fire danger and the load on electrical circuits, cooking appliances, halogen lamps, sun lamps, televisions, refrigerators, air conditioners, space heaters, microwaves, toasters, or other appliances are not permitted in student rooms.
- Nothing may be hung from the sprinkler pipes, light fixtures, or the ceilings.

- Drapes, tapestries, and other wall hangings must be placed against the walls.
- Obscene or offensive pictures or posters are not permitted. Inappropriate images are subject to the discretion of the dormitory faculty.
- No furniture may be taken apart or removed from the room without the permission and assistance of school staff. Students who wish to remove furniture items, adjust bed heights, or bunk/de-bunk beds should ask the dorm faculty on their floor.
- Tape, nails, or tacks are not to be used to hang posters or tapestries on the walls. A special adhesive or molding hooks may be purchased at the school store to be used to hang those items.
- Windows may only be covered with blinds, curtains, or appropriate window treatments. Flags, signs, posters, or like items may not be placed in dormitory windows.
- Due to allergy, hygiene, and safety concerns, the only pets that students may keep in their dorm rooms are individual fish in small fish tanks.
- Student possession of anything which may be considered a weapon, including but not limited to firearms and knives, is prohibited.
- Due to the risk of fire, lighters, candles, matches, and other items which generate or sustain flame are prohibited.
- Students are not permitted to keep prescription or over the counter medication, including vitamins and nutritional supplements, in their rooms without special permission from the health center.

A student in good academic and community standing will be permitted to have certain luxuries in their room, such as video game consoles or computer monitors. Computer monitors should not be larger than 30" and may not be attached to cable or satellite TV cable, nor may they use other television reception devices. There are televisions in the dormitory common rooms that have satellite television programming and streaming capabilities.

Junior boarding students (in grades 6 through 9) are not permitted to keep gaming consoles or desktop computers in their dorm rooms. However, the school provides gaming consoles in the junior boarding common areas.

The privilege of having these items is subject to the discretion of the dormitory supervisor. Eligibility is contingent upon satisfactory performance in one or more of the following areas: academic achievement, attendance, dorm room cleanliness, behavior and citizenship. Should a student not meet expectations in one of these areas, they may lose the privilege for a period of time to be determined by the dormitory supervisor.

Inspections and Searches

Resident faculty will conduct regular inspections of the room to see that housekeeping is properly done, the contents of the room are adequately cared for, and safety and health regulations are enforced. Consideration of safety, common sense, and good taste are to be adhered to in all matters. This means no interference with fire prevention or detection apparatus and no hindrance

of access to rooms. The school is obligated to see that illegal or contraband materials, dangerous items, or stolen articles are not kept in students' rooms.

In recognition of the privacy and integrity of the student's residence, rooms will be searched for illegal, dangerous or stolen items only when warranted. Students are responsible for their rooms and the contents at all times.

Keys

Boarding students are issued room keys at the beginning of the year. Students who lose their keys during the year will be charged \$20 for a replacement.

Roommates

Rooms are assigned prior to the opening of school, and after the dorm faculty has returned to the campus. A great deal of attention goes into the assigning of rooms and room changes will only be permitted in exceptional circumstances.

HEALTH AND COUNSELING SERVICES

Student Health Center

Hebron Academy will operate one main health center during the 2021-2022 school year, on the ground floor of Sturtevant Home. Medication management and administration, daily and routine health care, self-care training, health guidance, testing, and evaluation of injuries and illness will be provided, along with our biweekly physician clinics, coordination of healthcare appointments and wellness check-ins. We will continue to run off campus quarantine and isolation for serious infectious diseases.

Under the leadership of the Director of Health Services, the health center is staffed by professional registered nurses. The Hebron Academy Health Services Department encourages wellness and promotes prevention of illness and injury.

Medical care is provided by the medical director and school physicians through the group practice, Family Health Care Associates. Health Services utilizes the school physician, as well as specialists, for routine care, consultations, and emergencies. Sports-related injuries are followed by Hebron's certified athletic trainer in consultation with the treating physician and a sports medicine doctor that we work closely with on the majority of injuries, including concussions. Medical emergencies are handled in the most expeditious manner to ensure student safety. Parents/guardians are responsible for any medical expenses incurred on behalf of their child.

Health Issues

Students with questions or concerns about any health issue, including adolescent growth and development and human sexuality, may seek consultation and advice from the Health Services team, at the Hebron Academy Health Center, at any time. All discussions with nursing staff and school counselors pertaining to sexuality, testing or diagnosis of STIs, and pregnancy status are confidentially kept within the Health Services team, except where there is a concern about a student's immediate safety.

