

FRYEBURG ACADEMY PARENT/STUDENT & ATHLETIC HANDBOOK 2023-24

OUR MISSION

Fryeburg Academy serves students, the local and global community, and the future by providing diverse learning opportunities, fostering achievement and inclusivity, and cultivating responsible citizenship.

OUR CORE VALUES: Respect, Diversity, Challenge, Support, Growth, Community

THE ACADEMY

Fryeburg Academy is a private boarding and day school with grades 9-12 and a post-graduate year. Recognizing that young people of varying aptitudes, interests and abilities must be prepared to meet the challenges of a complex world, Fryeburg Academy offers both college preparatory and pre-vocational curricula.

Since 1792, the Academy has served as a private day school for students from Fryeburg and nearby towns while at the same time admitting boarding students from across the United States and around the world.

The founders of the Academy were fifteen leading citizens of the area at that time, each of whom helped to underwrite the construction of the first building. Samuel Phillips and John Hancock signed the Charter of Incorporation issued by the Commonwealth of Massachusetts. Daniel Webster served as Head of School from 1802 to 1803.

The Head of School supervises the Academy, and a self-perpetuating Board of Trustees, and the New England Association of Schools and Colleges accredits it. Fryeburg Academy also holds membership in the National Association of Independent Schools, the Maine Association of Independent Schools, the Independent School Association of Northern New England, the College Board, the National Association of Secondary School Principals, and the Maine State Principals' Association.

THE TOWN

Fryeburg is located above the Saco River intervale in the Eastern Slopes region of the White Mountains. It is a rural community (population 3500) surrounded by lakes, streams, and mountains. The resort area of North Conway, New Hampshire, is 10 miles to the west; Portland, Maine, is 50 miles to the southeast; and Boston is 150 miles to the southwest. The White Mountains, Mt. Washington, the Sebago-Long Lake chain and other natural resources that offer unlimited recreational opportunities throughout the year are nearby. The town boasts a long and colorful history dating to the mid-18th century when it was settled as a part of a royal land grant from the Massachusetts Bay Colony. The grant was dated March 3, 1762, and was accorded to Colonel

Joseph Frye of Andover, Massachusetts in recognition of his service as an officer in the French and Indian Wars.

THE CAMPUS

The brick and frame buildings on campus represent several periods of construction. The main building was constructed in 1857, containing administrative offices and two subsequently added classroom wings. In 1957, the construction of Chase Hall was completed. Residential students reside in brick dormitories constructed between 1957 and 1969, and faculty members supervise each dormitory. In 1984, the LaCasce Building was added. 1996 the Harry K. Eastman Science Center was completed, providing space for six classroom laboratories, a lab prep room, and a science department office. Completing the Bion R. Cram Library in the summer of 2003 added a library, five classrooms, a computer lab, a computer classroom, and an archives facility. The state-of-the-art Harvey Dow Gibson Recreation Center and the Ada Cram Wadsworth Arena were added in 2007. One of the jewels of Western Maine, the Leura Hill Eastman Performing Arts Center and the Palmina F. and Stephen S. Pace Galleries of Art opened in 2008.

Converse Fields, which occupy much of the central portion of the 25-acre campus, include baseball, football, soccer, field hockey, ultimate frisbee, and lacrosse fields, along with a quarter-mile asphalt and rubber track. Additionally, there are 63 acres adjoining campus in the Saco Valley intervalle, along with a tennis complex on Howe Street offering four competition courts.

The most recent campus additions include the Thomas D. Shaffner Hall, which offers 10,000 square feet of space in the new LaCasce Dining Room, the newly renovated T. Scott Gamwell Student Union, and the John H. Atwood Stadium.

THE STUDENTS

Students arrive at Fryeburg Academy from many different locations and cultures, making our school unique and its educational experience rich. Locally, students from Fryeburg, Lovell, Sweden, Denmark, Stoneham, Stow, and Brownfield, communities that comprise M.S.A.D. #72, attend the Academy, as do some regional students from communities outside the district. Residential students also come to Fryeburg Academy from around the world. Fryeburg Academy has enrolled students from all the following regions: China, Germany, Bermuda, Brazil, Canada, South Korea, Spain, Japan, Finland, France, Egypt, Ukraine, Nigeria, Ethiopia, Indonesia, Ghana, Turkey, Switzerland, Serbia, Russia, Jamaica, Rwanda, Denmark, Austria, Vietnam, Nepal, Italy, Thailand, Afghanistan, Kazakhstan, and Norway.

NONDISCRIMINATION POLICY

Fryeburg Academy shall administer its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs without discrimination based on race, color, religion, sex, sexual orientation (including gender identity and gender expression), age, national origin, physical, mental disability, or any other category protected by law.

Fryeburg Academy shall administer its personnel policies, from recruitment through employment and promotion, to provide equal opportunity at all times without discrimination based on race, color, religion,

sex, sexual orientation (including gender identity and gender expression), age, national origin, physical or mental disability, or any other category protected by law.

It is the policy of the Academy that harassment of students, student applicants, employees or applicants for employment in any form based on race, color, religion, sex, sexual orientation (including gender identity and gender expression), age, national origin, physical or mental disability is unacceptable conduct which will not be tolerated. Any questions should be directed to the dean's office.

DISTRICT STUDENT ENROLLMENT

Students residing in the Fryeburg area who attended Molly Ockett Middle School enroll in Fryeburg Academy after they have completed an application. All other students must have a completed and signed enrollment form on file in the Director of Studies Office before they attend Fryeburg Academy. Students new to the district must establish residency with the Superintendent's Office at 25 Molly Ockett Drive, Entrance 10, Fryeburg, Maine 04037 (207-935-2600) before enrolling at the Academy.

To be considered for admission to Fryeburg Academy on either a part-time or full-time basis, home-schooled students must be at least 13 years of age and demonstrate completion of seventh-grade-level coursework in compliance with the study plan they have filed with the state in which they reside. Documented completion of eighth-grade-level coursework is often an important element in the admission decision. The Academy reserves the right to determine the adequacy of home-school study as it determines a student's readiness for Academy study and grade-level placement.

The Director may ask home-schooled students who enroll at the Academy of Studies to take a placement exam to allow for proper course scheduling. Fryeburg Academy recognizes credit only from other accredited institutions. Homeschooling study programs do not receive transfer credit unless implemented under the aegis of an accredited, recognized institution and a transcript is issued.

On occasion, families request that an eighth-grade homeschooled student be permitted to take classes at the Academy as part of their eighth-grade study plan. To assess whether such accelerated study is developmentally appropriate, the Academy requires an application that will include academic records, an interview, and a placement test in mathematics and English. In cases where the Academy grants permission for a homeschooled student to enroll in courses here as part of their eighth-grade study plan, the student may take up to three Academy classes at a time. This coursework will not be calculated in G.P.A. nor applied toward credit count and graduation requirements if the student later enrolls at Fryeburg Academy as a full-time student.

NOTE: Permission to enroll on this basis requires that the family get approval from M.S.A.D. #72, if they live within the district. Fryeburg Academy must be notified of district approval before considering a student's application.

As an educational program of benefit to the students at the Academy (as well as to the students participating in such programs), the M.S.A.D. #72 School Board supports the enrollment of foreign exchange students at Fryeburg Academy, via an exchange program approved by the U.S. Office of Youth and Exchange Council On Standards For Educational Travel and included in its Advisory List of International Education Travel and Exchange Programs.

The School Board also recognizes an obligation to the district's taxpayers to limit its financial liability for foreign exchange students to a reasonable amount per year. Consequently, the Board will accept a maximum

of one foreign exchange student in any school year as a “resident” student when that student is living with a host family residing within the District. Families wishing to host a foreign exchange student for whom the District will pay tuition to the Academy must submit a request for School Board approval of that tuition on or before April 1 of the school year before the student’s enrollment in the Academy. Notice of this requirement is to be published as appropriate.

If the District receives more requests for tuition than the maximum stated above, the Board will approve requests according to the following criteria applied in the priority listed. Preference will be granted to families who have yet to host a foreign exchange student (A) previously or (B) during the year of the request. Approval will be awarded via a lottery conducted by the Board Chairperson among the legitimate applications received at the April Board meeting.

POST-SECONDARY PLANNING & SCHOOL COUNSELING

The Office of Post-Secondary Planning and School Counseling consists of three full-time post-secondary school counselors and an administrative assistant. Every student at Fryeburg Academy is assigned a post-secondary school counselor; students work with the same counselor throughout their years at the Academy. In addition to providing personal, social, and emotional support, post-secondary school counselors provide all students academic, career, and college counseling. Counselors assist students with course selection and the scheduling process and work with them to develop individualized four-year plans. They work closely with deans and advisors to help students set academic, personal, and post-secondary goals and plans. The department's primary goal is to know students well, help all students succeed at the Academy, and prepare students for life beyond high school. Respect is the foundation of their work; they encourage mutual respect, kindness, cooperation, acceptance, inclusion, and responsible citizenship from all students. The Office works closely with the school social workers and outside counseling agencies as needed.

School counselors deliver a comprehensive school counseling program through classroom instruction, small group work, and individual meetings. Along with grade deans, school counselors structure an advisory curriculum that incorporates social-emotional learning, career exploration, and post-secondary planning. Students will be introduced to SCOIR (pronounced score), an interactive web-based program that assists with career exploration and college planning. Through advisory, counselor visits to classrooms, and individual meetings, counselors will assist students with the many resources available through SCOIR. Parents and guardians will also be introduced to SCOIR, involving them in career exploration and college planning.

ADVISORY

Research in recent years confirms what most educators have intuitively known for their entire careers: students who believe that at least one adult in their school knows them well are more likely to succeed academically and in all areas of school life. Student achievement and graduation rates are consistently higher in schools that have a healthy and relevant advisory program. To ensure that every student at Fryeburg Academy has at least one adult who knows him or her well, students are assigned a faculty advisor who will work with the same advisee groups for four years. The advisor-advisee connection encourages each student to grow and achieve their potential. Advisors will meet bi-weekly with advisees for four years. This

experience will include approximately 30 meetings annually, 15 small group meetings and 15 all school meetings that they participate in together over the course of their career at Fryeburg Academy.

Advisors provide students with information about school policies and procedures, programs, clubs, and school life in general. Advisors advocate for students with school related concerns or problems, Advisors act as a resource and point of contact for advisees' families and Fryeburg Academy.

Advisory time allows students to explore their hopes for the future and develop plans towards realizing them. During advisory meetings students will complete lessons related to study skills, leadership, mental health, and planning for their future education and career.

Advisors will play a role in their advisees' course selection and add-drop processes. Advisors, deans and students collaborate with school counselors who oversee course scheduling and four-year plan development.

Advisors are available as a resource to parents can be reached by email, our central phone number (207) 935-2001, or through a scheduled on-campus visit.

STUDENT LEADERSHIP

Fryeburg Academy recognizes that we are responsible for offering each student the opportunity to realize and develop leadership skills. We hope students will take advantage of opportunities to develop skills that will allow them to become leaders in a democratic society as adults. While developing these skills, we will work to help students understand that they have a voice in the school running and that responsibility and the need for a strong work ethic accompany this privilege. Ideally, the opportunity to develop these personal skills while providing leadership will strengthen our students' bond to Fryeburg Academy.

Class Officers: Each class holds a general election to elect a president, vice-president, secretary and treasurer. Elections are held early in each school year. Class officers are elected for a term of one school year. To run for class office, students must have an academic average of C or above, enough credits earned to qualify as a class member, and good social standing. Candidates also need to complete all nomination forms required for running for office.

Student Council: Student Council consists of class officers and students who regularly attend meetings. The class officers and students who attend a sufficient number of meetings select an executive board that consists of a president, vice-president, secretary and treasurer. Proctors and advisors will determine a method to identify two members of the residential community to represent residential life on the student council. The National Honor Society members will select one member to represent the National Honor Society. Student Council members are elected for one year. Student Council serves as the political body concerned with student affairs and acts as a service organization to the school and as an advisory body to the administration. The Student Council executive board is responsible to schedule and meet with an administrative representative monthly.

Dorm Proctors: Dorm proctors are nominated by students and dorm parents in each dorm and are selected by the residential life director and dorm faculty. Dorm proctors meet regularly with dorm parents and the residential life director to discuss and develop ideas for residential life.

Raider Patrol: Raider Patrol students work with new students on orientation days at the beginning of the year. They help new students know the campus and answer basic questions about student life.

Daniel Webster Society: Daniel Webster Society students provide campus tours for students exploring the possibility of the attending Fryeburg Academy. Daniel Webster Society students undergo training to share the details of Fryeburg Academy student life with prospective students.

Athletic Team Captain: Captains are chosen by teams to serve as leaders for their teams. They will work with fellow athletes, coaches, and the athletic director to maintain a healthy climate for their teams. They will also provide role modeling for athletes.

Other Opportunities: Students are regularly nominated and/or elected to attend other outside leadership opportunities such as Boys/Girls State and the Maine Youth Leadership Conference. Students should follow school announcements to be aware of these opportunities.

B. W. Tinker National Honor Society: Membership in Fryeburg Academy's B. W. Tinker National Honor Society is a privilege conferred on a few outstanding students each year. Candidates must have attended the Academy for three consecutive semesters and fulfilled the Chapter's scholarship/G.P.A. requirement. They may then apply for membership in the Tinker Chapter. Applications are considered by a five-member committee of Fryeburg Academy teachers, under the direction of the non-voting NHS advisor, on the additional basis of service, leadership, and character. These four criteria form the foundation for the organization and its service activities.

The Tinker Chapter defines its membership requirements as follows:

Scholarship: All students with a weighted grade point average of 3.5 or higher and whose course of study is deemed challenging by the successful (or anticipated) completion of a selection of Honors or Advanced Placement courses are eligible for further consideration based on service, leadership, and character. Quality points will be awarded as follows: ½ point for each Honors course and 1 point for each AP course. To be considered, a student who has completed three semesters needs 2.5 points, one who has completed five semesters needs 5 points, and one who has completed seven semesters needs 7 points.

Service: Service consists of voluntary contributions to school and community life, without compensation and with a positive, courteous and enthusiastic spirit.

Leadership: "Student leaders are ... resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable and persons who exemplify positive attitudes about life." Leadership experiences may take place in either school or community settings.

Character: Character is defined as kindness, honesty, and altruism. These qualities are exemplified in the student who "shows unselfish concern for others, the capacity to be sympathetic and compassionate, and is fair, just and truthful." In the school setting, character is also shown by the student's willingness to be true to himself by "challenging the curriculum" that is, taking full advantage of the Academy's offerings for academic and extracurricular growth by carrying a personally rigorous course of studies and activities. After calculating each year's first semester grades, the committee considers candidates for the National Honor Society. New members are notified of their nomination and inducted into the NHS at a public ceremony in early spring. Although NHS is not a club and does not hold regular meetings, members are encouraged to share their talents and gifts by participating in at least two service projects each school year.

DRESS CODE

Students developed the Fryeburg Academy Student Dress Code after researching the Oregon NOW Model Dress Code and the Evanston (Oregon) Township High School's student dress code. These models helped students with suggestions for updates and encouraged reflection on the rationale and values embodied in our dress code.

