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September 2021

Dear Parents/Guardians and Students,

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

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

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

Sincerely,

Thornton Academy Staff

# Thornton Academy

**Statement of Mission:** Thornton Academy prepares students for a changing world, challenging all to learn, grow, innovate and succeed.

Founded in 1811, Thornton Academy is an independent school that develops 6-12<sup>th</sup> grade learners who are respectful, responsible, compassionate, and invested. Our community takes pride in carrying on our strong sense of tradition. Our co-educational, non-sectarian institution supports diverse ideas, cultures, and dreams and engages local, regional, and global perspectives.

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

## **The Four Pillars of Community Life**

The Thornton Academy Pillars stand on tradition and uphold our community. They are the guiding principles that enhance our shared experiences. Developed in collaboration of faculty, staff and students, these concepts inform our actions and attitudes.

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

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

**RESPONSIBILITY:** We at Thornton Academy are **responsible.**

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

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

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

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

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

learners who are dedicated to cultivating and maintaining a school that is:

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

## Middle School Faculty and Staff

### **Administration:**

Tiffany Robert	Principal
Ryan Hersey	Assistant Principal
Debbie Crepeau	Administrative Assistant

### **Instructional Staff:**

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

## Emergency Information

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

### Health

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

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

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

4. Thornton Academy reserves the right to refuse any request to administer medication(s).

## School Hours

Regular school hours are 8:30 a.m. to 2:45 p.m. Students who walk, ride their bikes or are dropped off at school should arrive at school between 8:00am and 8:30 a.m. Students arriving earlier than 8:00 a.m. will not be admitted to the building. No regular teacher supervision is available before 8:00 a.m. or after 3:00p.m.

Students may be in the building after school hours only if they are involved in a school activity or working with a teacher. They are to remain with their teacher during that time and be picked up immediately afterward. Unsupervised students can create an unsafe environment. Please do not permit your child to “hang out” if he/she is not involved in an official after-school program or study session. Students should not be instructed to remain at Thornton Academy after these sponsored programs to await later pickup. There is no supervision of students after 3:00 p.m.

## Concerns/Complaints/Suggestions

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

## School Safety

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

## Attendance Policy

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

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

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

## Tardy Procedure

All students who arrive at school after 8:30 a.m. must report to the Middle School Office before going to their classes. Please make every effort to have your child at school on time.

Acceptable reasons for tardiness include:

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

## Dismissal

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

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

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

## Transportation

The privilege of all pupils to ride the school buses is conditional upon their good behavior and observance

of the following rules and regulations. Pupils who violate these rules will be reported to school officials and may lose transportation privileges either on a temporary or extended basis.

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

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

## Student Conduct on School Buses

The bus driver will have a responsibility to maintain orderly behavior of students on school buses and will report misconduct to the director of transportation who will notify the Director of Instruction or Middle School Principal. The school bus is considered an extension of school property; the school principal will have the authority to suspend the riding privileges of students who have disciplinary problems on the bus. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and

welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code.

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

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

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

## Grading System

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

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

Parents and students can access grades and assignments 24 hours a day – 7 days a week through our online grading system Powerschool. You can access Powerschool at this link:

<https://powerschool.thorntonacademy.org/public/>

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

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

## Homework/Assignment Policy

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

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

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

## Acceptable Use Policy

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

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

The use of Thornton Academy’s technology resources and access to the Internet is a privilege that provides wonderful educational benefits as well as new responsibilities. Depending on the circumstances and degree, any inappropriate use of our technology resources, the TA network or Internet would result in appropriate consequences ranging from a warning to legal action. Such rules also apply to personally owned

technology devices used on the Thornton Academy campus. A sampling of the use of technology that violates the spirit or intent of Thornton Academy's Acceptable Use Policy follows. Any action not explicitly prohibited below should not be equated with tacit permission. Behaviors inconsistent with Thornton's AUP include but are not limited to:

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

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

Thornton Academy's Acceptable Use Policy will be explained and clarified to employees and students at the beginning of, and as needed, throughout each school year. Parents will receive a copy of the AUP policy in the August mailing. The AUP will be reviewed annually; any major changes will be approved by the Board of Trustees. The basis for this policy is that of accepting the personal responsibility to use technology resources including the Internet in an appropriate and respectful manner.