Health Record Requirements

Before the school can accept responsibility for any student, all required health forms and permissions must have been received by Health Services. All health forms and permissions must be updated no later than August 1 or at least 3 weeks prior to a student's arrival on campus. No student may be on campus without all requirements being complete.

All requirements and student health records are found in our electronic medical records, Magnus.

The major components of the Student Health Record include:

- the Vital Health Record Form,
- an updated and complete immunization record yearly
- a current physical exam, signed and dated by the student's health care provider yearly
- a copy of the student's insurance and prescription cards.

All requirements in Magnus must be completed and signed by the student's parent or guardian and returned to Hebron Academy Health Services no later than August 1st.

The immunization record must meet the requirements of the State of Maine. A complete record includes day, month and year of immunization. Please have your provider fill out and sign the form provided in Magnus neatly.

The physical exam is considered current when completed within 13 months. We understand your student's annual physical may occur during the school year. Please notify the health center as to the date of the physical and we can adjust the due date on that requirement.

Valid insurance and prescription cards include copies of both sides of the cards, delivered to Health Services. Insurance must be through a U.S.-based company. Application and payment for any school insurance can be done in Magnus under student requirements. We offer both domestic and international student insurance. Please contact the Business Office with any questions.

In addition, if a student is taking any medications prescribed by a provider, a Prescription Order Form for each medication, including prescription medication, vitamins, supplements, naturopathic and over-the-counter medication (OTC), must be completed and signed by the prescribing provider.

Tuberculin Test Requirement

Every student, both incoming and returning, will have a risk assessment for tuberculosis annually. Parents can find the screening form in their student's Magnus Health PHR. The Hebron Academy Health Services asks parents annually:

1. Has a household family member had a positive tuberculin skin test result?
2. Has a family member or close contact had tuberculosis disease?
3. For new incoming students only: Was your child born outside of the following locations: the United States, Canada, Australia, New Zealand, Western or North European countries?
 If the Answer to Question #3 is YES, please indicate the student's country of birth:

4. Has your child had frequent or prolonged visits or has lived (greater than 6 days) outside of the following locations in the last year: The United States, Canada, Australia, New Zealand, Western or Northern European Countries?
 If the Answer to Question #4 is YES, please indicate the travel destination:

5. Is your child immunosuppressed (including HIV, chronic steroids, TNF alpha antagonist or organ transplant recipient)?

If the parent/guardian answers "YES" to any of the above questions, they must provide the school with evidence of the student's negative lab results from a QuantiFERON TB-Gold Test or Tuberculin Skin Testing (TST). If the student has a history of receiving the BCG (bacille Calmette-Guerin) vaccine, they should submit QuantiFERON TB-Gold lab results. Based on the answer to Question #3, the Hebron Academy Health Services will determine if your student will require follow-up testing 8-10 weeks after their arrival in the United States. The Hebron Academy Health Services can arrange for that follow-up TST or QuantiFERON TB-Gold test.

Immunizations Requirements

The State of Maine and Hebron Academy have the immunization requirements listed below. All age appropriate immunizations must be completed prior to the student's arrival on campus. If no vaccine records are available, please verify immunity by titers.

Certificate of Immunization

To demonstrate proper immunization against disease, a student must present Hebron Academy with:

A copy of the original Immunization Certificate or Documentation of the disease (varicella) with physician's signature OR

A copy of the School Immunization Record OR

A laboratory titer report as proof of immunity OR

A valid medical exemption from immunization with the signature of parent/guardian.

Please note that Hebron Academy will no longer accept religious or philosophical exemptions beginning in the year 2021 in accordance with the Maine state immunization law.

Immunization Dosage

Diphtheria/Tetanus/Pertussis (DPT)

Four or more doses. One dose must be after the child's fourth birthday.

Tetanus/Diphtheria, Acellular Pertussis (TDAP)

One time dose of TDAP after 11 years of age and 5 years since the last tetanus toxoid containing vaccine.

Polio (OPV/IPV)

Three doses of OPB/IPV with the last doses after the child's fourth birthday or 4 doses regardless of age at administration.

Measles/Mumps/Rubella (MMR)

First dose on or after 1 year of age; the second dose at least 30 days after the first.

Varicella (Chicken Pox)

One dose unless the first dose administered after 13 years of age, then two doses required; or documented history of the disease.

Hepatitis B

Three doses of meningococcal (MCV4). One dose is required if the first dose is administered after the student's 16th birthday.