Fryeburg Academy believes that a student dress code should: contribute to the creation of an effective learning environment and a safe, positive school culture; prepare students for typical workplace dress expectations and adult life; allow for as much individual expression and comfort as possible; prohibit attire with offensive images or words that advocate or contain sexually explicit or suggestive messages, or language advocating profanity, hate speech, violence, the use of alcohol, drugs, tobacco, nicotine products, or any illegal item or activity.

Fryeburg Academy also believes that a student dress code should be stated and enforced equitably, ensuring that students have equitable access to their education regardless of gender/gender identification, sexual orientation, race, ethnicity, body type/size, religion, household income, or cultural observance. Academy personnel will exercise their best judgment in dress code enforcement to preserve a purposeful workplace for learning while not reinforcing stereotypes or marginalization based on these factors.

DRESS CODE POLICY: Given these beliefs, and the Academy's obligation to provide a purposeful workplace for learning, the following attire expectations apply:

TOPS: Acceptable: Dress shirts, polo shirts, t-shirts, sweaters, sweatshirts, and turtlenecks.

Unacceptable: See-through fabrics, pajamas, some sleeveless tops (e.g., muscle shirts, tube tops), visible undergarments, visible midriffs, images or words that advocate or contain sexually explicit or suggestive messages, or language advocating profanity, hate speech, violence, the use of alcohol, drugs, tobacco, nicotine products, or any illegal item or activity.

BOTTOMS: Acceptable: Dress pants, khakis, jeans, cargo pants, shorts, skirts, dresses, leggings, and sweatpants.

Unacceptable: See-through fabrics, pajamas, visible undergarments, clothing article hemlines above mid-thigh, images or words that advocate or contain sexually explicit or suggestive messages, or language advocating profanity, hate speech, violence, the use of alcohol, drugs, tobacco, nicotine products, or any illegal item or activity.

SHOES: Students must wear shoes with soles. Slippers are prohibited.

ACCESSORIES: Hoods and sunglasses cannot be worn in buildings. Faculty and staff may require that students remove hats in classrooms and offices at their discretion. Materials that could pose a safety hazard, including chains, spiked clothing, or chokers, cannot be worn on campus.

OTHER ISSUES: Along with the school day, students must dress appropriately at events such as concerts, lectures, formal dances, and visits to other schools.

*The Fryeburg Academy administration reserves the authority to prohibit any messages or clothing not listed here that is determined to be disruptive to the school's learning environment.

NAME USAGE POLICY

Fryeburg Academy recognizes that some students use names other than their legal names, including individuals who prefer to use:

- a middle name or nickname instead of a first name;
- a traditionally Western/anglicized name;
- a name to which the individual is in the process of legally changing; or
- a name that better represents the individual's gender identity.

Recognizing further that this choice may be an important component of a student's identity and foster a safe and affirming learning environment, the Academy has established this policy, allowing for students to indicate their preferred names to the school community, whether or not they have changed their legal names– i.e., the name used for official government documents like birth certificates, licenses, and passports.

A preferred name is defined as a self-stated alternative to the student's legal first name or first and middle names; their legal first and middle names stand for official school records unless changed by a court order. The school cannot honor a request for use of a different last name without a court order. Therefore, a student's preferred name request may not include an alternative surname; this request may also be denied or revoked by the Academy if the preferred name violates other school policies or is misrepresented.

Students may make a preferred name request upon enrollment and and completing registration information in myFryeburg, or if later, via the Post-Secondary and School Counseling Office. In some cases, this request may include indication of preferred pronouns consistent with a student's gender identity. A student may or may not wish for their preferred name to be entered into myFryeburg, the school's learning management system. If they do, the school will ensure their parents/guardians are aware.

School counselors, administrators, and faculty possessing the information will ensure due privacy regarding a student's legal name.

Preferred names and, as applicable, pronouns will be used by Fryeburg Academy faculty and staff instead of legal names when the legal name doesn't need to be used, and they will facilitate the use of preferred names and pronouns by all members of the school community. If a student indicates that they would prefer use of their legal name in school communications with parents and guardians, Academy personnel will do their best to honor that request.

Preferred names will be used in the following system and records:

- Student identification cards
- Official student email display name
- Class and grade/attendance rosters
- Reports and/or lists generated for academic purposes

Legal names will continue to be used for official school records, including legal documents and external reports produced by the school, transcripts, and diplomas. However, while diplomas are an official school record necessitating the use of an individual's legal name, graduating students can specify their preferred names in the Commencement Program and during Commencement events.

DISCIPLINARY PHILOSOPHY

Fryeburg Academy believes that a strong school community provides the best conditions for learning and growth, and we strive to create a supportive school environment. The purpose of Fryeburg Academy's disciplinary system is to change student behaviors that have a negative impact on the school community and individual students in their pursuit of success.

While consequences play a role in Fryeburg Academy's disciplinary system by serving as a deterrent, the more significant aspect of our disciplinary system is the time and effort devoted to identifying the causes of students' negative behaviors. When we understand the cause of destructive behaviors, and more importantly, when the student understands the cause, we can provide appropriate support and/or interventions to help the student change the behavior.

While working with students, an emphasis will be placed on how the student's behavior affects him or her and the Fryeburg Academy community. The extent of the impact the student's behavior has on the Fryeburg Academy community is an important determinant of appropriate consequences. When appropriate, we will ask students to engage in restorative practices to repair, to whatever degree, the harm they have done to individuals and the community as a result of their actions or behavior.

Although Fryeburg Academy will always work to understand and proactively change disruptive behaviors, when a student's conduct creates an immediate threat to him or herself, to others, to property, or to the educational process, Fryeburg Academy will take all necessary steps to ensure the safety of individuals and the school community. These measures include but are not limited to the immediate removal of the student from the Academy.

Students may be disciplined for actions that occur at school or during any school-related activity, whether on or off campus. Students may also be disciplined for actions that occur away from the Academy's supervision, even when they are off campus and during non-school hours if their actions negatively, disruptively, and directly impact Fryeburg Academy, programs, other students, or staff members.

In order to encourage students to seek help with their problems and develop personal responsibility, when a student voluntarily reports to a member of the faculty his or her violation of any Academy rule, this admission will be considered when a decision is made regarding the appropriate consequences. However, when a student discusses their violation with a faculty member, the faculty member will still discuss the violation with the appropriate grade dean, and the student may still face disciplinary consequences.

DISCIPLINARY SYSTEM & PROCESS

In general, students who violate Fryeburg Academy rules will be given a consequence by the appropriate grade-level dean. However, more severe violation of the rules—or of the spirit of the rules—will either be brought before the head of school or a judicial board, which is a committee composed of an administrator, a faculty member, and a student. Whether or not a judicial board is convened is decided by the Dean's Office and depends on the severity of or potential danger the violation presents.

JUDICIAL BOARD

When the dean's office receives a report of a violation of a major school rule or the repeated violation of any school rules that may result in the suspension or expulsion of a student, a judicial board may be convened.

Major school rules include but are not limited to alcohol/substance abuse, the distribution or sale of drugs or alcohol, theft, dishonesty, insubordination, violence, the possession of a weapon, and harassment, including any form of sexual misconduct.

The dean of campus life, residential life director, grade level dean or the head of school will serve as the judicial board chair. The chair will appoint one administrator, teacher, and student to the judicial board. Attorneys may not be present in a judicial board hearing. The judicial board is not a courtroom, and the judicial board chair will oversee the process to ensure fundamental fairness to the student. A student may have their advisor or another trusted adult present at the hearing as an advocate. Advocates participate in the hearing as representatives presenting on the student's behalf follow the judicial board's interview of the offending student.

Before a judicial board meets, the chair of the judicial board, in most situations the administrator addressing the situation, will meet with the student and inform him or her of the details of the alleged violation. The student will have an opportunity to present his or her version of the events of the alleged violation. In cases where the facts surrounding an alleged student violation of a major rule or the repeated violation of any school rule are contested, the dean's office will investigate. The facts as defined by this investigation will be presented to the judicial board, including any facts about which there still needs to be more clarity.

The judicial board chair will inform the student, his or her advocate, and parents of the date, time and place for the hearing. The chair will also explain the judicial board process to students and parents.

The judicial board chair will start the proceedings with an explanation of the process and a review of the findings of the investigation around the student's actions. The student will then have an opportunity to present to the judicial board. The members of the judicial board may question the student. After the questioning, the student and the student's advocate will have an opportunity to present on the student's behalf. At the conclusion of the judicial hearing, the student and their advocates will leave so the judicial board members can deliberate. The judicial board will determine if there has been a violation of school rules and if so, will recommend a consequence, including suspension or expulsion to the dean of campus life and the head of school. All judicial board proceedings shall be confidential.

The dean's office shall accept or reject any recommendation of suspension, and the head of school shall accept or reject any recommendation of expulsion from the judicial board. If a recommendation of the judicial board is rejected by either the dean's office or the head of school, the dean of campus life or head of school will provide an alternative consequence. The decision of the dean's office or the head of school shall be reported and explained to the student by the judicial board chair. The student shall also be informed of his or her right to appeal if the recommendation was to expel the student.

EXPULSION APPEAL PROCESS

The head of school reserves the right to make a decision to expel based on circumstances and the recommendation made by the dean's office. In most cases, however, a recommendation to the head of school to expel a student may be appealed. The head of school or, in their absence, their designee, will hold an expulsion appeal hearing and issue a decision. The student will be suspended while the appeal is being considered. The decision of the head of school will be final.

The appeal hearing is designed for the head of school to determine three things: 1) whether the quality of a student's time at Fryeburg Academy prior to the recommended suspension or expulsion has demonstrated

positive citizenship; 2) whether the student's attitude toward his or her poor decisions and actions suggests the likelihood of positive change going forward; and 3) the type of impact that the student's re-admission would be likely to have upon the Fryeburg Academy community.

DISCIPLINARY CONSEQUENCES AND INTERVENTIONS

Violations of major school regulations may result in probation, suspension, expulsion or other disciplinary action. Consequences will depend on the severity of the violations. While some violations result in consequences outlined by policy (substance abuse and tobacco use on campus), the consequences for many violations will be left to the discretion of a class dean, the residential life director, or a judicial board.

Students found in violation of any school regulations may be subject to any or all of the consequences or interventions listed below:

Teacher/administrator conversation with student: Whenever possible, we will attempt to solve behavioral concerns collaboratively through reason and conversation with a student. The nature of this discussion will be to point out how the behavior is affecting the student, other students, or the school community in general, to understand why the behavior needs to change and to provide ideas for how the student might change the behavior. If the teacher or administrator involved with the conversation feels that the student engaged in the conversation in good faith and that the behavior or action did not have much impact on the Fryeburg Academy community. In that case, this will be the extent of the discipline.

Phone Call to Parent: A phone call will be made when the administrator or teacher feels that a parent should be notified of a student's behavior and what they did to address the behavior. The intent is that the parent will understand what behavior was addressed, how it was addressed, and what the expectations are going forward. The call will also allow the school to be made aware of any contributing factors affecting the student's behavior.

Parent Meeting: When interventions and supports are not changing a student's behavior, or the concerning behavior is escalating, a teacher or dean may ask to meet with a parent or parents in order to develop a better understanding of the behavior, to problem solve, and to make sure expectations regarding future behaviors are understood.

Teacher-Assigned Detention: Teachers may assign students a detention in their room. This is seen as a first step in attempting to understand what is causing a student's undesirable behavior in class. Efforts to problem solve and eliminate the behavior will take place. If a student skips a teacher assigned detention, the teacher may assign the student an office detention.

Office-Assigned Detention: Students may also be assigned office detentions which are held from 2:45 to 4:45 on Tuesdays and Thursdays. Some students may be assigned to one hour of detention. Students who are assigned a detention will be allowed to participate in co-curricular activities that day once the detention is served. Students who miss office detentions and do not make up the detention will be assigned to In School Suspension.

Individualized Behavior Plan: If a student does not respond to traditional interventions or consequences, we may develop an individualized behavior plan that considers the unique factors involved in the student's behavior. The student, parents, teachers, advisor, dean, and others with a connection to the student will collaborate to identify the situations that spur the behavior and what

skills the student needs to develop. A plan to help the student develop the skills will be implemented when possible.

Behavioral Contract: If a student struggles to change behaviors that negatively impact the Fryeburg Academy community in an ongoing manner, they may be placed on a behavioral contract. This contract will consider what is causing the behavior, what must be done to change the behavior, and what will happen if the student breaks the contract.

Probation: Students whose behaviors are not changing despite interventions may be placed on probation. Probation is intended to make clear that more severe consequences, including expulsion may be seen as necessary if the behaviors are repeated.

In-School Suspension: Students who miss detentions or whose behaviors are more concerning or damaging to the community will serve an in-school suspension. Teachers will get the student's assignment to the grade-appropriate dean. An important part of the ISS experience will be for the student to complete a reflection sheet that involves the student explaining what behavior or action led to them to being assigned to ISS, what their plan is for changing the behavior, and whether or not they feel they can change the behavior. If a student does not feel they can change the behavior without help, the appropriate grade dean will work with them to try to identify supports that will enable the individual to change the behavior. Students in ISS will not be allowed to use electronics unless it is for academic purposes.

Out-of-School Suspension: Students whose behavior is particularly egregious or demonstrates a disregard for Fryeburg Academy expectations will be suspended from school. Infractions that will result in suspension include but are not limited to the following: fighting or violence of any type, encouraging fighting or violence of any type, harassment or bullying, hazing, possession or use of drugs or alcohol on school grounds, use of drugs or alcohol before attending a school event, possession of drug paraphernalia, theft, destruction of property, or possession of a weapon.

Extended Separation from On-Campus Instruction and Activities: In some situations, the school may determine that students subject to an out-of-school suspension require an extended period of separation from on-campus instruction and activities. An extended separation of this kind may last up to three months or any portion thereof. A student's re-entry into the campus community is contingent upon meeting reparative conditions specified by the school.

Expulsion: Expulsion will be reserved for students whose behaviors demonstrate a grave disrespect and disregard for the Fryeburg Academy community. Individuals who engage in dangerous and illegal behaviors, or whose behaviors show a pattern of disregard for the Academy community will also be subject to expulsion. Behaviors that may result in expulsion include but are not limited to the following: possession of an explosive or firearm, stealing, possession or use of drugs or alcohol, distributing drugs or alcohol on school grounds, violence of any form, hazing, any form of harassment, or the repeated violation of any school rules.

INFRACTIONS

These regulations apply during school and during any off-campus activity or at any school-related or sponsored activity, e.g., field trips, outings, etc. Infractions in the following areas may automatically refer to a judicial board if they directly and substantially impact Fryeburg Academy, its faculty, staff or students.

Attendance (Unexcused Absence/Tardy/Truancy): Student attendance in classes is an important determining factor of student success. Students are expected to attend classes and school each scheduled day unless otherwise excused. Their grade-level dean will monitor a student's attendance, and the dean's office will assign consequences as determined. (see the Attendance Policy section of this document).

Academic Dishonesty: Academic dishonesty is any type of cheating that occurs in the academic setting, both in and out of the classroom. The most common forms of academic dishonesty include but are not limited to plagiarism, copying another's work and passing it off as your own, and cheating (sneaking answers into tests, getting answers from others, getting test questions ahead of time from others or any type of sharing of information about a test or assignment when it is to be done individually). While there are varying degrees of academic dishonesty, all forms are taken seriously. Teachers are required to take action when they witness academic dishonesty. The consequence for the first offense will most commonly be a zero on the assignment. All violations of academic dishonesty must be reported to the assistant head of school.