#### **iPAD USER AGREEMENT**

The policies, procedures, and information within this agreement, in addendum to the 2009 board-passed Thornton Academy Acceptable Use Policy, apply to all devices issued at the Thornton Academy upper and middle school, including iPads, laptops, or digital devices owned by Thornton Academy. In addition to these expectations, teachers may set additional requirements for use in their classroom. Thornton Academy believes the use of school-issued technology resources is a privilege, not a right, is not transferable or extended by students to people or groups outside of Thornton Academy, and terminates when a student is no longer enrolled. While the issued device is in the possession of the student for the academic year, it remains the property of Thornton Academy, and it is the responsibility of the student to properly care for and use the device. The device protection plan can offer protection against costly repairs or theft; however, in the event that student damage or the loss of a device is not covered by the device protection plan, the cost of the repair or replacement will be the responsibility of the student and family. Intentional damage is not covered by the policy and a family may be responsible for the cost of restitution and subject to possible criminal charges.

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

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

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

- Once issued a device, the user is responsible for it at all times. If a device is lost, the user or his/her

family is obligated to report it to the Technology Department within 24 hours.

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

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

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

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

## Personal Electronics and Cell Phones

Personal stereos, electronic games, beepers, or other electronic devices and personal collections are not permitted in school. Students risk disciplinary consequences if these items are brought to school.

Administration and staff will not be responsible for the loss or theft of these items. If a parent needs to contact their child they may call the office at 207-602-4408.

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

- Students will be permitted to have cell phones in their possession during the school day. However, use of the cell phone will only be permitted after the close of the regular school day

(2:45 PM).

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

## Athletics

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

The interscholastic athletics program has the following purposes:

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

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

## Destruction or Theft of Property

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

## Dress Code

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

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

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

## Activities

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

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

## Dance Policy

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

picked up late, the student may not be allowed to attend the next school dance. The administrator will determine this.

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

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

## Expected Behavior

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

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

Expected behavior is mostly a matter of common courtesy. School policies and regulations simply spell out

expected behavior so that everyone conducts their day to minimize disruptions. Listed below are some common sense rules about expected behavior, such as:

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

## Tobacco Free School

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

## Harassment

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

Rules of conduct apply to students while they are on campus or at a school sponsored event such as an athletic competition, dance, performance, or field trip. The school reserves the right to take action on any behavior that occurs off campus that may impact the educational experience or safety of Thornton Academy students and staff. Also, students who are referred to the School Resource Officer (SRO) may be charged with a crime.

Any student of Thornton Academy who believes that the spirit or letter of this harassment policy has been

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

## Sexual Harassment

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

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

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

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

## Annual Notification Policies

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

- Access to student information
  - Release of educational records
  - Information designated as “directory information”
  - Parental rights
  - College and military access
  - Third party access
- Survey administration
- Pesticide use
- Use of Physical Restraint and Seclusion

### **Access to student information**

#### **Educational Records**

Educational records may be shared with school officials who have a legitimate educational interest in the information.

The following definitions apply:

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

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

#### Privacy and Directory Information

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

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

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

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

#### Parental Rights and Educational Records

Parents/guardians may:

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

#### Third Parties contracted by Thornton Academy

- Each year Thornton Academy selects a company for provision of school-related products such as caps and gowns, class rings, yearbooks, school IDs and graduation ceremony photographs.
- Students' names and addresses will be provided to reputable vendors only for notification about these or similar school-related products.

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

#### Survey Administration Policy

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

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

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

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

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

#### Pesticide Use Policy

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

At least five days before the application of higher risk pesticides expressly governed by state law, notification will be posted on the school website ([www.thorntonacademy.org](http://www.thorntonacademy.org)).