COVID-19 Vaccination

All students who are age eligible are mandated to be vaccinated prior to arrival on campus with an FDA or WHO approved vaccine. Living in a congregate setting in close proximity to other students,

faculty and staff makes a highly contagious disease such as COVID-19 a danger to our community. The vaccine is a big step in protecting everyone on campus, especially those in the community who cannot, for medical reasons, be vaccinated.

Please upload the vaccination card when the vaccine is completed into Magnus with all other requirements. All students must arrive fully vaccinated, that is, have the last dose of the vaccine at least two weeks prior to their arrival date. Please notify health services if that will not be the case.

If your student has a documented medical exemption to the vaccine, please contact health services with any questions and a waiver. All approval of a waiver is on a case by case basis.

Health Insurance

All Hebron students must carry current health insurance which will cover doctor's visits and emergency care in Maine. All international students, including Canadian students, **MUST** subscribe to the United Health Care Plan, offered through the School; private International Healthcare Plans, such as AIG Travel Guard or Chartis, are not accepted by our providers and hospitals.

We also offer domestic students a plan if they choose or need one.

Infectious Disease Epidemic Policy

The following policy protects the students and the general community from the possible impact of an infectious disease epidemic. The School follows recommendations of the Maine CDC and the US Centers for Disease Control and may require that students exhibiting symptoms of infectious disease or who have tested positive for a disease leave campus and isolate per CDC guidelines until cleared by the Maine CDC and the School's consulting physician, or that students or visitors coming from areas seriously affected by an epidemic spend a minimum number of days outside those areas before coming to campus. Areas affected by an infectious disease epidemic are detailed by either a notice or an alert from the Centers for Disease Control. Such notices can be found at www.cdc.org.

Medical Appointments

Any health-related appointment scheduled by a parent, including dental and vision, must be cleared through Health Services at least 48 hours prior to the appointment. Health Services must approve any appointment made during the academic day. Health Services must be notified as far in advance as possible but at least 48 hours in advance if transportation is needed. We will try to arrange transportation but cannot guarantee it, especially with short notice. The cost of this transportation will be charged to the student's account. Students must check out from Health

Services when leaving campus and check in to Health Services upon return to campus on appointment days.

Medication Administration

The Health Center Staff must be notified of all prescriptions and all such medications must be checked in at the health center. A Prescription Order Form, signed by the prescribing provider, must accompany all prescription medications. This is both a health and safety issue. If the prescribing provider does not have a license to practice in the US, we ask the provider to provide all pertinent student medical records so that our school physicians or a local healthcare provider may follow and prescribe for your student while they are in our care.

Immediate family members may not prescribe medication or provide treatment for a student.

If your student is on a medication or has a chronic or long term condition that requires more than standard care, we may seek to consult with our medical director, to collaborate with the primary home provider to ensure continuity of care and optimal medical oversight. We may deem it necessary that our medical director or local healthcare providers write prescriptions. ***No more than 30 days of medication can be sent with a student.***

A medication may only be sent with a student at the beginning of a trimester. ***No medication may be shipped to the Health Center or to the student.***

Please provide the Health Center with all pertinent medical information as needed.

Students may not possess, deliver, or self-administer prescription medication unless authorized by a school nurse. Prescription or OTC medication, including cold medication, vitamins and nutritional supplements, may not be mailed to students. Students will be allowed to keep the following prescription medications in their dorm rooms after consulting with Health Services: Epi-Pens, inhalers, asthma medications, birth control pills, and topicals.

The above policy regarding the possession and self-administration of medication applies to day students who need medication while on campus, as well.

Any medications/supplements that contain THC are not allowed on campus and cannot be administered by nurses per Maine regulations.

We expect students to be compliant with taking prescribed medications as per their prescriber's instructions. It is the responsibility of the student to come to Health Services for the administration of medication according to these instructions. Any parent with concerns about their child's ability to comply with medication usage, within the boundaries of this policy, should contact Health Services directly. If a dose is missed, Health Services staff will send the student an email or text message reminder. If a student misses 2 consecutive days or three days in a seven day period, the student's advisor, Dean of Residential Life, dorm head, counselor and parent/guardian will also be notified. If there is a concern, the Dean of Students may also be notified.

Students are responsible to take their prescribed medication only as directed and are never permitted to share medication with another student.

When the Health Center is closed or when a student is off-campus for a school activity, medication will be administered by the dorm faculty, teacher, or coach responsible for their care, under the direction of the nursing staff. All faculty undergo annual medication administration training.