The dean of student life will record all offenses and meet with each student who commits an infraction. Possible consequences of academic dishonesty include but are not limited to a zero on the assignment, a zero for the course, ineligibility for the National Honor Society, disqualification for certain awards or scholarships, suspension, and expulsion. The dean of student life may place a student who engages in academic dishonesty before a judicial board.

Bomb Threat: the possession or placement of a bomb or 'look alike' bomb, has been or will be in the possession of an individual, or placed on the Fryeburg Academy premises is prohibited. (see Bomb Threat Policy section of this document).

Cell Phones/Electronic Communication Devices: Student use of cell phones/ electronic communication devices during class is distracting, disrespectful, harmful to learning, and potentially a means of academic dishonesty. All teachers at Fryeburg Academy have a designated receptacle into which students will deposit their phones/devices upon arrival to their classroom before class, advisory periods, and study halls. Students will ensure that cell phones or other electronic communication devices are turned off before being stowed. If a teacher plans a lesson within which phone use is necessary, s/he will direct students to retrieve their phones to use for a specific purpose.

If a student neglects to stow their cell phone or electronic communication device, the teacher will ask the student for the device and then bring it to the student's grade dean, where it may be picked up at the end of the school day or at a time specified by the dean's office. If a student refuses to turn over a cell phone or communication device to a teacher when asked, the student will be sent to their class dean. Repeat offenders will be dealt with individually and may be told that they must leave their phones in the office at the beginning of the day. Students may use their cell phones during lunch. Parents are asked not to call or text their children during the school day, with the exception of lunch. They may reach them by calling the Deans office at 207 935 2001.

Destruction of Property: The willful damage or destruction of property, including tampering with fire equipment, is prohibited.

Disruption: Students engaging in disruptive behavior to the learning environment at Fryeburg Academy is prohibited. Conduct that would constitute an infraction includes sustained loud talking, yelling or screaming, noise with materials, roughhousing and/or sustained out-of-seat behavior.

Dishonesty: Dishonesty in any form constitutes an infraction of school policy. A violation of this kind includes any deliberate delivery of untrue messages. This infraction includes lying, cheating, and forgery.

Dress Code Violations: A violation of the dress code includes any violation of the dress code outlined within this handbook (see dress code policy) and is an infraction that may include consequences assigned as determined by the dean's office. Generally, a dress code violation will require a student to correct the violation before returning to class and/or school activities.

Driving and Parking Expectations: Only those students who are granted parking privileges and students are authorized to drive on school property. The speed limit in the school parking areas and not to exceed 5 miles per hour. The squealing of tires, fast starts, students riding outside of cars, or other potentially dangerous acts are not allowed at any time on or near school property.

In the event of a violation of any of these expectations within a given school year, The owner/driver will be warned to correct the situation, and parents will be informed of the warning. If a student has additional violations of the safe driving policies, they will face consequences that include detention, revoked parking/driving privileges on campus, and suspension.

Drugs/Alcohol: The use of or possession of alcohol or drugs at school or any school-sponsored event is prohibited. This includes students appearing at school or school-sponsored events under the influence of alcohol or drugs. A student in the presence of substance use at any time during the school day or at school functions/activities is prohibited. The possession of drug paraphernalia is also prohibited. Students who are found to be supplying (providing or selling) alcohol or drugs to others are subject to immediate expulsion. Any student found to be hosting Fryeburg Academy students where alcohol or drugs are present, both on or off campus, will be considered to violate the Fryeburg Academy Student Drug/Alcohol Policy(See Drug/Alcohol section of this document)

Firearms, Knives, and Explosives: No one shall bring knives, weapons, explosives, or any articles which might endanger others to school.

Gambling: There shall be no gambling anywhere under Academy jurisdiction.

Gross Misconduct: Students whose willful misconduct or inappropriate behavior shows disregard for other members of the Fryeburg Academy community and is found to be detrimental to the well-being of the school community will receive disciplinary consequences or be referred to a judicial board for disciplinary action. These behaviors include bullying, hazing, harassment, and sexual misconduct.

Harassment: Any harassment or hazing, either verbal or physical, or others is prohibited. (see the Harassment Policy section of this document).

Hate Crimes: Hate Crimes directly violate the code of conduct at Fryeburg Academy and are considered a major infraction of the student code of conduct. A hate or bias crime is an offense against persons or property motivated by hate. Hate Crimes are direct, serious violations of Fryeburg Academy's core values and conduct expectations and are considered major infractions. A hate or bias crime is a criminal offense against persons or property motivated by hate or bias against a victim based on race, ethnicity, national origin, religion, disability, or sexual orientation. Violence motivated by such factors seriously threatens the school and the larger community and the physical safety and mental well-being of those affected. Examples of hate-motivated crime include

threatening phone calls, defacing or destroying personal property or buildings, hate mail, bomb threats, other threats of physical harm and intimidation, physical assault, arson, vandalism, cross-burnings, and destruction of religious symbols. Other incidents of harassment, such as racial epithets or graffiti, also fall into this category.

Insubordination: Insubordination in any form is considered unacceptable behavior.

Other Behaviors Harmful to a Respectful, Safe Learning Environment: Just as pertains to apparel worn on campus, insignias, mottos, or symbols determined to be hostile, disparaging, or disruptive may not adorn student lockers, accessories, or vehicles that they park on campus. Fryeburg Academy considers the confederate flag a symbol that is hostile and disparaging to others. Flying this flag or wearing clothing that has a Confederate flag symbol on it is considered to be an infraction of this nature. School administrators have the authority to prohibit the on-campus display of messages that they deem hostile, disparaging or disruptive to the peace and usefulness of the school's mission.

Profanity/Inappropriate Language: Students who deliver verbal messages that include swearing or using words inappropriately or who deliver nonverbal messages understood to be disparaging will be considered to violate this policy and subject to disciplinary action and associated consequences. If this behavior is determined by academy personnel to rise to the level of significantly disrupting the learning environment, an offending student may be required to discuss these actions with the dean's office, their parents, and other members of a student's educational team.

Public Displays of Affection: The Academy recognizes the reality of developing interpersonal relationships. The Academy also stands strongly behind the belief that immoderate public displays of affection demonstrate a lack of respect for one's partner, the general public, and the school community. Therefore, students are asked to refrain from such displays. Refusing to comply may result in disciplinary action.

Residential Life Conduct Violation: Fryeburg Academy resident students are expected to be responsible citizens during the school day, when on campus after school hours, and during all times during their enrollment at Fryeburg Academy. Violations of dormitory and campus rules may be categorized as an infraction in this category. Expectations not specifically outlined in this section are reviewed in dorm-specific meetings and correspondence. Examples of violations that fall under this definition include but are not limited to, being out after curfew, failing to comply with evening study hall expectations, hosting non-approved student guests in the dormitory, riding with an unauthorized driver or in an unauthorized vehicle, and accessing closed facilities during off hours.

Sexual Misconduct: Sexual misconduct is a broad term that includes, but is not limited to, sexual assault and sexual harassment. Violations of the sexual misconduct policy are considered a major infraction of the school discipline code. They will be subject to consequences, including suspension, judicial board, and expulsion. (see the Sexual Misconduct Policy section of this document)

Smoking/Tobacco Use: Student possession or use of tobacco, e-cigarette or vaporizers on or adjacent to the Fryeburg Academy campus is prohibited. (see Smoking and Tobacco Policy section of this document)

Stealing: Stealing and "unauthorized borrowing" are prohibited and seen as a disregard for the community. A community depends on being able to trust one another. Theft destroys this trust and will be considered to be a major infraction of the code of conduct.

Technology/Acceptable Use: All Academy expectations concerning conduct in-person apply to online and technology uses. All individuals are responsible for their actions when using technology. In contrast, at Fryeburg Academy, when their actions disrupt the ability of Fryeburg Academy to provide a safe learning environment, disciplinary action will be taken, and this will be considered a violation of school policy. (see Technology and Acceptable Use Policy section of this handbook)

Threatening: Conduct that threatens another with harm, including intimidation through epithets concerning a person's natural origin, religion, religious practices, gender, sexual orientation, age, or disability that substantially disrupts the educational process, will be found to violate the Academy's expectation for conduct. Consequences for threatening will be determined on a case-by-case basis based on the severity of the incident and may include detention, suspension, and recommendation for a judicial board.

Use of Bicycles/Skateboards: For safety reasons, skateboards and bicycles will be prohibited on campus. As determined by school personnel, skateboards and bicycles will be prohibited from use on school driveways, parking lots, sidewalks, patios/porches, and other campus locations. Students may ride bicycles and skateboards to and from school. These items should be secured on a bike lock or in another location.

Violence/Fighting: Violence of any type will not be tolerated by the Academy. It will be dealt with individually by the dean's office. Like harassment, violence towards others marks a high level of disregard and disrespect for our community and will be seen as a serious transgression. Encouraging violence in any way or failing to respond to a violent situation by finding an adult to help will also be seen as a serious violation of our community's expectations.

Most disciplinary infractions can be categorized into an area listed in this section. Still, infractions will include any violation of school policy contained in this student handbook, residential life handbook, or other policy outlined in separate documents. Fryeburg Academy reserves the right to discipline a student and/or refer a student to the judicial board for any inappropriate offense or pattern of behavior.

ATTENDANCE POLICY

Attendance in class, study halls, and advisory periods is essential to the learning process and the Fryeburg Academy experience. Students are expected to be in class, study hall, and advisory unless legitimate circumstances prevent such attendance. The Maine State Department of Education defines the following as legal excuses for being absent from school:

1. Personal illness verified by a parent, guardian or medical authority.
2. Appointments with health or other professionals of a necessary nature, which cannot be scheduled outside of the regular school day. Doctors' appointments or court appearances are two examples of excused absences; hair appointments or car repairs are not.
3. Observance of recognized religious holidays when they require absence from a day of school.
4. Emergency family situations, which are defined, clarified and verified by a parent or guardian (these do not include employment work hours).
5. Planned absences that are approved in advance by an administrator at the school. These include college visits, family vacations, and personal appointments. Family vacations should be scheduled within the limits of school vacations to the fullest extent possible.

If a student is absent, a parent should contact the dean's office (935-2001 Ext. 3124) and alert the school that the student will be absent. If a note, telephone call, or message does not contain the reason for the absence, the Academy is required by statute to request that information before it can assign the absence as excused; therefore, excuses for absences must be specific. If a parent fails to communicate an excused absence, the school will attempt to contact the parent to report the student absent. Parents should be aware that any accumulation of ten full days of unexcused absences or seven consecutive school days of unexcused absences is defined as chronic truancy and requires M.S.A.D. #72 to pursue legal action if the student has not reached their seventeenth birthday. Students that are 18 or older are not able to excuse themselves and still require parent communication to the office.

Students who miss a class without a legitimate excuse will be referred to their grade-level dean. Students will be assigned consequences for missed classes as determined by a student's dean. During this process, the student can discuss the reasons for missing class. The dean's office will attempt to understand why a student is missing class, and this information will inform the consequences assigned to a student. Students absent unexcused from school or class will be marked as such in daily attendance records and may receive a grade of zero for missed assignments.

Skipped class or study hall period: Students may receive a one-hour detention for a skipped class. If a student misses school with an excused absence, it is the responsibility of the student to collect and complete assignments assigned during the absence. Parents aware that their son or daughter will be absent for an extended period are asked to notify the appropriate grade dean. If parents are unavailable (vacations, extended trips, etc.), they are asked to appoint a temporary point of contact whom the school can contact regarding attendance questions.

Multiple skipped periods: Students may be assigned to in-school suspension if they skip more than a half day or if their absences are an ongoing pattern.

School-day Walk-outs/Strikes: Various political issues have recently led external organizers to call for high school students nationwide to participate in coordinated school walk-outs and strikes as acts of protest. The

Academy recognizes peaceful protest as a fundament of democracy, regards it as integral to American and world history, promotes engaged citizenship as part of its mission, and believes that a person has the right to follow the dictates of their conscience. At the same time, Fryeburg Academy does not endorse disruption of the school day in the form of a strike or a walkout and will not facilitate or advocate it; likewise, the school will not waive relevant school attendance policies when a student chooses to participate.

Tardiness: Students who arrive late to a class are considered tardy and must report to the main office for an unexcused tardy pass. A student may sign in tardy to school for the same five reasons defined by the Maine State Department of Education as legal excuses to be absent from school. A student will not be considered tardy if detained by an Academy staff member, but it is the student's responsibility to obtain an admittance pass from that person. Tardies will accrue and result in detentions when they reach the equivalent of a missed period. Habitual tardiness will be considered a disciplinary problem and treated as such by the grade dean individually.

Dismissals: If it is necessary for a student to be dismissed during the school day, then they must bring a note, or the Academy must receive a telephone call or email from their parents or guardian stating the time and reason for the requested dismissal. A dismissal from school must fall under the same five reasons as defined by the Maine State Department of Education as legal excuses to be absent. The student must sign out in the main office before leaving campus and sign in immediately upon returning to campus.

Suspension/Make-Up Policy: Students who have an absence excused by proper authority or suspended from the Academy may have a "reasonable" amount of time to make up missed work. As a general guideline, teachers may consider two days of makeup time for each missed day reasonable. Exceptional circumstances would call for special arrangements made through the director of studies, a grade dean, or the residential life director. Parents should contact one of the above if a student is expected to miss any substantial amount of class time.

Study Hall: All students in grades 9-11 will be scheduled for a study hall when not scheduled for an academic class. Attendance will be taken, and detentions will be assigned for unexcused absences. Senior students must remain in good academic standing and demonstrate positive citizenship to retain the privilege of not being assigned to study hall during free periods.

Campus: Fryeburg Academy is a closed campus during the academic day for underclassmen, except for lunch period. Underclassmen and seniors without senior privileges may only leave campus during lunch. Any underclassmen or seniors without senior privileges found off campus during the academic day (except lunch period) will be reported to the dean's office.

Bomb Threat Policy: Fryeburg Academy recognizes that bomb threats are a significant concern to the school community and the community as a whole. Bomb threats represent a potential danger to the safety and welfare of community members and the integrity of community facilities. Bomb threats also potentially disrupt the educational experience at Fryeburg Academy and place demands on school and public safety resources. Fryeburg Academy will respond promptly and appropriately to all bomb threats. When identified, the party responsible for a bomb threat will face disciplinary action.

Conduct Prohibited: The possession or placement of a bomb or a "look alike" bomb, or the communication by any means that a bomb or a "look alike" bomb is, has been, or will be in the possession of an individual or placed on the Fryeburg Academy premises is prohibited. Communication of any nature that a toxic or

hazardous substance or material that could be harmful to humans or property has been or will be placed on the Fryeburg Academy campus or is in or will be in the possession of an individual while on the premises is also prohibited and considered a threat.

DEFINITIONS:

Bomb: Any explosive or destructive device that could be harmful to humans or property.

Look alike bomb: Any object, material, or substance that conveys the appearance of a bomb or destructive device.

Bomb threat: A communication by any means that indicates a bomb or a look alike bomb is, has been, or will be in an individual's possession or placed on the Fryeburg Academy campus.