The following informational materials are also available upon request:

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

<b>FMI:</b>	Office of Facilities Management	282-3361, ext 3361	Ms Paquette
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#### Annual Notification of Physical Restraint and Seclusion Policy

These procedures are established for the purpose of meeting the obligations of Thornton Academy's policy governing the use of physical restraint and seclusion. Please click here for the full policy:

[Annual Notification of Physical Restraint and Seclusion Policy](#)

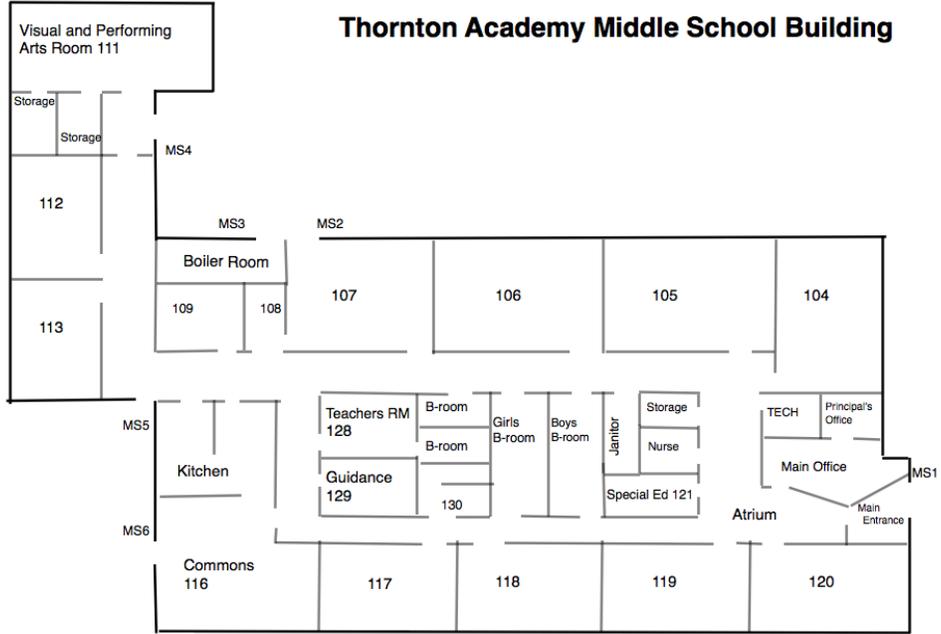
**Please contact Mrs. Robert if you have any questions regarding any of the above policies..**

## Disciplinary Procedures

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

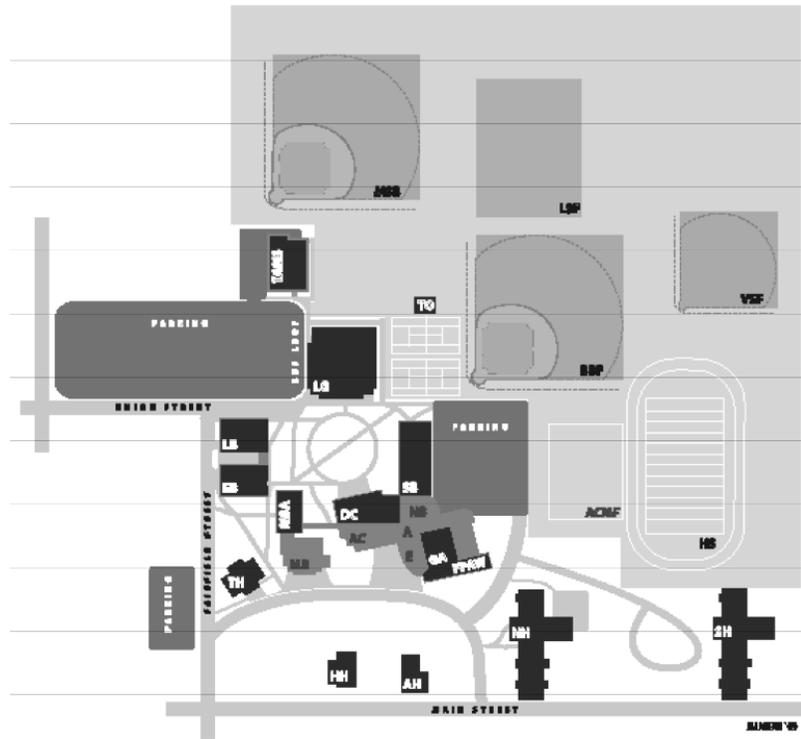
Office detention skip	
<u>Level III Infractions</u>	<u>Consequences:</u>
Insubordination	1st offense: out of school suspension
Profanity towards staff	2nd offense: out of school suspension
Fighting/inciting/encouraging a fight	and the development of a behavior plan
Assault	3rd offense: 10 day out of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

# Thornton Academy Middle School Building



# Thornton Academy Campus

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



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

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

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

### **Health & Safety**

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

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

Parents/guardians are asked to conduct a self-screening with their student before leaving for school. The following questions must be asked daily; if the answer to any question is *yes*, the student must stay home.