All prescribed medications will be filled by the school pharmacy, Bedard Pharmacy. Their contact information is included below. Please contact them directly to set up an account and provide your insurance information to them. Arrange with your prescribing provider to fill all prescriptions through them while your student is on campus. Electronic prescriptions are preferred.

We cannot accept prescriptions sent in the mail. At the beginning of the school year, please have your provider send all prescriptions to Bedard. Please do not send more than 30 days of a prescription medication with your student to begin the year if there will be a transition from your pharmacy to Bedard.

Bedard Pharmacy
359 Minot Ave
Auburn, ME 0421
207-786-0139
207-333-3269 (fax)

Over-the-Counter Medications, Naturopathic Medications, Vitamins, and Supplements

Students may not have in their room or carry with them any over the counter medications (OTC) for any reason. All OTC will be dispensed from the health center or from trained faculty at the direction of a nurse. Please do not send any OTC with your student. It is against school policy for

them to have any in their possession for any reason. Having an OTC in their room or on their person may lead to disciplinary action.

Students are allowed to have supplements/vitamins on a case by case basis. All supplements/vitamins must be in English and must be purchased in the United States or have an ingredient list readily available for the health center staff to check. They must be kept in their original package. A student may only possess 30 days worth of supplement/vitamin at a time. Hebron Academy Health Center will store any extra sent with your student, but space is limited. Please do not send multiple months' worth at one time. We cannot repackage any vitamins or supplements so only send containers with 30 days or less. We may have to dispose of extra.

When sending your student supplement refills, they must be sent to Hebron Academy Health Center, **not** directly to your student. Our school pharmacy, Bedard, will also refill any vitamin/supplement for you and it will be delivered directly to the health center. The nurses will receive the vitamin/supplement and notify your student to pick them up.

The vitamin/supplement dosage must be within the FDA recommended daily allowable. Any dosage beyond this requires a prescription from a licensed provider. Here is information on the recommended supplement doses that we will follow: <https://ods.od.nih.gov/factsheets/list-all/>

Each container must be labeled with the student's name. A student is never to share a supplement for any reason with another student.

Students may not have gummy or candy-like vitamins of any type.

If you wish to have your student take a supplement/vitamin, please fill out the form found in Magnus, sign it and send it with your student along with the supplement/vitamin. The student is to check the supplements/vitamins with the form into the health center first so the nursing staff can check them before taking them to their room. Failure to do this may result in disciplinary action.

The following supplements are not allowed for any reason: any supplement for weight loss and muscle building that includes steroid or steroid-like ingredients or abnormally high levels of caffeine. The health services, athletic department and their medical consultants highly discourage any use of pre workout, workout and post workout supplements or energy drinks, especially those that contain high levels of caffeine or other additives whose use is not regulated and effectiveness is unproven.

Students who use a supplement in any form including powders or drinks are required to have them approved by the health center for safety. At no time may a student share an approved supplement with another student.

Naturopathic medications, including melatonin, require a prescription from a licensed provider. Please use the prescription medication form in Magnus. After we receive the form, the nursing

staff will decide on a case by case basis if the medication can be kept in the room or in the health center. A student may have no more than 30 days worth of the medication, it must be in the package in which it was purchased and must be made in the United States, the label be in English, or the ingredient list readily found online. A student may at no time share the medication with another student.

Any violation of the above rules may result in disciplinary action.

Controlled Substances

All controlled substances, psychotropic medications, antidepressants, and narcotics will be kept in and administered from Health Services only. Under no circumstances will students be permitted to self-administer controlled substances.

Medication Distribution During Vacations

Parents must make arrangements to keep a supply of their child's prescription medications at home for the vacation breaks. If a parent chooses, they may pick-up the entire supply of medications to take home over vacation. Parents are responsible for re-supplying Health Services with the needed medications following the break. Medications not checked-in with Health Services will be considered contraband and will result in disciplinary consequences.

Privacy of Health Information

Health Services, the School Counselors, and the Athletic Trainer maintain student personal health information according to Maine law. Consistent with the operations of a residential community, depending on the obligations imposed by the applicable law, this information is shared on a need-to-know or emergency basis with Hebron's faculty and outside medical service providers. While Hebron Academy is not a covered entity under HIPAA, Hebron is governed by Maine law, which regulates the sharing of health information and which incorporates the Federal Educational Rights and Privacy Act with respect to the dissemination of student educational records. Hebron adheres to its obligations and maintains the privacy of student health information. Questions or concerns about this issue can be addressed to the Director of Mental Health and Wellness or to the Director of Health Services.