Fryeburg Academy campus/premises: Any school property or location where school activities may take place.

Bomb Threat Procedures: The Fryeburg Academy School Emergency Team will enact protocols developed by the team when made aware of a bomb threat.

Reporting Bomb Threats: A student who learns of a bomb threat or the placement of a bomb on school premises must immediately report this information to a teacher, school administrator, school counselor, or other employee in a position of authority. An employee of Fryeburg Academy who learns of a bomb threat shall immediately inform a building administrator. The Fryeburg Academy head of school will report any bomb threat to the Maine Department of Education within two business days.

Student Disciplinary Consequences: A bomb threat is a crime under Maine law. Any individual suspected of making a bomb threat will be investigated and reported to law enforcement authorities for investigation. When a Fryeburg Academy investigation determines that an individual made a bomb threat, he or she may be subject to disciplinary action apart from any penalty that may be imposed by the law and without regard to the status of criminal charges. Students who make a bomb threat are subject to disciplinary measures up to and including expulsion.

Aiding Others in Making Bomb Threats: Any student who encourages or assists another student in making or communication a bomb threat shall be subject to discipline up to and including expulsion

DRUG/ ALCOHOL USE AND POSSESSION POLICY

Statement of Philosophy

Fryeburg Academy endorses a drug-free lifestyle for all its students. Drug and alcohol abuse can endanger students socially, damage their physical and cognitive development, contribute to mental health issues, and make it difficult to connect to school life. Student alcohol and drug use make it difficult for students to realize their potential and for Fryeburg Academy to achieve its mission. While there are disciplinary consequences for alcohol or drug use on school grounds or before attending a school function, we recognize chemical dependency as a treatable disease whose progress can be arrested. We also accept our

responsibility not to ignore indicators of problems associated with the initial and subsequent use or abuse of alcohol and/or other drugs.

In order to help deter drug and alcohol use, there will be ongoing interactions with students around use and its effects. We will also appropriately attempt to intervene when we recognize indicators of drug use. Students who want to get a better understanding of their level of addiction will be provided opportunities for self-assessment. Students may be required to do a self-assessment if they are subject to our alcohol/drug abuse policy. Finally, when students seek treatment, we will work to help students find appropriate supports and resources.

“Drugs” as used in this document refer to alcoholic beverages, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, anabolic steroids or other controlled substances as defined by the Federal Controlled Substance Act. School personnel have established procedures that encourage students to consider the relationship between the use/abuse of alcohol and/or other drugs and their school problems. Students suspected of substance abuse may be referred to school counseling or health services by concerned faculty/administrative staff.

Students concerned about their own or others’ use or abuse of alcohol and/or other drugs are encouraged to seek assistance from school counseling, health services, the substance abuse counselor, or the school social worker. All such contacts will be of a confidential nature and will not be included in the school’s medical or student’s disciplinary records.

A student’s request for or acceptance of assistance in addressing chemical use, abuse or dependency will not adversely affect that student’s attendance at school or participation in school athletic or other extracurricular activities. School personnel will work cooperatively with parents and others entrusted with the care of the student to ensure the health and safety of the student population.

Students’ Rights: A student’s right to due process must be protected. School personnel will ensure that established due process procedures are followed in cases involving alcohol or other drug possession, distribution or use.

Confidentiality: The school recognizes the existence of legal restrictions governing the sharing of confidential information concerning alcohol and other drug use. School personnel will work within the limitations established by those laws to ensure the best possible assistance requested by or offered to its students.

Administrative Procedures: Administrative procedures have been established that are considered equitable and fair to the individual as well as mindful of the needs of the community and the Academy. In general, students who are found in violation of school rules regarding alcohol or other drug use will be subject to disciplinary action on the first occasion of such use and will be subject to separation from the Academy on the second offense. Specific actions are outlined under Disciplinary Procedures.

Communication of Policy Intent: Fryeburg Academy recognizes the need to communicate this policy and the administrative procedures to implement it to all students and their parents/guardians. The policy is therefore published in parent and student handbooks as well as provided to local law enforcement on an annual basis.

Reporting Incidences of Illegal Activities: The school recognizes that the possession, distribution, and use of alcohol and other drugs constitutes an illegal activity. It is important to note that there may be circumstances under which Fryeburg Academy personnel contact law enforcement when involved with a disciplinary infraction.

Disciplinary Procedure and Action: Fryeburg Academy has a policy of clear consequences when dealing with violations of our substance abuse policy. The use of alcohol and/or drugs at the Academy and any off-campus school event is prohibited. This includes students appearing at said places under the influence of alcohol or illicit drugs. Students found violating the Academy's substance abuse policy may be referred to a judicial board for disciplinary action. Students who are found to be providing and/or selling alcohol or drugs to others are subject to immediate expulsion.

Consequences:

First Offense

- Out of School Suspension from the Academy for a minimum of two days and an In School Suspension for one day may be issued unless the grade dean or a judicial board determines that the circumstances warrant alternative action based on the specifics of the case. Students who violate the school substance policy may be required to meet with a substance abuse counselor three times. At that time, the counselor and student will determine the desire and necessity of continued meetings. The dean's office or judicial board may choose to reduce the suspension if the student willingly agrees to comply with suggested follow-up procedures such as counseling, or a combination of approaches.
- Probation for a period of one year. For students already on probation because of prior disciplinary action, it may be recommended that the student is expelled from the Academy unless circumstances warrant alternative action.

Second Offense

Expulsion from Fryeburg Academy may be immediate unless a judicial board, the dean's office, or the head of school determine circumstances warrant alternative action based on the specifics of the case. If the head of school does not recommend expulsion, the following steps may be required:

- A formal evaluation from a certified substance abuse counselor.
- Continued professional counseling may be in the best interest of the student in need of treatment.
- A student who has violated the substance abuse policy for the second time may be suspended out of school for at least three days.
- A follow-up meeting with the dean's office, the student's school counselor, parents, and the student will be required upon return from the suspension, where a plan for supporting and monitoring the student will be developed.

Breathalyzer Use: When there is well-founded suspicion that a student is or has been drinking alcohol before or at a school event, an administrator may ask a student to use the school breathalyzer to determine

whether the student has been drinking or not. Refusal to take the breathalyzer test may result in an assumption of guilt and the application of consequences in accordance with the alcohol/drug abuse policy.

HARASSMENT POLICY

Fryeburg Academy is enriched by the diversity of its members. Any harassment or hazing, either verbal or physical, of others is prohibited. Each member of the school community has the right to participate fully in the school's life without harassment—that is, behavior that is disrespectful of the race, religion, national or ethnic origin, gender, physical or mental disabilities, or sexual orientation of others and that creates a hostile learning or work environment. Fryeburg Academy will not tolerate harassing behavior, whether on campus, at school events, in an online venue, or in any other context, that has a hostile effect on a community member's school experience. Harassment includes, but is not limited to, unwarranted verbal remarks, derogatory statements, discriminatory comments, or sexual assault or coercion. Three further, specific types of unacceptable behavior that also have a hostile impact on the school's learning environment and overall experience are as follows:

Hazing: Fryeburg Academy prohibits any implicit or explicit hazing, defined as subjecting individuals to demeaning or dangerous demands as requirements for membership, advancement, or recognition in school-related endeavors.

Bullying: Fryeburg Academy prohibits bullying behaviors, which are unwanted, repeated acts of physical, verbal, or social aggression or harassment among involving a real or perceived imbalance of power among those involved.

Threatening statements: A stated threat against the safety of any school community member is an egregious infraction that will result in immediate suspension, investigation, and administrative review of enrollment.

SEXUAL MISCONDUCT POLICY

Fryeburg Academy is committed to educating students regarding the importance of building and maintaining healthy personal relationships. We are aware that situations involving sexual misconduct occur in our society, and that they may take place in the Fryeburg Academy community. In response, Fryeburg Academy is committed to addressing any and all incidents of sexual misconduct. Fryeburg Academy's sexual misconduct policy applies to all students, employees, or third parties, regardless of gender or gender identity; whether an incident or incidents occur on or off the Fryeburg Academy campus; during the school day or outside of the school day; or during the school year or outside of the school year.

Title IX Statement: It is the policy of Fryeburg Academy to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination (including sexual harassment and sexual violence) based on sex in the College's educational programs and activities. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination. Fryeburg Academy has designated a Title IX Coordinator to oversee Fryeburg Academy's compliance with and response to inquiries concerning Title IX. A person may also file a complaint with the Department of Education's Office for Civil Rights regarding

an alleged violation of Title IX by visiting: the U.S. Department of Education's website or calling 1-800-421-3481.

Prohibited conduct includes the following:

Sexual Misconduct—broad term that includes sexual assault and sexual harassment.

Sexual Assault—non-consensual sexual intercourse or contact. For clarity, these two terms' definitions are included here.

Non-Consensual Sexual Contact—deliberate touching of another person's intimate parts (including genitalia, breast, buttocks, or clothing covering any of those areas) without that person's consent, or any act which forces, coerces, or intimidates the other party to touch his/her own or another person's intimate parts.

Non-Consensual Sexual Intercourse— anal, oral, or vaginal penetration, however slight, by any body part or inanimate object, enacted by one person upon another without his or her consent.

Sexual Harassment—is any unwelcome conduct of a sexual nature. It includes unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature. This includes any incidence of quid pro quo by an employee, unwelcome conduct that is severe, pervasive and objectively offensive that denies a person equal access to Fryeburg Academy's educational program and sexual assault.

Sexual Exploitation— taking sexual advantage over another, including secret videotaping, sharing private nude pictures with third parties, knowingly exposing another to an STD.

Dating Violence— violence by a person who has been in an intimate or romantic relationship with the victim.

Stalking— course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or suffer substantial emotional distress.

Retaliation—intimidation, threats or other adverse action against any person reporting or participating in an investigation involving a complaint of sexual misconduct.

In our policy consent is defined as a knowing, mutual, voluntary agreement to engage in specific sexual activity. Consent cannot be inferred from the absence of "no." Consent to some acts does not imply consent to others, nor does prior consent to a given act imply present or future consent. Consent must be ongoing and can be revoked at any time. Agreement obtained by threat, coercion, or force does not constitute consent, and someone who is under age of consent, asleep, or mentally or physically incapacitated due to alcohol, drugs, or some other condition cannot provide consent. Incapacitation is defined as an individual not possessing the physical or mental ability to make informed, rational judgments.

In the cases of sexual assault and rape, immediate medical care is important for the safety of the victim. A student may seek medical attention on his or her own; Fryeburg Academy will assist students in gaining appropriate medical care if asked or if it is deemed necessary for the student's well being. Parents will be

notified when their son or daughter is the complainant, accused party, or witness to an alleged sexual misconduct situation.

Making a report of sexual misconduct, harassment, hazing, bullying, or threatening statements: A student wishing to report any of the infractions listed here should do so as promptly as possible. Students do not need to be direct targets to register a report; anyone aware of harassing, hazing, bullying, or threatening behaviors is expected to notify one of the adults listed above. Reports may be done in writing or verbally and should be directed to any of the following adults: advisor, dorm counselor, teacher, the grade-level dean, or the Head of School. Calling the police at 207-935-3323 is always an option for students and parents regarding sexual misconduct, and Fryeburg Academy will assist a student or parent who wishes to contact the police.

Investigation of Harassment or Sexual Misconduct: All reports of complaints of harassment and sexual misconduct will be investigated by the Fryeburg Academy's dean office. Investigators will adhere to all mandatory reporting laws. An outside investigator may be used if deemed appropriate by the school administration. As a school, Fryeburg Academy has an obligation to investigate allegations of sexual misconduct separately from the police, and therefore we may go forward when there is a delay in a law enforcement investigation. The investigation will include interviewing the alleged complainant/s, the accused party/ies, and any witnesses that the complainant or accused parties believe will support their case. Documents, including screenshots of social media exchanges, or postings that either the complainant or the accused party thinks will advance their case will also be examined.

All reported complaints will be investigated, and all information will be held in confidence to the fullest extent possible and will be discussed only with those who have a legitimate need to know to investigate or resolve the complaint. Students are expected to cooperate honestly and fully in any investigation. Confidentiality will be maintained to the extent possible, and information will be disclosed only if necessary to advance the investigation. At the conclusion of the investigation, both the complainant and the respondent will be notified of the outcome.

During and after an investigation of harassment or sexual misconduct, Fryeburg Academy will assist students involved in designing a plan that will help them feel safe in their learning environment. These steps may include but are not limited to assistance in arranging counseling, academic accommodations, or interim measures like no-contact agreements, schedule changes, hall escorts, and prohibiting or limiting contact between students by the reassignment of or temporary suspension of the accused party or parties.

As a school, the standard of proof is the preponderance of the evidence. Due to the highly personal nature of a sexual misconduct case, the investigation and adjudication process will only include the investigating dean and the grade-level dean. While respecting others' privacy and appropriate confidentiality, Fryeburg Academy will to the extent permitted by law make the complainant and accused party aware of the school's response to the alleged incident.

Due to the nature of sexual misconduct, mediation or other restorative practices will not be used to resolve conflicts between individuals, nor will judicial boards be used to hear cases. A student may appeal the dean's office decision to the head of school. The grounds for appeal are limited to (1) the existence of new evidence that could have been presented during the investigation and/or at the time of adjudication, or (2) the

allegation that there was a procedural error in the investigation and/or adjudication that clearly impacted the outcome of the adjudication.

Due to the seriousness of harassment and sexual misconduct charges, students who engage in any form of sexual misconduct will be subject to disciplinary consequences up to and including expulsion. Likewise, students who make a false sexual misconduct complaint will also be subject to disciplinary consequences up to and including expulsion.

Retaliation Prohibited: Retaliation against an individual who reports an incident of harassment or sexual misconduct, or who participates in an investigation is prohibited. Fryeburg Academy will take strong, responsive action if retaliation occurs.

SMOKING/TOBACCO POLICY

Student possession or use of tobacco products, e-cigarettes, or vaporizers, on the Fryeburg Academy campus or adjacent to campus is prohibited. Fryeburg Academy considers chewing tobacco a tobacco product. Fryeburg Academy will also treat e-cigarettes and vaporizers in the same manner as tobacco products unless it is learned that there were other illegal substances used through the products. In these cases, e-cigarettes, or vaporizers may be treated as a substance abuse violation. A student who smokes or chews a tobacco product, uses an e-cigarette, or vaporizer on campus or adjacent to campus, or who is in possession of tobacco products, an e-cigarette, or vaporizer on the Fryeburg Academy campus may be subject to the consequences below:

First Offense: 1 Day of In School Suspension.

Second Offense: 2 Days of In School Suspension. The student will meet with his or her school counselor or class dean and be introduced to smoking cessation programs.

Third Offense: 3 days Out of School Suspension. The student may need to sign a contract in order to return to school after a third smoking violation. The contract likely will include requiring the student to enter a smoking cessation program. A meeting with the student, his/her parent, and class dean will be required for the student to return to school.

Failure to Comply: For any smoking, drug or alcohol use treatments to work effectively, both the student and parent or guardian must cooperate with the school as well as the selected providers. Failure to do so may result in expulsion.