*Am I experiencing:*

- fever of 100.4°F or more
- uncontrolled cough
- shortness of breath or difficulty breathing (not exercise induced asthma)
- new loss of taste or smell
- chills
- sore throat
- rigors (a sudden feeling of cold with shivering accompanied by a rise in temperature)
- 2 or more of the following:
  - new headache
  - muscle aches
  - runny nose/congestion

- nausea/vomiting/diarrhea

Any student who becomes unwell while at school must immediately go to the nurse's office.

### **Return-to-School Expectations**

Thornton Academy will adhere to the most up-to-date recommendations from the Maine CDC and our school physicians regarding a student's return to school after experiencing symptoms of COVID-19. A member of our school nursing team will support students/families in understanding the expectations. Some important notes related to return-to-school expectations:

- All positive COVID-19 student cases MUST be reported to the school nurse.
- A student who tests positive for COVID-19 must quarantine and meet CDC guidelines related to resolving symptoms before returning to school and school activities. This applies to both fully vaccinated and unvaccinated students.
- Close contacts must quarantine for 5 days from last COVID-19 exposure from school and school activities and then wear a mask for an additional 5 days unless at least one of the following conditions applies:
  - The close contact (staff or student) is boosted; or
  - The close contact is a fully vaccinated 16-17 year old student who, according to the U.S. CDC, may receive a booster but has not yet done so; or
  - The close contact (staff or student) is not eligible for a booster but is fully vaccinated; or
  - The close contact (staff or student) completed their second mRNA dose within 6 months (or completed their J&J vaccine within two months); or
  - The close contact (staff or student) participates in school pooled testing; or
  - The school is enforcing a mandatory masking policy.
    - Staff and students who do not fall within exceptions 1-6 above must quarantine if they are a close contact, regardless of the location of exposure. If the student or staff only fall within exceptions 5-6, they must quarantine in the community, per Maine CDC quarantine guidelines. (Updated 1/4/22)
- Due to the school's mandatory masking policy, students who are not symptomatic do not need to quarantine when identified as a close contact; Maine CDC recommends testing close contacts of COVID-19 cases. Asymptomatic close contacts should test on day 5 following exposure. Symptomatic close contacts should be tested as soon as possible. (1/4/22)
- Thornton Academy requires the use of a PCR COVID-19 test (in most situations) when policy indicates the need for a negative COVID-19 test result. At this time, the school will not accept home test results.
- The school will accept a negative rapid antigen test result when a student has been symptomatic. The student must also be fever-free for 24-hours with no fever-reducing medications and have resolving symptoms to return to school.(1/4/22)

\*Thornton Academy will require documentation of a student's COVID-19 vaccination record to avoid quarantine requirements.

**For additional questions related to health services, please contact our nursing team at: [health@thorntonacademy.org](mailto:health@thorntonacademy.org).**

### **Vaccination Record**

Parents are encouraged to provide the school nurse's office with a copy of their child's COVID-19 vaccination record to keep on file in a student's confidential health record. Although not required, the school's receipt of this documentation may impact the requirements of the COVID response process should a student be identified as a close contact (for example, the student may not have to quarantine). Questions: please contact [health@thorntonacademy.org](mailto:health@thorntonacademy.org).

### **Physical Distancing**

The Maine CDC no longer requires social distancing measures in schools. They do, however, suggest continued use of social distancing when possible as an effective mitigation measure to reduce virus transmission. Thornton Academy has created class sizes which provide 3-foot distancing in most indoor instructional spaces and encourages students and staff to maintain social distancing when possible.

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

### **Masks/Face Coverings**

- Students are required to wear a mask/face covering at all times while on TA property, excluding exceptions below. Face shields, as approved by the school, may be an alternative for those students with documented medical or behavioral challenges who are unable to wear masks/face coverings.
  - Face shields worn in place of a face covering must extend below the chin and back to the ears.
- Face masks should cover the nose and mouth and face shields should extend below the chin and back to the ears. The following exceptions are allowed:
  - During lunches:
    - Masks/face coverings may be removed during lunches while seated.
  - During outdoor activity:
    - Recess, gym class, or an outdoor class

We ask that students are prepared each day by bringing their own masks/face coverings. This is the responsibility of the student and the family. The TAMS Main Office will have extra masks in the event a student occasionally forgets a mask. Please see Mrs. Crepeau or Mrs. Faulkner for a mask.