MENTAL HEALTH AND WELLNESS SERVICES

The Mental Health and Wellness Office is staffed by professionals with advanced degrees and clinical licensure in psychology, psychiatric nursing, school counseling, or social work.

School Counselors

Counselors are trained in the diagnosis and treatment of psychological disorders and work to support the healthy emotional development of adolescents within the Hebron community. They provide short-term supportive school counseling, facilitate educational programming, coordinate care within the residential community, collaborate with outside mental health providers, and serve on the Student Support Team. Their services are confidential to the Health Service and Student Support Team, and confidentiality will be maintained unless a student is at immediate risk of harm to self or others. Counselors are available during the day to meet with students, faculty, staff, and parents, as well as at any time during the academic year when students are present on campus in an emergency. Appointments can be arranged in advance by phone or email. The counselors collaborate regularly with our school-based mental health clinicians and consulting school psychiatrist from St. Mary's Health System. They assist students, faculty, and staff in referrals to mental health resources outside of the School. The school counselors work closely with the nurses to support the emotional health and well-being of the students. Students taking psychotropic medications are required to meet with a licensed mental health clinician as often as recommended by the Director of Mental Health and Wellness. The Counseling Office makes every effort to maintain the confidentiality of its students so that they can feel safe discussing their concerns. However, there may be occasions when immediate concern for the health and safety of the student and/or community outweighs the purpose of confidentiality. There are times that by law the School will need to act as mandated reporters and break confidentiality.

St. Mary's Health System Mental Health Services

Individual and Group Therapy

On-campus individual and group Dialectical and Behavioral Therapy (DBT) are provided by licensed mental health clinicians through Hebron's partnership with St. Mary's Health System. These mental health clinicians are experts in the field of child and adolescent development and are extensively trained in the diagnosis and treatment of mental health disorders. These clinicians provide on-site mental health services and collaborate regularly with the Hebron School Counseling team to ensure optimal continuity of care.

Psychiatric Services

Hebron's collaborating child & adolescent psychiatrist, a board-certified psychiatrist employed by St. Mary's Health System, is available to those students requiring medication management services, diagnostic evaluation, and/or emergency consultation.

Individual therapy appointments, DBT appointments, and psychiatry appointments are arranged by contacting the Director of Mental Health and Wellness. Services provided by St. Mary's clinicians are billed to students' health insurance.

Substance Use/Misuse Health Response

Hebron has a comprehensive health response for any student who finds themselves in a situation involving substances. The health response includes a drug and alcohol evaluation from a licensed mental health provider. It is expected that a student and family will follow and fulfill any and all recommendations coming from an evaluation. Failure to share the completed outside evaluation to the Director of Mental Health and Wellness in a timely manner may lead to a health leave for the student until the student's health status can be determined. Students will also be required to sign a non-use agreement speaking to their commitment to live substance-free for the remainder of their Hebron career and to cooperate with periodic toxicology screening tests to encourage their continued abstinence. All costs of screening will be the responsibility of the student/family.

HEALTH-RELATED ABSENCES

A parent or guardian must report an absence to Health Services and attendance before 8:00 a.m. If a student is absent for multiple days, a call or email must be made daily. The student must check in to the Health Center upon return to School after any absences of a day or more. Prior to returning to school following a COVID related absence, a student must be cleared for return to campus by the Director of Health Services. Following an extended absence of three or more days, the student must provide Health Services with a statement from the treating healthcare provider stating a diagnosis and a plan for return to full activity. After 12 full or partial days missed because of illness over the course of an academic year, the School also may require written documentation from a provider for each subsequent absence.

Health Leave of Absence and Return

It is important that Hebron students be able to function effectively and participate fully in the program of the School. Occasionally illness or injury requires that a student take time out from School obligations. There may be times during the academic year when a student's health must take precedence over school responsibilities. When a physical or emotional illness appears to risk the safety of self or others, as determined by the Student Support Team, or if an illness renders a student incapable of meeting commitments (i.e., academic classes, extracurricular activities, athletics, and dorm life) or impacts directly and detrimentally on others within the community, the School must intervene and place the student on a Health Leave of Absence in order to ensure that the student receives necessary care.