SEARCHES OF STUDENTS, STUDENTS' BELONGINGS, STUDENTS' LOCKERS, AND DORM ROOMS

A standard of reasonable suspicion will be used when determining whether to search a student or their belongings at Fryeburg Academy. Upon receipt or discovery of credible information that a student may be in possession of contraband that may be considered a challenge to maintaining a safe and orderly environment, the Academy reserves the right to search a student's belongings, back pack, locker, dorm room and vehicle. A student's refusal to allow such a search will be considered direct insubordination

and will be considered a major violation of the code of conduct. Local law enforcement may be called if a crime is suspected.

TECHNOLOGY/ACCEPTABLE USE POLICY

All individuals are responsible for their actions when using technology resources at Fryeburg Academy or resources provided by Fryeburg Academy. This includes computers, phones, video equipment, network and internet services, copy machines and information storage devices owned by the Academy or used on Academy property or used during Academy-sponsored events. The use of these resources is a privilege and must be treated as such by all users. The trust that defines this community requires that our technology resources be used for educational purposes, unselfishly, with good manners, and for the good of the community as a whole.

The consequences for unacceptable use violations will be in keeping with the school's disciplinary system. For violations, possible consequences include a warning, probation, suspension, expulsion from the school, and/or legal action. Individuals should have no expectation of privacy when using any portion of the Academy's technology or on the network, including on a personal device. This policy is also applicable when using a personal device on the FA' network or when accessing FA systems, including when off campus. Fryeburg Academy may in its sole discretion monitor and access e-mails, track Internet use and inspect all records, documents and files maintained anywhere within its network.

The following are a sampling of actions that are violations of the school's policy on acceptable use of its technological systems. They do not describe every possible prohibited action, and any action not explicitly prohibited below should not be equated with tacit permission.

Unacceptable uses of Fryeburg Academy's technology include, but are not limited to, the following:

- **Accessing or publishing pornographic or demeaning materials.** This includes, but is not limited to, pornography, "how-to" documents encouraging violence or illegal acts, and racist tracts or hate speeches. A student would be expected to immediately terminate viewing the content in cases where inappropriate content may pass filter detection.
- **Unauthorized copying or theft of software or other intellectual property.** Software is intellectual property. It is unethical to copy software unless permission has been obtained from its creator.
- **Students will not use Fryeburg Academy's name or logo when creating independent groups of fan pages or when organizing events.** If a student wishes to use FA's name or logo for these reasons, s/he may work with a faculty advisor or team coach who will ensure the proper procedure.,
- **Using any electronic device to plagiarize or cheat.**
- **Damaging, vandalizing, hacking, or destroying technological systems or equipment, including computer hardware or software.** All users shall respect the integrity of technologically based information.
- **Attempting to crash computers or networks, the creation or intentional use of programs designed to damage computers, "hacking," the creation or intentional use of programs** that inhibit network traffic, the use of chain letters or excessive messages, or devices that restrict legitimate use.

- **Harassment using any technological systems.** Using online chat, email, social networking, or Voice Over Internet Protocol (VOIP) to harass, intimidate or libel.
- **Invasion of the property of individuals or the school, including personal files.** All users shall respect the privacy of others. A user's files are private and shall be accessed only with the permission of the owner. It is unethical even to try to gain unauthorized resources or private information.
- **Impersonate someone else online.**
- **Identify another student by full name, photograph, etc. over the internet without consent** (parent or guardian in the case of a minor).
- **Sharing or misusing ID's and passwords.**
- **Record either through the use of video or audio devices in classrooms or on school grounds any community member without their permission.**
- **Circumventing FA's web filtering system.**

IMMUNIZATION & MEDICATION POLICY

In accordance with Maine state law, to enroll at Fryeburg Academy, a student must be immunized against diphtheria, tetanus, pertussis, measles, mumps, rubella, polio, varicella, and meningococcal disease. The only exceptions to this requirement are students with medical exemptions, as well as those students with an Individualized Education Plan and either philosophical or religious exemption that was in place prior to Sept 1, 2021.

Students with life threatening illnesses are allowed to carry appropriate medication and supplies on their person. Examples: asthma inhalers, diabetes testing kits, syringes, insulin, snacks, allergy medicine (EpiPen). It is the parent or guardian's responsibility to notify the school nurse.

Students will be allowed to carry emergency lifesaving medications under the following conditions: Written approval is received from the student's health care provider stating the student has the knowledge and skills to safely possess and use the medication. Written approval from the parent/guardian to carry and self-administer the medication is mandatory. The student needs to demonstrate to the school nurse or his/her provider the ability to properly use and maintain the responsibility to carry the medication.

The school nurse will dispense all controlled substances unless a plan for the student to self-medicate is devised with the consent of the parents and the school nurse. All medication of this type will be kept in a locked cabinet in the nurse's office.

Fryeburg Academy does not permit students to keep medication or herbal remedies in their possession without the knowledge and consent of the Health Center. All medications, prescriptions, over the counter (OTC) and homeopathic therapies must be turned into the School Nurse for review and approval. Approval of medication is at the discretion of the School Nurse or Acting School Nurse. The School Nurse can authorize students to keep some or all of their medication in the dorm or on their person if appropriate. All

medication must be presented in the original container with the correct instructions on the label and the instructions must be intact and legible in English or with translation attached.

Unlicensed personnel will be allowed to administer emergency (lifesaving) medication after they have received proper training by the school nurse and the following criteria have been met: a.) written permission from the parent or guardian for the child to receive the medication, b.) communication of the scope of the medication and circumstances under which the medication is to be given, c.) a doctor's prescription on file, d.) the medication is in its original container and properly labeled (pharmacists will provide an extra labeled bottle if asked), e.) it is recommended the first dose of a newly prescribed medication be given at home.

In the event medication is given to the student, a medication administration record will be filled out and placed in the student's health file.

If the student does not carry the medication, then it should be delivered by the child's parent or guardian to the school and given to the proper adult (school nurse, coach, teacher - in the event of a field trip, or a grade dean).

Medication Procedures:

- Medication will be counted by the school nurse when received.
- Narcotics will be stored in a double locked cabinet in the nurse's office.
- Emergency medication EpiPen, inhalers and/or diabetic supplies will be kept in the nurse's office, the dean's office and in several other locations on campus. This will ensure easy access, and a quick response time in the event of a medical emergency. Students prescribed epinephrin, inhalers or diabetic supplies should inform the school nurse and carry these medications on his/her person.
- When medication is given, a medication administration record (MAR) will be kept on file for the student in the nurse's office.
- Before school personnel are authorized to administer medication, they will be trained by the school nurse or a physician. The training will meet the standards required by rule, 20-MRSA 245 (5) (A-C). For the training of unlicensed school personnel, this training will occur on an as needed basis.
- If a non-life threatening medication reaction occurs, the nurse will notify the parent/guardian and the physician prescribing the medication. In the event of a life threatening reaction, the student will be transported to a local area hospital(Memorial(North Conway), Bridgton Hospital via Rescue and the parents/guardian will be notified as soon as possible.
- Medication errors will be documented on the MAR. The school nurse will notify the parents/guardian and prescribing physician.
- In the event of a field trip the nurse will decide if the student is capable of self-administering his or her medication. If not, then the nurse will train the teacher in charge of the trip.

- All medication left in the school's possession at the end of the year will be destroyed by the school nurse. The parent/guardian will have one week from the end of school to collect any unused medication.
- In the event of a disaster the nurse will gather all medications and keep it available for the students if possible. All medications will be stored properly until the parent/guardian is able to assume responsibility for them.

COMMUNICABLE & INFECTIOUS DISEASE POLICY

It is the responsibility of the Fryeburg Academy faculty, staff, parents or guardians of students and students to immediately report to either their supervisor and/or the school nurse in the event that he/she develops an infectious communicable disease. Following the report of an infectious communicable disease the policy outlined below is to be followed.

Fryeburg Academy reserves the right to modify its policy and response to a specific communicable disease outbreak pursuant to recommendations or requirements issued by local, state, or national public health authorities.

The purposes of this policy are to:

- Safeguard the welfare of students, faculty and staff
- Manage the operations in an effective and efficient manner
- Inform and advise the community as needed pending the severity of the medical condition
- Establish operating procedures appropriate to all constituents of the community

DEFINITIONS AND SCOPE:

The following definitions pertain to this policy:

Communicable Disease - A communicable disease is an illness due to a specific infectious agent or its toxic products which can be transmitted from one individual to another. A communicable disease may be transmitted directly from one body to another without the aid of other objects, e.g., kissing, sexual contact, droplet spray from sneezing, coughing, spitting, singing or talking. It may be transmitted indirectly when an object transmits the organism. Objects of transmission may be clothing, linens, utensils, food, water, milk, air, soil, or insects.

Communicable Period - The communicable period is that period of time or times during which the infectious agent may be transferred directly or indirectly from an infected person to another person.

The policy shall be implemented for communicable diseases commonly found in the school population and which can be transmitted by air, object or through casual contact. Examples of these communicable diseases are noted here but not limited to:

Chicken Pox - Varicella
Mumps

Scabies
Rubella - 3-day measles
Impetigo
Diphtheria
Rubeola - 9-day measles
Influenza
Brucellosis
Meningitis - viral and bacterial
Lice
Tuberculosis (TB)
Hepatitis A
Whooping Cough
Anthrax
MRSA
Severe Adult Respiratory Syndrome (SARS)
COVID-19

The scope of this policy shall also include other communicable diseases that pose risks similar to the diseases listed above and which would put the community at risk.

POLICY AND PROCEDURES:

Procedures for Treating Students with Communicable Diseases Who Reside in Campus Housing:

1. The school nurse shall examine students suspected of having a communicable disease and determine appropriate medical care based upon confirmed diagnosis.
2. If a student has been diagnosed as having a communicable disease by a medical agency/physician, the attending physician shall recommend if the student should return home. If the student is unable to leave campus, the Director of Residential Life and school nurse will be notified and an alternative plan will be developed that may include provisions to isolate the student on campus. The preferred practice shall be to return the student to his/her home if at all possible.
3. In the event that a student with a communicable disease must remain on campus and in isolation, the school nurse, or his/her designee, in consultation with the Head of School (HOS) or dean of campus life, shall implement plans to care for the infected student and to maintain a safe and orderly campus environment. These individuals will notify the Director of Residential Life, as well as the Director of Studies, who will in turn alert the student's teachers and the regarding the missing of class as related to the communicable-infectious disease event.

The Director of Residential Life (or his/her designee) shall notify the location in which the student is convalescing to all appropriate parties and advise its staff of procedures to be used in communication with the infected student and in serving the residential needs of the infected student. The Director of Residential Life (or his/her designee) shall be responsible for coordinating food services for the infected student during the convalescent period and while in isolation in school housing.

The Facilities Manager shall arrange for routine and special custodial services for the area in which the student is convalescing. The Facilities Manager shall be responsible for informing all housekeeping staff who are assigned to the isolation area of the diagnosis and mode of transmission of the disease. The Facilities Manager shall inform the custodial staff of the recommended methods of self-protection that should be used in carrying out routine and special custodial service.

The Facilities Manager shall inform maintenance and trades persons who are assigned, or may be assigned, of the area in which the infected person is convalescing, and of the recommended methods of self-protection should maintenance and trades persons come into contact with the infected person.

4. Before a student is discharged from isolation and before the student may return to classes, he/she must be examined by the school nurse and/or a consulting physician. When a student convalesces at home, he/she shall present a statement of non-communicability from his/her family physician before returning to campus and to classes. Student-athletes must also present to the athletic training staff documentation as well prior to returning to athletic related activities and that notice will be shared with the school nurse.. The physician shall certify that the student is no longer infectious to others and that the student presents no risk to the school community. The school nurse shall notify appropriate parties that the student has been released from care and may return to class and other school activities.

Procedures for Treating Students (Patients) with Communicable Disease Who Reside Off-Campus:

1. The school nurse shall examine a student suspected of having a communicable disease during regular school hours, determine if it is appropriate for the child to remain in school or be released into their families care. The family will seek appropriate medical care and based upon confirmed diagnosis communicate his/her findings to the school.

2. If a student receives a diagnosis for a communicable disease, the school nurse along with the attending physician shall determine if the student should remain at home in order to reduce other school community members' exposure.

3. In the event that a student with a communicable disease must remain at home and in isolation, the school nurse or his/her designee, in consultation with the HOS or AHOS, shall determine the extent of the management of the communicable disease, including evaluation of the risk to the school community. These individuals will also notify the student's teachers and the Director of Studies (or his/her designee) regarding the missing of class as related to the communicable-infectious disease event. The school nurse (or the Maine CDC/epidemiology contact-tracing department or designees) shall notify and inform the appropriate individuals who may have had contact with the infected individual, or state agencies as applicable.

4. Before a student may return to classes or work at the school, he/she must be examined by the nurse and/or a consulting physician. Either shall certify that the student is no longer contagious to others and that the student presents no risk to the school community. The school nurse shall notify appropriate parties that the student has been released from care and may return to classes and other school activities.

Procedures for Managing Academy Employees with Communicable Diseases:

1. It is the responsibility of an employee who has a confirmed communicable disease to report that information to the school for the health and safety of the community. The employee is expected to remain off work until the risk of infecting others has ended and until he/she can return to full duties.

RESPONSIBILITIES:

- It is the responsibility of all affected parties to report all communicable diseases to the school nurse. The school nurse shall notify the HOS or Dean of Campus Life when a communicable disease threatens the academy community.
- It is the responsibility of certified and licensed health officials, external to the Academy, to provide a confirmed diagnosis to the appropriate sources when a student or employee is known to have a confirmed diagnosis of a communicable disease.
- It is the responsibility of the nurse to report specific communicable diseases to the appropriate public health agencies in accordance with the State of Maine health laws.
- If an individual with a communicable disease requires emergency transport, the school nurse or designee will share the information when calling dispatch so that rescue personnel are aware and may prepare appropriately prior to arrival and transport.
- The responsibility for coordination of the implementation of the Fryeburg Academy Communicable & Infectious Disease Policy shall be shared among the following groups and all groups should work in concert with each other:
 - Director of Health & Wellness, School Nurse**
 - Human Resources Manager**
 - Director of Residential Life**
 - Facilities Manager**
 - Communications Director**
 - Athletic Director**
 - Local Emergency Medical Services**

When deemed appropriate by the Head of School, it is the responsibility of the Communications Director to publicly announce that an epidemic of a communicable disease has been confirmed, and to state the related facts that serve to inform and protect the school community.

MEDICAL LEAVE POLICY

A student may request a medical leave in order to address physical or mental health concerns that impact the student's ability to access their education. In order to receive permission for a medical leave request, the student and parent or guardian must meet with the director of studies and dean's office representative to explain his or her physical or mental health challenge; often, the Academy will also need to speak with the health professional overseeing the student's care.

In some cases, the Academy may determine that a student's physical or mental condition creates an unhealthy situation at school for the student or the community. In such a case, Fryeburg Academy may require that a student take a medical leave to address physical or mental health concerns.

When a student is granted a medical leave request or is required by the school to take a medical leave, the conditions of return will be clearly stated and communicated to the student and the student's parents or guardian. Academic accommodations and supports will be put in place if appropriate in order to help the student successfully complete coursework while addressing his or her medical needs.