At this time, out of an abundance of caution and in response to the recommendation of our school physician, we will not be allowing gaiters as a face-covering option. Per CDC recommendations, masks with one-way valves or vents that allow air to be exhaled through a hole in the material, are also prohibited.

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

### **Hand Hygiene**

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

### **Increased Air Purification Measures**

Thornton Academy has taken several steps toward enhancing air purifications systems throughout campus. Each classroom, educational space, lounge, and office area was measured and air flow requirements were calculated based on three feet of social distance at full capacity. All measured mechanical systems exceed the official cubic feet per minute recommendation. Additionally, all mechanical systems were inspected to ensure proper flow and fresh air turnover, and medical grade HEPA air filters were installed. TA will continue to monitor using 24-hour devices which continuously measure CO2 levels, humidity, temperature, fine particulates, and volatile organic compounds.

### **Bus Transportation**

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

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

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

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

- In an effort to maximize the safety of our school buildings and limit in person contact, the school asks all parents/guardians and guests to refrain from entering all school buildings without a scheduled appointment.
- If you do have an appointment with an administrator or a member of the faculty, please check in at the TAMS Main Office with Mrs. Crepeau.
- All parents/guardians or guests, must follow all of Thornton Academy's safety protocols, including wearing a face covering and using hand sanitizer upon entering the building.
- We ask for your support in keeping student deliveries (lunch or lunch money, athletic or other equipment, forgotten class materials, including iPads) to a minimum.

### **Breakfast and Lunch**

Several mitigation efforts have been established to create the safest approach to providing breakfast and lunch to students.

- FLIK Dining Services will continue to adhere to best practice guidance to support a safe dining experience for the school community.
- Students will be required to wear masks while in the food service area, near the registers and while waiting in lines. Masks may be removed once seated. Students will be required to put their masks back on when moving about and/or leaving their seats.
- Students will be spaced out in both classrooms and in the dining commons during lunch.

### **Additional Sanitizing Guidelines**

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

### **Bathrooms/Water Stations**

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

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

- Upon entering a classroom students must:
  - Wear a mask
  - Sanitize hands
  - Eating in the classroom is NOT allowed
  - Water is allowed in the classroom

### **Remote Instruction**

Thornton Academy is not offering a remote learning choice. When Maine CDC/DOE or school policy indicates a need for quarantine a student will be approved to access remote instruction. A student may participate in remote instruction the day after the decision to quarantine is discussed with the parent/student, however communication to the teacher(s) is necessary and appropriate preparation is required. This may delay the initiation of access to remote instruction by 3 days, pending the timing of the notification.

- A student may participate in remote instruction via Google Classroom the day after the decision to quarantine is discussed with the parent/student, however, communication to the teacher(s) is

necessary and appropriate preparation is required. This may delay the initiation of access to synchronous virtual learning via zoom by up to 3 days.

- This potential delay is based on several factors:
  - timing of the notification to the teachers
  - the type of lesson(s) planned for the individual classes and the ability for the teacher to recreate a lesson accessible to remote learners, i.e., an assessment, lab or other group work may impact remote access
  - Ability to prepare the technology necessary for the student to access remotely

When a student is accessing remote instruction, the student is required to have their camera on during class, and the camera will be positioned so the student's face is clearly visible. Use of virtual backgrounds is encouraged.

1. Students should be located in a productive learning environment, such as at a table or desk.
2. Ensure the lighting is adequate and do not have distracting backgrounds.
3. Class time should be just that—Class time. Students should not be engaged in other activities, such as work or recreation during class.
4. Microphones should be muted unless the teacher asks students to unmute.
5. Student's sound should be on, so they are able to hear and respond to the teacher.
6. Appropriate clothing should be worn.
7. Students should check their Google Classrooms prior to class for specific instructions.
8. Students should be "Live" (on camera and connected to the class) at the beginning of class, and should remain "Live" until dismissed by the teacher.
9. Students should check email frequently during the school day. When a teacher contacts you, respond promptly.

### **Student Behavior Consequences**

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

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

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

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