To clarify, a health leave is a caring response by the School and is an attempt to help a student get well in order to return to full participation in our program. It is not intended as a punishment. Illnesses which may warrant a health leave can include active suicidal ideation, attempted or threatened suicide, severe depression or mood dysregulation, self-injurious behaviors, alcohol or drug addiction, eating disorders, emergency medical care, surgery or other serious illness, or any situation requiring extended medical care or more acute medical care than is available through our Health Services. Students who engage in any kind of physically or emotionally self-destructive behavior, including suicidal gestures or attempts or other self-harming behaviors, require in-depth psychological or psychiatric treatment. Each situation will be individually assessed. Based on whether Hebron Academy can provide necessary services and treatment to a student such that students in such circumstances may need to be separated from the School community in order to receive adequate treatment, and in some cases the separation will be permanent. Self-destructive behavior is defined as including, but is not limited to, suicide plans or attempts, direct written or oral threats, and/or self-inflicted physical harm (e.g., intentional injuries caused by cutting or scratching, ingestion of toxic substances, burns, etc.).

Health Leave of Absence Procedure

All health leaves of a physical nature are coordinated by the Director of Health Services, in consultation with the Student Support Team.

All health leaves of a psychological nature are coordinated by the Director of Mental Health and Wellness, in consultation with the Student Support Team.

The recommendation to place a student on health leave is made by the Student Support Team, who will consult with the Head of School in order to formally accept the health leave of absence. Failure of the student to meet with the appropriate personnel before leaving School may result in the student's required withdrawal.

Failure of the parents or guardians to respond in a timely fashion to the School's requirement of a health leave may result in referral of the student to a medical or psychological facility that is equipped to handle the specific needs of the student at that time.

In all cases, the safety of the student and the community will guide the decisions of School personnel.

While on Health Leave

During a student's absence, the student/family is required to arrange for a medical and/or psychological evaluation in order to assess the student's condition and readiness to return to Hebron. The Director of Health Services and/or the Director of Mental Health and Wellness will provide guidance and direction to families regarding details of medical and/or psychological evaluation and treatment referrals.

Specific requirements pertaining to the assessment(s), level of care, and duration of treatment will be provided by the Director of Health Services and/or the Director of Mental Health and Wellness, in collaboration with the Student Support Team, to the parents at the time of the health leave.

Families should expect to sign release of information forms with off-campus practitioners in order to facilitate communication between treatment providers and the School.

While students on health leave remain members of the Hebron community during their leave, they may not come to campus or participate in a school event without the permission of the Dean of Students who will review the request with the Student Support Team to determine the impact for both the individual student and the larger school community. If granted, students on health leave must be accompanied by an adult caregiver.

Re-Entry Procedure

The results of any medical or psychological evaluations, treatment plan reviews, or discharge summaries by a licensed medical provider will be presented to either the Director of Health Services or the Director of Mental Health and Wellness, as appropriate, as well as the Student Support Team, which will make a recommendation to the Head of School about whether the student should return to School, and under what conditions.

In addition, the student and parents may also be asked to meet with either the Director of Health Services (for physical health leaves) or the Director of Mental Health and Wellness (for psychological health leaves) for reevaluation before a determination is made about the student's return to School.

A representative of the Student Support Team will communicate the outcome of the decision to the student and family.

Upon receiving permission to return to the School, the student and family are required to meet with the Head of School and/or other relevant School personnel to review the conditions and expectations moving forward.

Return to School and Participation in Activities

School personnel, including the Director of Mental Health and Wellness, the Director of Health Services, and school Athletic Trainer, have the responsibility to make decisions regarding return to School or to activities; such determinations regardless of a student's age are made using professional judgment and practice guidelines, based on the student's present symptoms. School personnel may require consultation with or a written report from the treating physician or mental health facility or practitioner for the current condition and/or may consult the school physician or school consulting psychiatrist.

Extended Health Leave

A student who requires a health leave of more than two weeks, or who requires more than one two-week health leave in an academic year, will in all likelihood be asked to return home for the duration of the academic year. The student may be asked to seek support and treatment at home and to sign release forms that allow the Director of Health Services and/or the Director of Mental Health and Wellness to share information with off-campus practitioners as treatment is undertaken. A student wishing to return to School after an extended health leave (one that is longer than two weeks) or after the second two-week health leave in a year will be required to make a formal request to the Dean of Students. The Student Support Team, in conjunction with either the Director of Health Services or Director of Mental Health and Wellness, as appropriate, will review the details of the case and make a recommendation to the Head of School about whether the student should return to School, and under what conditions. If the Head of School determines a student's physical and/or emotional state is such that the student may pose a danger to him/herself or to others, or the School feels incapable of supporting the student's particular medical and/or psychological needs, the student may be required to withdraw for health reasons. If the Head of School determines that the student may return to the School, the student and family will be required to meet with the Head of School and other relevant School personnel to determine the best way to support the student moving forward. Given the unique nature of returns to School after extended (longer than two weeks) or multiple health leaves of absence, the student and family should assume that academic accommodations including, but not limited to, repeating a course or repeating a grade could be required in order for the student to return to Hebron. The student may be required to withdraw based on health reasons if they do not consent to the School's specific conditions of return after an extended leave of absence or multiple leaves of absence. A student returning to Hebron after an extended health leave needs to comply with the re-entry procedures before returning to campus.