SCHOOL REENTRY AFTER SUICIDAL BEHAVIOR

If Fryeburg Academy is not already aware of student suicidal ideation or attempts at self harm, the school expects that families will disclose incidents with the school before the student returns to school. It is crucial that families and Fryeburg Academy work in partnership in order to keep students safe.

Before a student returns to classes and activities at Fryeburg Academy:

1. When applicable, the student's school counselor will receive permission for a release of information from the student's counselor, social worker, or the hospital to discuss and share information about the student's condition or hospital discharge paperwork.
2. The student's parent/guardian and student (whenever possible) must attend a meeting prior to the student's return involving the school counselor, school nurse, grade dean, director of residential life (if appropriate) and any additional school personnel in order to:
 - Discuss what precipitated the suicide attempt and what might precipitate another attempt.
 - Discuss any medications the student may be prescribed and their administration on school grounds.
3. During the meeting, a reentry plan will be developed for the student. This plan will include:
 - A discussion of the need for any change to the student's schedule.
 - A discussion of the need for counseling if the student does not already receive services. If deemed necessary and the student does not receive counseling services, a referral will be completed.
 - A review of the safety plan for the student from a counselor or hospital if one exists. If one does not exist, one will be created.
 - Communication to the parent/guardian and student (if present at meeting) that information will be shared on a need to know basis with classroom teachers for the purpose of helping them work with the student. Teachers will not be given clinical information or a detailed history of the student.

PHYSICAL RESTRAINT AND SECLUSION

Physical restraint and seclusion may only be used as an emergency intervention when the behavior of a student presents risk of injury or harm to the student or others. The head of school, assistant head, and Dean of campus life will ensure that staff will be made aware of the policy and that a sufficient number of staff will be trained in restraint and seclusion procedures. They will also review the policy annually. This policy is based on and governed by Maine DOE rule chapter 33.

THREAT ASSESSMENT

Fryeburg Academy has a responsibility to evaluate all credible threats to the safety of our campus and students. Fryeburg Academy has a threat assessment team that meets regularly and as necessary to evaluate incidents of concern.

Please know that the purpose of threat assessment is to identify concerning behavior as soon as possible and address it in a manner that most appropriately resolves the issue. It is not designed or intended to be punitive. Instead its purpose is to accurately assess concerning behavior and determine the seriousness of a student's actions or statements and scale Fryeburg Academy's response appropriately based on all known information. Fryeburg Academy seeks to help students who may be struggling or are frustrated by circumstances to find healthy and safe ways to cope with those things.

In some cases these incidents will be handled quickly and easily by the Dean's Office. Other cases may require more time to assess. There may be times when a student may be asked to comply with increased supervision or a removal from school until the assessment is complete and associated plans are developed and implemented. Fryeburg Academy will ensure that the duration of these types of absences remain as short as possible while balancing our need to complete a thorough investigation of all credible threats.

Fryeburg Academy has been trained in and uses a model created by Dr. Dewey Cornell from the University of Virginia and recommended by the FBI and the US Secret Service. This model has proven to be the most effective approach to reducing violence of all types in a school setting.

CONTROVERSIAL MATERIALS POLICY

To promote the fair and appropriate consideration of controversial issues in the instructional setting, the following principles have been established:

- Any discussion of a controversial issue is to be discussed in an atmosphere of respect and appreciation of differing opinions.
- Discussion of controversial issues in the classroom should be free from the assumption that there is only one correct opinion, in order for students to see, as fully as possible, the many sides of the question and develop their own techniques for consideration of controversial issues.
- A controversial issue should be handled in an appropriate setting by a teacher who is prepared for the responsibility. The teacher should feel comfortable and confident about discussing the issue and must be prepared to deal successfully with the topic. In addition to the planned discussion of controversial issues, a controversial topic may arise unexpectedly. In such cases, the teacher is trusted to use appropriate judgment in handling it in accordance with this policy.
- The school administration acknowledges the need to protect employees from censorship or restraint that might interfere with their professional obligation in the implementation of the approved curriculum.

- Parents will have the opportunity to review curriculum and or materials utilized as part of the curriculum. This may be done by contacting the classroom teacher.
- Parents have the option of limiting their child’s participation, in part or in whole, in any discussion, course or activity of a controversial nature. This includes special events such as the annual Health Fair. It is the parents’ responsibility to contact the Academy’s academic dean for such an accommodation.
- The wishes of one child’s parents to restrict their child’s participation will not infringe on the right of other parents to permit their children to participate.
- Whenever a student is excused from an assignment under the Controversial Material Policy, he/she will never be subject to class discussions regarding that topic.

EDUCATIONAL RECORDS / FERPA/ SCHOOL WITHDRAWAL PROCESS

Testing Information: FA strives to balance pride in our students’ achievements and the rigor of our program with a respect for educational privacy and complexity; therefore, the information that we release regarding standardized examination scores (SAT, ACT, Advanced Placement, etc.) is aggregate . We do not release score distribution information or information on student performance that is course-specific. A student may access his or her own scoring information via the director of studies or the school counseling office.

Educational Records: Parent(s) or legal guardians have the right to inspect and review the educational records of students in accordance with the law. A copy of the Federal Register, Part II, 34 CFR Part 99-Family Educational Rights and Privacy Final Regulations Act, and Fryeburg Academy Educational Records Policy are included here. Student records are academic records/transcript/and health only. All other records are property of Fryeburg Academy.

FERPA-Family Educational Rights and Privacy Act: The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Schools may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA.

For additional information, you may call 1-800-USA-LEARN (1-800-872-5327).

Or you may contact us at the following address:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-5920**

Student Directory Information Disclosure Public Notice: As mandated by the Family Educational Rights and Privacy Act (FERPA), this notice is hereby considered public notice of the types of information which we have designated as student directory information. Fryeburg Academy may disclose student directory

information to third parties without consent unless a parent, guardian, or eligible student (18 years or older) has notified the school in writing within fourteen (14) days of the beginning of the school year or within fourteen (14) days of a student's enrollment in the school. FERPA defines "directory information" as information contained in the educational records of a student that would not generally be considered harmful or an invasion of privacy if disclosed, and is as follows: student's name, participation in official recognition for honors, awards, activities and sports, address, height and weight, email, major field of study, grade level, anticipated graduation date, dates of attendance, student school identification number, and photographs. The primary purpose of directory information is to allow the school to include this type of information from your child's education records in certain school publications. Examples include: a playbill, showing your student's role in a drama production, the annual yearbook, honor roll or other recognition lists, graduation programs, and sports activity sheets, showing weight and height of team members.

Directory information may also be disclosed to outside organizations without your prior written consent. Outside organizations include, but are not limited to, companies that manufacture graduation cap and gowns or publish yearbooks. If you do not want the school to disclose some or all of the directory information described above from your child's education records without your prior written consent, please print and complete the disclosure form on our school website www.fryeburgacademy.org. Requests for non-disclosure will be honored by the Academy until revoked by the parent/guardian / eligible student in writing, with the parent/guardian/eligible student's signature and date.

Internet Restrictions: A public school may not publish on the Internet or provide for publication on the Internet any personal information about its students without first obtaining the written approval of the student's parents.

Transferring of Academic and Health Records: In accordance with Maine's Transfer of Student Records Law, 20-A M.R.S.A. § 6001-B, S, a student's educational records must follow him or her upon transfer to any Maine public school and certain, proscribed programs out-of-state or criminal justice agencies as defined in 20 United States Code, Section 1232 g(a)(4). Upon a student's application for such a transfer and a written request from the intended school, Fryeburg Academy shall provide all of the student's educational records to school administrators at the school administrative unit to which the student is seeking a transfer. These materials include: disciplinary records, attendance records, special education records, and non-confidential health records. Confidential health records may be provided only if Fryeburg Academy receives the necessary authorization or consent.

Withdrawal Procedure: Students who are withdrawing from Fryeburg Academy must complete a withdrawal form obtainable from the dean's office. A parent or guardian will be required to sign the withdrawal form. Students must return all textbooks and any other material which may have been loaned to them. The completed form must be returned to the dean's office. Upon return of the completed form the registrar will give the student an unofficial transcript and health printout. All financial matters must be settled before leaving. Students who fail to fill out a withdrawal form are subject to an administrative withdrawal.

DINING ROOM/STUDENT UNION/LIBRARY/LOCKER USE

The use of LaCasce Dining Room, T. Scott Gamwell Student Union, Bion R. Cram Library, and student lockers is subject to these guidelines:

Dining Room: Please observe all the opening and closing times. Students using the dining room are expected to pick up their garbage. Plates, glasses and silverware should not be removed from the cafeteria without specific permission.

Student Union: The T. Scott Gamwell Student Union, located in Shaffner Hall, opens at 7:15 a.m. and closes at 2:34 p.m. , Monday through Friday. Only seniors with senior privileges may be in the Student Union during free periods. All students may be in the Student Union in the morning or during lunch.

School Lunch Credits: Day students may purchase school lunch electronically through their student online account, this will load credit to a student's ID card. Students will need their student ID in order to purchase their lunch and access the funding from this account in order to obtain lunch in the dining hall. Lunch is included in tuition and accordingly provided to residential students and commuter day students.

Library: Students may visit the library for research, free reading or to use the computers. They should respect others by being quiet and orderly while there. Often teachers will bring their classes to the library for research.

Textbook Sign Out Procedure: Students sign out textbooks from the library at the beginning of the year or semester. The students are responsible for their textbooks during the time they are signed out to them. Students should write their names on the inside cover of the book and cover the book to make it identifiable if misplaced.

- Students will not be issued another textbook if they forgot to bring their textbook to class.
- Students are responsible for replacing the textbook due to loss or damage. Billing is done through the business office. At the time the book is declared lost or damaged by the student, a replacement book will be issued (based on availability).
- Books must be returned to the library once the teacher has declared the class is no longer using the book.

Lockers: Student lockers are available. Any student who would like a locker should visit the Dean's office and complete necessary paperwork in order to be assigned a lock and locker. A five dollar deposit is required.

COMMUNICATION WITH STUDENTS/ ANNOUNCEMENTS

Communications: School announcements are emailed to students each day during the school week. A copy of these announcements will be posted on the bulletin board outside the main office and on the school website. Students may leave approved notices for the announcements with the administrative assistant in the Main Office. Students are responsible for information in the announcements that pertains to them.

Parent Communication with Students: Parents may reach students in an emergency by giving the necessary message to any office administrative assistant for delivery to the student. Parents of boarding students may reach their son or daughter by calling the residential life office. It is suggested, however, that parents arrange to have the student initiate the call whenever possible. The school respectfully requests that parents refrain from calling or texting their children during the school day, to the extent possible. For after hour calls, parents may call the administrator on duty at (207) 317-2523.

VEHICLES AND PARKING

Automobiles and Other Motor Vehicles: Students who drive to school will be allowed to utilize the gym parking lot. Student use of the employee parking lot next to the main building is prohibited. To obtain a parking sticker a student must come to the dean's office and show a valid registration and provide the color, make/model and license plate number of the vehicle. Stickers will be assigned at that time. All assignments will be based on availability, deadlines, seniority and the student's current behavioral status with the Dean's Office. Students are warned that parking on the street is governed by the Town of Fryeburg. Persons found in violation of local parking regulations may be ticketed. The Academy assumes no responsibility for parked cars. Any student found driving or riding in a car during the academic day may be subject to disciplinary action, which may include but is not limited to suspension from school. Speeding or any form of driving that places peoples' safety at risk may result in disciplinary consequences and/or the loss of parking privileges on campus.

ACCIDENTS/EMERGENCY PLANS

Accidents and Injuries: Students shall report all accidents or injuries sustained during class or any other school activity to the teacher in charge of the class or activity. The teacher in charge is required to report all such incidents to the infirmary or the dean's office and to follow-up promptly with a completed incident report form.

Emergency Plans: Students will be trained in the appropriate actions in emergency management responses, and it is essential for everyone's safety that they follow these actions during drills and actual enactments. Quiet and orderly conduct is a must for all emergency preparation drills.

VISITATION POLICY

Visitor: A visitor is defined as an individual who is not currently enrolled as a student or employed at Fryeburg Academy.

During school hours, visitors are required to sign in at the Main Office located in the Main building. Visitors will be issued a visitors pass and asked to display it during their visit. At the conclusion of the visit the pass must be returned to the main office.

Visitors may also check in at the maintenance building or the admissions office if that is their primary reason for visiting campus.

Exemptions: Persons attending an event or other function held at a campus facility, property or athletic field. Any first responder responding to an emergency or request for service on campus.

CLASS SCHEDULE

Fryeburg Academy 2023-24 Bell Schedule, 8:00 Start & Every Wednesday Early Release													
Monday			Tuesday			Wednesday			Thursday			Friday	
Period	Start	End	Period	Start	End	Period	Start	End	Period	Start	End	Period	Start
A	8:00 AM	8:45 AM	B	8:00 AM	8:40 AM	CC	8:00 AM	9:20 AM	AA	8:00 AM	9:20 AM	A	8:00 AM
B	8:50 AM	9:35 AM	A	8:45 AM	9:25 AM							B	8:50 AM
C	9:40 AM	10:25 AM	C	9:30 AM	10:10 AM	DD	9:25 AM	10:45 AM	BB	9:25 AM	10:45 AM	C	9:40 AM
D	10:30 AM	11:15 AM	D	10:15 AM	10:55 AM							D	10:30 AM
Lunch	11:15 AM	12:10 PM	Lunch	10:55 AM	11:40 AM	Lunch	10:45 AM	11:35 AM	Lunch	10:45 AM	11:50 AM	Lunch	11:15 AM
E	12:10 PM	12:55 PM	E	11:40 AM	12:20 PM	EE	11:35 AM	12:55 PM	FF	11:50 AM	1:10 PM	E	12:10 PM
F	1:00 PM	1:45 PM	ASM/ADV	12:20 PM	1:05 PM							F	1:00 PM
G	1:50 PM	2:35 PM	G	1:10 PM	1:50 PM				GG	1:15 PM	2:35 PM	G	1:50 PM
			F	1:55 PM	2:35 PM								

FRYEBURG ACADEMY SCHOOL CALENDAR 2023-24

Fryeburg Academy will follow the MSAD72 schedule of early release each Wednesday of the academic year