Health Leave Policy and Academic Credit

During a health leave of absence, students and families must make arrangements for the completion of required coursework with the Dean of Academics and the advisor, who will coordinate with the teachers. In those rare cases when a student is granted a leave longer than two weeks and thus will miss many major assessments, families will need to identify a responsible third party to administer tests and exams. Students are eligible for academic credit and Hebron grades when they have successfully completed all the required assignments in each class.

Students with Incompletes will not be allowed to matriculate to the next grade, so it is in the best interest of the student to complete academic work as quickly as reasonably possible after a health leave. When a student requires a leave that exceeds two weeks, the Student Support Team will convene to determine whether it is appropriate for the student to remain enrolled in the School, and they will make a recommendation to the Head of School. The Head of School and/or Dean of Student Life will communicate the outcome of the decision to the student and family. Should the student be invited to return to School, they will be required to work with the Dean of Academics to

determine the specific details and conditions of academic work that must be satisfied in order for the student to receive credit for the work that was missed during the extended health leave. A student's failure to complete the agreed-upon academic work will likely negatively impact academic credit and grades and may lead to a request that the student withdraw from School.

CONCUSSION POLICY

A concussion is a brain injury that is caused by a blow to the head or body that may result in improper brain functioning. Students who display signs and symptoms will be removed from participation and assessed by a licensed medical professional.

Following evaluation by the licensed medical professional, decisions will be made whether the athlete is transported to the local hospital for emergency care or assessment by a family health practitioner. Parents will be notified by the Health Center staff about the diagnosis and treatment.

Concussion Guidelines for All Students

Any student diagnosed or suspected of having a concussion is expected to follow these guidelines during their concussion recovery process. Students are required to see either our school physicians, a sports medicine physician, or their own provider within 24 hours of a head injury for a diagnosis. All students will check in with the health center on a daily basis as prescribed by the Director of Health Services and AGC as required by their assigned counselor.

- Complete cognitive rest for 24 hours minimum.
- No screen time, including phone use.
- No texting
- No reading or homework.
- May listen to quiet music.
- Boarding students must report to the Sturtevant Health Center at least once daily for an assessment and SEAT scores until released.
- Day students must stay home for at least 24 hours after injury and report to the Health Center for SEAT scores and symptom assessment at least once daily until released.
- The student, the Health Center and the AGC will determine the student's ability to attend classes and do school work. When not in class, in the AGC, or with the athletic trainer students must be resting in the health center -- they may not be in their room. This includes after school until dinner time. Day students may return home for rest after classes are done.
- Limited screen time as directed by the health center and the AGC.

- No physical activity unless directed by the athletic trainer.
- A physician will be seen for a full evaluation and diagnosis within 24 hours of a head injury and the provider records sent to the Hebron health Services.
- All students who sustain concussions are strongly encouraged to engage in a wellness screen with the counseling team or their outside mental health provider, and are required to comply with any mental health or wellness recommendations outlined by the Student Support Team.
- Reevaluation by a physician is required for clearance and 5-day RTP for sports.
- Students must also get clearance from the Academic Guidance Center that their academics are in order before returning to full activity.

POLICY STATEMENT ON CONFIDENTIALITY, STUDENT PREGNANCY, BIRTH CONTROL AND SEXUALLY TRANSMITTED DISEASES

Maine State Law establishes a confidential relationship between a person and their health care provider, certain counselors, and ordained clergy in the area of communications concerning pregnancy, birth control, and sexually transmitted diseases. Even if the individual is a minor, the healthcare provider is prohibited by law from obtaining parental consent for treatment or disclosure of information without the permission of the patient.

The health care providers, board-certified counselors and social workers, and ordained clergy who are members of the Hebron Academy staff and employees of Hebron Academy will honor the law that minors receive safe and effective care within the limits of confidentiality imposed by the statute. Hebron Academy recognizes that these issues have potentially life-long effects and feel that mature assistance, preferably from the family, should be provided for young persons faced with making decisions in these areas.