August	14 Mon	Preseason Fall Sports Practice Begins - dorms open for pre-season athletes
	22 Tue	New Faculty Orientation
	22 Tue	New District & Commuting Day Parent Orientation & Open House 5-8pm
	22 Tue	Fall Sports Parent Info Night 6-7pm
	23 Wed	New Faculty Orientation
	24 Thur	Residential Life Workshop A.M.- Faculty Work Time P.M.
	25 Fri	Faculty Professional Development
	28 Mon	Faculty Professional Development
	29 Tue	Faculty Professional Development - New Boarding Students Arrive - dorms open at 12pm
	29-1 Tue-Fri	Boarding Student Orientation
31 Thur	Freshman and New Student Orientation - First day of classes for all freshmen 7:50-2:35	
September	1 Fri	No School
	2-3 Sat-Sun	Returning Boarding Students Arrive - dorms open at 12pm
	4 Mon	Labor Day - No School
	5 Tues	First Day of Class for all Students
	7-8 Thur-Fri	LifeTouch Studios: Faculty and Student Photos (required for all students, faculty, & Staff)
	30 Sat	TOEFL test
October	2 Mon	Progress Grades Available
	8 Fri	Fryeburg Fair Day - No School
	9 Mon	Indigenous Peoples' Day - No School
	13-14 Fri-Sat	Homecoming Weekend
	14 Sat	TOEFL test
	28 Thurs	SAT & PSAT Test
28 Sat	TOEFL test	
November	1 Wed	Parent/Teacher Conferences - No School
	6 Mon	Progress Grades Available
	10 Fri	Veterans' Day Observed - No School
	21 Tues	Thanksgiving Recess begins end of school day - Dorms close at 7pm
	26 Sunday	Dorms open at 10am
	27 Mon	Classes Resume
December	4 Mon	Progress Grades Available
	15 Fri	End of First Semester - No School - academic make up day - travel day
	16 Sat	Dorms close at 12pm
	28 Thurs	Semester One Grades Available
January	1 Mon	New Year Holiday observed - No School
	2 Tue	Teacher Workshop Day & Boarding Student Arrival - dorms open at 10am - No School
	3 Wed	Second Semester Begins
	15 Mon	Martin Luther King, Jr. Day - No School
February	5 Mon	Progress Grades Available
	16 Fri	Teacher Workshop Day - No School - Winter Recess begins
	17 Sat	Dorms close at 12pm
	25 Sun	Dorms open at 10am
	26 Mon	Classes Resume
March	4 Mon	Progress Grades Available
	22 Fri	SAT Test
April	1 Mon	Progress Grades Available
	12 Fri	Spring Recess begins end of school day
	13 Sat	Dorms close at 12pm
	21 Sun	Dorms open at 10am
	22 Mon	Classes Resume
May	6 Mon	Progress Grades Available
	13-16 Mon-Thur	Final Exams
	17 Fri	End of Second Semester - No School - Exam/Work Make Up Day - Teacher Workshop Day - Prom
	20 Mon	May Term/Senior Week begins
	25 Sat	Commencement 10AM
	27 Mon	Memorial Day - No School
31 Fri	Semester Two Grades Available	
June	7 Fri	End of May Term/Last Day of School
	8 Sat	Dorms close at 12pm

ACADEMY PHONE EXTENSIONS

MAIN NUMBER	(207) 935-2001	
ABSENCES	Terren Ouellette	ext. 3124
ADMISSION	Christian DiPietro	935-2013
ADVANCEMENT AND ALUMNI	Dawn Gale	ext. 3147
ATHLETICS	John Gordon	ext. 3160
MUSIC	Michael Sakash	ext. 3179
COLLEGE PLACEMENT/ COUNSELING/TESTING	Kelley Hodgman-Burns	ext. 3122
COMMUNICATIONS	Laura Ayer	ext. 3333
CURRICULUM/ PARENT INFORMATION	Joseph Minnich	ext. 3193
SPECIAL SERVICES	Megan Juhase-Nehez	ext. 3145
CAMPUS LIFE	Dave Kenney	ext. 3106
DEAN'S OFFICE/ Grade 9 & 10	Susan Thurston	ext. 3135
DEAN'S OFFICE/ Grade 11 & 12	David Turner	ext. 3142
RESIDENTIAL LIFE	Nicki Chewning	ext. 3177
HEALTHCARE SERVICES	Sarah Sartory	ext. 3136
LIBRARY	Leslie Stryker	ext. 3159
FITNESS CENTER		ext. 3150

For all other faculty/staff, refer to the Fryeburg Academy website for email addresses:
WWW.FRYEBURGACADEMY.ORG.

Information regarding **RESIDENTIAL LIFE** is provided in the Fryeburg Academy Residential Life Handbook, which is available in the Residential Life Office, and on the Fryeburg Academy website.

Information regarding the Fryeburg Academy academic program is available in the **CURRICULUM BULLETIN**, which is available in the Deans' Office, the Director of Studies Office, and on the Fryeburg Academy website.

ATHLETICS

MISSION STATEMENT: We take great pride in over two centuries of athletic tradition. Fryeburg Academy views athletics as vital to the positive mental, emotional, and physical development of our students. A broad offering of athletic programs involves young people of all abilities and promotes the ethics of competition – emphasizing teamwork, integrity, discipline, sportsmanship, and school loyalty.

Our goal is to be consistently competitive among peer schools. We strive to build winning programs that encourage the participation of the local day students and boarding students from across the country and around the world.

Central to athletic participation is the sheer enjoyment of sport, promoting positive attitudes among young people with regard to themselves, their peers, and members of our community.

FRYEBURG ACADEMY VARSITY ATHLETIC OFFERINGS

Due to our belief in the value of athletic participation, Fryeburg Academy strives to support as many healthy athletic programs as possible in order to encourage as much involvement as possible.

FALL Cross-Country (G/B) Field Hockey Football Golf (co-ed) Mt Bike (co-ed) Soccer (G/B)	WINTER Basketball (G/B) Hockey (B) Skiing Alpine(G/B) Skiing Nordic (G/B) Wrestling Unified Basketball (co-ed) Indoor Track (G/B)	SPRING Baseball Lacrosse (G/B) Tennis (G/B) Track (G/B) Softball Ultimate Frisbee
---	---	--

When participation rates demonstrate a need for junior varsity and ninth grade teams, Fryeburg Academy supports them if it is possible. Fryeburg Academy considers economic factors, facilities, and participation numbers when determining whether to add programs. When the numbers do not warrant a varsity team, efforts will be made to play a JV only schedule, combine with a nearby Maine high school, or modify the team structure to meet student interest. Club programs are not recognized as varsity programs and as a result participants do not receive varsity letters or awards. Club programs are of no less value to the school and are quite competitive and generally offer the flexibility the Varsity programs do not.

ATHLETIC ASSOCIATIONS, CONFERENCES AND LEAGUES

THE MAINE PRINCIPALS ASSOCIATION: Fryeburg Academy is a member of the Maine Principals Association. The Constitution of the M.P.A. outlines the guidelines for nearly all interscholastic athletics in our state. Please feel free to visit the Maine principals Association website: <http://www.mpa.cc/> for important dates, policies, guiding policies, updated heal points, and other information related to high school athletics.

THE WESTERN MAINE CONFERENCE: Fryeburg Academy is a member of the Western Maine Conference, and we compete in this conference for most of our sports. The Western Maine Conference website (<https://sites.google.com/site/westernmaineconference/>) includes directions to all facilities within the conference and many links to sites frequented by athletic directors. The Western Maine Conference consists of the schools listed below. Each school's enrollment as of the last M.P.A. publishing (January, 2021) is listed beside the school. The MPA determines enrollment every two years for the purpose of classification.

Cape Elizabeth-539 Falmouth-676 Freeport-603 Fryeburg Academy-587 Gray-New Gloucester-606 Greely-603 Lake Region-530	Maine Coast Waldorf -53 North Yarmouth Academy-162 Old Orchard Beach-193 Poland Regional-485 Sacopee Valley-311	St. Dominic Academy-127 Traip Academy-269 Waynflete-267 Wells-411 Yarmouth-528 York-523
---	--	--

Fryeburg Academy also competes in the following conferences:

THE CAMPBELL CONFERENCE for football;

THE MAISAD CONFERENCE for tennis;

THE MID-STATE CONFERENCE for wrestling;

THE LAKE REGION INTER-STATE MOUNTAIN BIKE SERIES for mountain biking.

THE FRYEBURG ACADEMY ATHLETIC PHILOSOPHY

Athletes, parents of athletes, coaches, administrators and members of a community sometimes perceive the purpose of athletics differently. In order to understand the Fryeburg Academy philosophy, it can be helpful to understand different models of athletics. Two examples of models are the recreational and the interscholastic models. Some aspects of each philosophy are listed below:

RECREATIONAL MODEL

- Everyone makes the team and plays equally.
- The purpose is to introduce the sport to the athlete.
- Skill development through drills is introduced.
- The commitment is to show whenever possible.
- The emphasis is on fun, enjoyment, and socialization.

INTERSCHOLASTIC MODEL

- The most advanced players make the team and play the most.
- The purpose is to compete and win games.
- Skills are a prerequisite to participation.
- Commitment to the sport, in season, is the athlete's primary commitment.
- Coaches expect concentration, hard work, and commitment to growth.

While Fryeburg Academy commits to developing athletes and teams that can compete at the state level, we believe in a developmental approach to athletics. In this model, competition and winning are valued, but both are secondary to human development. Some aspects of the developmental model of athletics are listed below:

DEVELOPMENTAL MODEL

- The coach's primary job is to develop character. In turn, the athlete seeks to develop as a person as well as an athlete.
- Success is measured in terms of athletes' personal growth and athletic development.
- Implied is the development of athletes' work ethic, sense of responsibility, commitment to team, sportsmanship, and citizenship.
- An emphasis is placed on strengthening desirable behavior through encouragement and positive reinforcement, as well as accountability.
- Teams strive to be as competitive as possible, but never at the expense of individual's development as an ethical, civic minded individual.

Even within the developmental model, there will be differences in approach at different levels. Varsity teams will focus more on winning than sub varsity teams where the goal is more on developing the depth of a program by providing young athletes opportunities to gain experience and develop skills. Regardless of the program and level of the team, we believe that the focus should always be on providing athletes opportunities to grow in ways that help them develop as ethical, civic minded people.

THE COMMUNICATION PROCESS

The experience that a young athlete receives from his or her participation in athletics depends in large part on how well everyone involved with the experience communicates with one another. As mentioned, athletes, parents, coaches, and administrators sometimes view the purpose of athletics differently. Also, athletic experiences sometimes lead to challenging situations for athletes. An athlete might not achieve a goal, receive the playing time that they hoped for, be awarded the recognition that they believe they deserve, or simply believe that a coach is too demanding. A parent might believe that a program is too competitive or not competitive enough. While student-athletes will often work their way through these challenges, sometimes they need adult guidance.

When an issue negatively affects an athlete's experience, the athlete and parent(s) should follow the process below. There will be no retaliation against an athlete for registering a concern with a coach or school administrators, and conversations will be kept confidential to the extent possible as the individuals involved attempt to address the situation. Fryeburg Academy personnel will respond to your concerns in as timely a manner as possible, usually within 24 hours.

1. In most situations, an athlete should be encouraged to discuss the issue with a coach. Learning how to advocate for oneself is an important life lesson. Likewise, learning that direct, honest communication can resolve many issues, or at least assure that everyone understands why they disagree, is invaluable.
2. If an athlete attempts to resolve an issue with his or her coach and is still unsatisfied after a meeting, the athlete and parent should determine if a parent meeting with the coach is necessary. It is important that a parent or guardian arrange for a meeting at a time and place that is convenient for everyone involved and conducive to rational and constructive dialogue. In nearly all situations, the Academy requests that the parent wait 24 hours before contacting the coach, allowing for all involved to think the situation through and not respond emotionally.
3. If there is still an issue after an athlete and a parent have met with a coach, the parent and athlete should determine if they should arrange a meeting with the athletic director.
4. If there is still no resolution after meeting with the coach and the athletic director, the athlete and parent determine if they should set up a meeting with the Dean of Student Life.
5. Finally, if there is no resolution after meeting with the dean of student life, a parent and athlete should set up a meeting with the Head of School. Meetings do not have to be negative. In fact, meetings often lead to a better understanding of a situation, which in turn allows an athlete to have a more positive experience. If an issue is not addressed it may negatively affect the athlete's experience and the chemistry of the team.

If an athlete is the target of or becomes aware of harassment, bullying, hazing or threatening statements involving anyone associated with Fryeburg Academy athletics, a report of this information should be made to a coach, the athletic director, or a trusted adult at Fryeburg Academy.

If an athlete or parent needs to e-mail a coach, they should address it to his or her school email. The school asks coaches, athletes, and parents to limit any text messaging to the exchange of game or practice-related details and information.

Logging into myFryeburg website will allow families/athletes access to team athletic pages and the athletic calendar, which will have the most up-to-date information on practices, games, and team news. Team pages will be where coaches post information & communicate with their respective teams. Team pages can be found on the parent/student dashboard, under "Groups".

UNDERSTANDING THE CHALLENGES OF HIGH SCHOOL ATHLETICS

Varsity Level Athletes are generally the best athletes in that sport, regardless of grade. Our goal is to make the playoff each season without sacrificing the development of athletes. The purpose at this level is to challenge athletes in a similar way as an AP class challenges students. The expectation of the athletes at this level include:

- Attending every practice—even those over the vacations
- Commitment to the team
- Concentration at all practices and competitions
- Maintaining a positive attitude
- Accepting their role on the team
- Understanding not every team player gets into every game

Junior Varsity/First Year Athletes are no less important than varsity athletes, but the program emphasis is more developmental in nature. The expectation of these athletes is the same as the varsity athlete, but they are expected to try many roles on a team. Every junior varsity or first year athlete who has attended all the required practices will get playing time in games.

Swing Athletes are those athletes who the coach feels will be better challenged at the Varsity level practices, but may not get enough time in Varsity competitions to improve to their fullest potential. These athletes may be asked to play in multiple games each day. This is a hard position, as they are answering to two coaches and two sets of teammates. If an athlete cannot handle this role, they need to speak to the coaches to see which team best meets the needs for all involved. There are times in seasons when coaches may move athletes between teams, should their performance, work ethic, and attitude warrant it.

ATHLETIC DEPARTMENT ELIGIBILITY REQUIREMENTS

An athlete must meet all MPA and Fryeburg Academy eligibility requirements before competing on an athletic team.

ENROLLMENT: An athlete must be regularly enrolled and academically active in the school they represent.

ACADEMIC ELIGIBILITY: Athletes must have passed four one-credit courses the preceding monthly grading period to be academically eligible. Academically ineligible athletes may apply to regain eligibility each Wednesday after grades close. Wednesday is the only day that athletes are allowed to regain eligibility so that teachers will not need to recalculate grades on a daily basis. The Athletic Director will contact the student's teacher via email to determine their eligibility. Academically ineligible athletes may continue to practice with their team, but not travel. Athletes will be allowed to meet with teachers for extra help, with no discipline should they need it. Coaches may ask for a note from the teacher to be able to hold athletes accountable for the practice time they could have attended. This process is followed every week until the

next set of grades become available. Fall eligibility is determined by a combination of the May term, second semester and final course grades

TRANSFER STUDENTS: Any athlete attending Fryeburg Academy for the first year who did not move here with a parent or guardian must receive an MPA transfer waiver. All transfer students should study the transfer waiver process. Forms are available online or through the Athletic Office.

EIGHT SEMESTER RULE: An athlete has eight consecutive semesters/four consecutive years of athletic eligibility. The eight-semesters/four years begins the first semester of attendance into high school.

SEASONS OF COMPETITION: An athlete may not participate in more than four seasons of a particular sport at the high school level.

AGE: On the day that an athlete reaches the age of 20, he or she is ineligible for athletic competition. An athlete must be under 20 years of age to be a member of a team.

ATHLETIC PAPERWORK

The following paperwork is available to parents and athletes at the beginning of the summer and must be passed into the athletic office before an athlete is eligible to participate in practice.

PHYSICALS: All athletes are required to have had a physical within the last two years, which documents the student may fully participate in athletics, has the date of the clearance, is signed by the attending physician and is on file in the Athletic Office. These forms are located on-line or outside the Athletic Director's Office.