If a student requests assistance from the Health Center or counseling department, they will be given a copy of this policy and it will be reviewed with them. They will be strongly encouraged to make contact with their family. If the student elects to exercise their right to confidentiality, the qualified professionals are required to honor the student's wishes without notifications of any other person, other than as may be required by law in the case of a report of communicable disease.

No Hebron Academy employees other than a physician, nurse, psychiatrist/psychologist, certified guidance counselor or certified social worker are bound by the confidentiality requirements in the law. Any other employees of Hebron Academy are not acting as agents of the Academy if they become involved in these issues and accept full liability for their actions.

Hebron Academy recognizes that student pregnancy is a medical and counseling issue. In the event of a student pregnancy, the Academy will treat each case individually, the student's welfare being the paramount concern.

In accordance with Maine State Law, the above-stated qualified professionals at Hebron Academy who are employees of Hebron Academy may not notify the parents or legal guardians in the event of a student pregnancy without the student's consent. If a student suspects that they may be pregnant, they will be encouraged to come to the Health Center and inform one of the nurses or speak with the counselors.

This policy, including confidentiality, will be reviewed with them. Primary testing may be done in the health center, then an appointment will be made for them with a local office of the Family Planning Association of Maine. It is with this agency that the student will receive any further testing needed and appropriate professional counseling. Throughout this entire process, Hebron Academy will continue to encourage the student to inform their parents regarding this matter.

At no time will the Academy become involved financially nor will the Academy attempt to unduly influence the decision-making process of the student. The qualified professionals who serve on Hebron Academy's staff will, however, support the Family Planning Association in their endeavors to provide a safe, caring, and educational network for the student. If the student decides to terminate the pregnancy and there are medical complications, the Academy will follow the usual procedures for medical emergencies regarding informing parents.

If the student decides to carry the baby to term and their condition becomes known to Hebron Academy employees not covered by the confidentiality requirement, notification will be given to the parent or guardian of that student. The school will be supportive of the student in their educational program but will not provide child care. If the other parent is a Hebron student, they may likewise utilize the full range of counseling alternatives available to them from the qualified professional members of the school staff.

The qualified professional members of Hebron's staff will preserve all confidences of those students seeking their advice within the requirements of the law. Pregnancy counseling will be made available to the student during all phases of their decision to maintain or terminate a pregnancy. Maine Law preserves their right to confidentiality and provides for certification of abortion counseling in lieu of parental consent to obtain an abortion.

It shall be the policy of this school that no qualified professional on its staff will supply a certification of abortion counseling to any student for the purpose of facilitating the compliance with the Maine statute permitting abortion without parental consent, as it is the stated policy preference of Hebron Academy that the student be encouraged to involve a parent or adult family member in the decision-making process. If the student wishes to preserve confidentiality, they shall be referred to an outside agency for the purpose of obtaining the required counseling and certification.

The cornerstone of the relationship between Hebron Academy and its students is making qualified professionals available to the students to assist them with the health, emotional and spiritual issues that may face them during their enrollment. The students' right to confidentiality in their communications with these professionals is one of the keys to encouraging them to utilize these services.

A summary of the Parental Consent Law of Maine is available in the Student Health Center.

ASBESTOS

Annual Notification of Building Occupants

Environmental Protection Agency 40 CFR, Part 763

On 30 October 1987, the Environmental Protection Agency (EPA) promulgated the Final Rule and Notice for Asbestos Containing Materials in Schools. It requires that all schools, public and private, undergo an extremely thorough inspection by accredited inspectors, submit a written Management Plan for control of those materials to the State of Maine by 12 October 1988, and commence implementation of the Plan by 9 July 1989.

Hebron Academy has complied with this requirement to the letter and spirit of the law. One of its many requirements is the notification of building occupants, employees, and outside workers engaged by the school, that asbestos was found in various areas of our buildings. This section fulfills that requirement.

This plan is available for inspection at the Business Office of the School Monday through Friday from 8:00 am to 4:00 pm. Copies may be obtained by written request at a cost of 25 cents per page.

PEST CONTROL

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the

pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and-as a last resort- pesticides. This holistic approach is often called integrated pest management (IPM).

Pesticide Use

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use products with the lowest risk available. If higher risk pesticides must be used, notices will be posted at application sites, and parents, guardians and staff have a right to know.

Your Right to Know

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children and staff.

The school also keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the school's integrated pest management policy, and the Pesticides in Schools regulation (CMR 01-206 Chapter 27) by contacting our IPM coordinator, Tim Scammon, at 207-966-2100, ext. 256.