INSURANCE INFORMATION/PERMISSION FOR EMERGENCY TREATMENT and ASSUMPTION OF RISK: All athletes must have the insurance information and permission for emergency treatment form filled out and signed in the appropriate places. All athletes must have turned in a signed assumption of risk form. The assumption of risk form states the following:

You are acknowledging that you have been properly advised, cautioned and warned by the proper administrative and coaching personnel of Fryeburg Academy that by participating in supervised school athletic programs, your child is exposing him/herself to the risk of serious injury, including but not limited to, the risk of sprains, fractures and ligament and/or cartilage damage which could result in a temporary or permanent, partial, or complete, impairment in the use of limbs; brain damage; paralysis, or even death. Having been so cautioned and warned, it is still my child's desire to participate in supervised school athletic programs, and should they choose to participate they hereby further acknowledge that they do so with full understanding and knowledge of the risk of serious injury to which they are exposing themselves through participation.

These forms are located online or outside the Athletic Director's Office.

ATHLETIC CODE OF CONDUCT

All athletes are accountable to be model citizens of Fryeburg Academy. Athletes are expected to adhere to the following list of common guidelines and consequences throughout the school year.

CITIZENSHIP: Students will treat others with respect. This includes teammates, opponents, officials, coaches, teachers, and anyone associated with their educational experience. Students are expected to follow all school rules and laws of society.

SUBSTANCE ABUSE: Students who use, possess, or are in the presence of illegal drugs, drug paraphernalia, e-cigs, vaporizers, alcohol, or tobacco – including chewing tobacco – could be subject to the penalties listed. Smoking of any substance will be treated like a violation of the substance abuse policy. Whenever the coaching staff and/or athletic director are made aware of an incident involving substance abuse or possession, and the incident has been substantiated, the penalties listed may be applied in addition to those listed in the infraction section of this document. A faculty or staff member who witnesses a substance abuse violation should address the athlete and report the incident to the athletic office and dean’s office. Information regarding substance abuse may be received from people not on the Fryeburg Academy staff. When the Fryeburg Academy administration and/or coaching staff are made aware of a substance abuse violation, the following consequences may apply:

	Activities with fewer than 7 countable contests	Activities with at least 7 countable contests
1st Offense: On or off school grounds-self report	Loss of no events	Loss of no events
1st Offense: On or off school grounds	Loss of 1 event or a week, whichever is greater	Loss of 2 events or a week, whichever is greater
2nd Offense: During school year	Dismissed from the team for the remainder of the season, or 30 calendar days.	
3rd Offense	Dismissal from the athletic program for the remainder of the year	

School Administrators and coaches may choose to increase the consequences if they feel it is in the best interests of the program. Coaches who have additional consequences will have them in writing and will require the parent and athlete to sign them.

Self-report: Athletes who make poor choices are encouraged to immediately recognize their mistake and accept the consequences. Athletes who report their violation, within 24 hours and prior to the school being made aware, will be considered under the self-referral. Remember, athletics help children grow in character. Sometimes, there is more than the violation to consider when working with adolescents. Ultimately, the administration may make a decision that is a more individual one in terms of consequences.

Athletes who violate the code of conduct or serve a team suspension as a result of violating school policies or sport ejections during the athletic season may not be allowed to represent Fryeburg Academy as members of an All-Conference Team or be eligible for a team Raider Plaque at the end of the season. In addition, they may not be named as captains of their team. Coaches may also choose not to allow the athlete to participate in other events where they represent Fryeburg Academy.

Offenses are cumulative for the school year, including outside the athletic season. Although a second substance abuse offense may take place in a different season, or between competing seasons, than the first offense, it will still be considered a second offense.

FRYEBURG ACADEMY ATHLETIC POLICIES

TRYOUTS AND CUTTING POLICY: Fryeburg Academy tries to create opportunities for any student/athlete who wants to participate in athletics, as long as the student/athlete is willing to adhere to the expectations that accompany athletic participation. However, there are times when our facilities or our ability to staff a program make it necessary to cut people. There are also times when cutting people from a program may be necessary because there will not be enough playing time for all players to have a rewarding experience.

The coaching staff will determine who makes teams and who does not when there is a need to cut. If athletes want to know how they were evaluated, they should see the coach. However, they will not be allowed to see any other athlete's evaluation. Coaches will try to meet personally with individuals who are cut from a program.

BONA FIDE TEAM RULE POLICY: An athlete must not participate on a non-school team during your regular sport season unless he or she has permission from the Head of School. Any athlete doing so must apply for a waiver to miss a practice or competition one time. This is called the BONA FIDE TEAM RULE and can be found on the Maine Principal's Association web site. It started in the fall of 2012. Forms are available in the Athletic Office.

ATHLETIC RECRUITMENT POLICY: Students, coaches, administrators, staff members, parents and boosters may not encourage students to attend a school for athletic purposes. Athletes who feel that they have been recruited for athletic purposes rather than the entire educational experience should contact the athletic office.

VACATION POLICY: Vacations by members of a team during the athletic season are discouraged. Athletes who are going away during a vacation should 1) Contact the coach prior to the vacation and 2) Be willing to accept that their role on the team will likely change in their absence. Vacations are tremendous experiences, however, the athletes who are at practice while others are away deserve to be rewarded for their efforts and commitment. Try to schedule vacations around athletic seasons if at all possible.

DUAL SPORT ATHLETE POLICY: Athletes who want to participate in more than 1 sport during the same athletic season will need to meet the following criteria:

1. The athlete will declare a primary sport. This is the sport the athlete is 100% committed to during the season. The athlete will not miss any required practices or events from this season.
2. The athlete must be passing all courses with a C at all times during the season. If an athlete drops below a C in any course during the season, the athlete will end their secondary sport for the remainder of the season.
3. The athlete will not be allowed to displace another athlete from a scoring position within the team, ie, a relay team, team scorer while participating on a secondary sport team.
4. The athlete must have had no medical issues related to overuse that require the athletic trainer. If the athlete develops any injuries related to overuse, the athlete will be pulled from the secondary sport for the remainder of the season.
5. The athlete cannot take part in 2 sports where the same primary muscles are used, ie, a cardiovascular soccer player running for cross country, a baseball player competing in a throwing event.
6. The athlete, both coaches, the athletic director and the parents will meet prior to the beginning of the athletic season to assure everyone involved is working as a team to best meet the best interests of the individual athlete and the two teams. The athletic trainer will be consulted prior to the meeting to ensure there are no known underlying medical conditions that would make the athlete vulnerable to injury due to participation in two sports.
7. Athletes must make their intentions known prior to the seasons starting. Anyone requesting this after the seasons have started will be denied.

HAZING POLICY: Fryeburg Academy will not tolerate hazing. Hazing another student or athlete may result in dismissal from the athletic program for the year. Hazing is defined by Fryeburg Academy as the intentional physical or emotional abuse of another individual. Individuals who believe that they are the victim of hazing should immediately see their coach, the athletic director, or a trusted individual at Fryeburg Academy.

1. The athletic director/administrator or coach will discuss the incident with the person reporting the incident to determine the substance of the report.

2. The athletic director/administrator or coach will question the athlete or athletes involved in the allegation if there is substance to the report.
3. The athlete, athletic director/administrator or coach will call the parent(s) and/or guardian to notify them of the reported violation.

ATTENDANCE POLICY: Athletes are students first; therefore attendance in academic classes is required on a daily basis. Students who are absent from school without being excused by the Dean's Office will not be allowed to participate in after school athletics that day or the next day depending on when the coach receives the information. All student-athletes must be in school by 8:30 AM to participate in a practice or a contest that day.

DISMISSAL POLICY: Any athlete dismissed for illness during the school day will not be allowed to return for the athletic practice or contest that day.

DETENTION POLICY: Athletes who owe detentions will not be allowed to practice or compete when detentions are offered.

MISSING UNIFORM POLICY: Students who have not turned in the uniform they were assigned from the previous season will not be issued another uniform until the original one was returned or the school has been reimbursed. Lost or stolen uniforms are part of the student's responsibility when they are assigned one.

DRESS CODE: All athletes are expected to be dressed in their team uniform throughout the entire contest. Undergarments and other accessories must match the color of the uniform. Athletes are expected to be well groomed and blend in with the team.

TRANSPORTATION POLICY: Athletes must travel to and from athletic contests and practices with the team on a bus when one is provided, unless they have permission from the coach to do otherwise. Athletes must get written permission from a parent or guardian and give this permission to their coach before they can travel with someone other than the coach or a parent. At away games parents must meet with the coach after the game to let them know if their son or daughter is leaving with them. Athletes who want to travel with someone other than a parent must get written permission from a parent the day before the game and give the note to their coach before the day of the game.

SKI PRACTICE HILL POLICY:

1. Athletes will meet with the coach in the lodge or in front of the lodge before practices so that the coach will know that you are at the hill.
2. Athletes will be where the coach asks you to be on the hill at assigned times.
3. Athletes will not take runs on trails away from the practice site.

4. Athletes will have a buddy assigned to them when not skiing gates. Buddies are responsible for making certain that both make it to the bottom of the hill before taking another run.
5. Athletes will meet with the coach at the end of practice before leaving the hill.
6. Athletes will use the transportation to and from the hill provided by the Academy, unless there is prior approval by the Athletic Director.
7. Skiers who do not follow these guidelines may be suspended and ultimately separated from the team.

ATHLETIC TRAINING/ SPORTS MEDICINE

Athletic Trainers, working under the direction of physicians, are generally the first to evaluate an injury. Fryeburg Academy works with Saco Bay Physical Therapy & Sports Rehab to provide a Certified Athletic Trainer for our athletes. Many times the first evaluation is done on the sidelines. Before returning to practice or competition following an injury, whether it has been one day or six months, Athletic Trainers re-evaluate the athlete to ensure that adequate strength, motion and stability are present. The Fryeburg Academy Athletic Trainer is not responsible for treating and or rehabilitating injuries which occur outside the Fryeburg Academy athletic teams.

Injury Reporting Policy: All Fryeburg Academy athletes are expected to report any and all injuries to their coach before leaving the practice or competition field that day. In turn, the coach will refer the athlete to the Athletic Trainer and communicate any concerns or pertinent information. Any athlete who complains of pain or discomfort for greater than two days must be seen by the Athletic Trainer before continuing with the sport. Any injury or condition that: a) removes the player from practice or competition for the remainder of the day or longer, or b) requires an ambulance or emergency room care, or c) requires medication or regular medical treatment, or d) is potentially life threatening, must be brought to the attention of the Athletic Trainer. If the injury happens during a Fryeburg Academy athletic practice or competition, the coach will report the injury to the Athletic Trainer. However, if the injury occurs while the athlete is not under the coach's supervision, or if the injury is pre existing, it is essential that a parent notify the Athletic Trainer.

Injury Referral Policy: All injuries that are beyond the scope of practice of the Athletic Trainer (i.e. large open wounds, deformity, possible surgical repair) will be referred out to the appropriate medical professional, be it your primary care provider, the emergency room at Bridgton or Memorial Hospital or a walk-in center.

Care and Treatment Policy: Athletes' who are seen by the Athletic Trainer, whether under a prescription from the doctor or for evaluation, treatment and rehabilitation of minor orthopedic injuries, must continue to see the Athletic Trainer on a daily basis until they are discharged back to their sport. An MD must evaluate any injury or condition that does not improve significantly within two weeks. This is a Maine State Law governing Athletic Training Practice Acts.

Return to Active Participation Policy: All athletes who see an MD/DO/PA/Nurse practitioner must have a signed note from that person stating the level of participation allowed before returning to active

participation. For example: John may return to full practice and competition in lacrosse with the use of his knee brace.

Concussion Testing Policy: All of our athletes will go through the ImPACT (Immediate Post Concussion Assessment and Cognitive Test) testing process. This is a non-invasive neurocognitive computer test which takes about 20 minutes for each athlete to complete. This type of testing is now internationally considered the gold standard of concussion evaluation. The program tests memory, reaction speed and concentration, not IQ. All of our athletes will be given the test at the earliest possible time before their competition season starts to establish a baseline. If a concussion is suspected the athlete will be required to take a posttest when the symptoms (includes but not limited to headache, dizzy spells, nausea) are gone. Both the pre-test and the post injury test data will be given to our ImPACT certified physician or a neuropsychologist at the University of Pittsburgh Medical Center (the founders of the software) to evaluate the injury. The information can also be shared with your family doctor. The test data will enable the athletic trainer and other health professionals to determine a safe return to play schedule. Once it is determined that the athlete's brain is back to its baseline, the athlete will then be directed through a Return To Play Protocol (RTP) by the Athletic Trainer. Only a neuropsychologist can make the determination on returning to sports. The RTP protocol is a progressive and functional exercise series that determines if the athlete is actually ready for full sports participation. Copies of this protocol as well as a concussion signs and symptoms information sheet are available from the athletic trainer.

The information gathered from the ImPACT program may also be utilized in studies conducted by both the school and UPMC. In order to ensure and guarantee your child's anonymity, we have set up an anonymous submission system. This data may anonymously be submitted to UPMC for their research purposes. There is a line on the back cover of this handbook that you turn in stating that you understand the content and agree to participate. Please call the Athletic Training Office if you have further questions.

The Athletic Trainer and or the school nurse have the final say as to the return to participation of any Fryeburg Academy student to a Fryeburg Academy sponsored sport or athletic activity. If the Athletic Trainer or school nurse determines an injury or condition to be detrimental to the individual or communicable to others, whether cleared by an MD/DO/PA/NP, said athlete will be restricted from participation until such time that the injury or condition has been remedied or a decision is made in consultation with the MD/DO/PA/NP and that individual supports their findings in writing to Fryeburg Academy.

Concussion Management Policy: RTP (Head Injury): Fryeburg Academy wants to do what is best for your child's future which is why we do not want your child to return too soon after a head injury. Your child may not return to school until symptom free for 24 hours without medication and with written authorization from a medical professional that the student can return to instruction (online or in-person). If symptoms persist for more than 1 week, he or she should be re-evaluated by a physician trained in concussion management. Students that return to school too soon usually have prolonged symptoms and fail the impact test.

Parents' Responsibility:

1. Read the Home Instructions for Concussion given to you by the Athletic Trainer or School Nurse.
2. Notify the nurse of all doctor's visits and doctor's recommendations.
3. Notify the school nurse when your child is returning to school.
4. If your child is not an athlete he/she needs to take the impact test before he/she can participate in any extracurricular activities.
5. If your child is an athlete, regardless of the season he/she will have to take the impact test and finish the return to play protocol before he/she is allowed to practice or play any sport at Fryeburg Academy, and must be cleared by a physician.
6. If your child is having difficulty in school; notify the nurse.
7. The nurse can create a short term medical/classroom plan for teachers and student. Parent/guardian's need to contact the school nurse to initiate this process. Accommodations that are needed due to long-term (6- months or longer) will be referred to Fryeburg Academy's Section 504 Coordinator by the school nurse and a 504 team meeting will be scheduled to determine eligibility.

Students' Responsibility:

1. Follow the home instructions for concussion.
2. Inform parents of any symptoms or difficulties in and out of school.
3. Tell the School Nurse if you are having difficulty in class.
4. If you leave class you must go to the nurse's office to rest or to go home.
5. If you are an athlete, regardless of the season, notify the trainer when you are symptom free to schedule the required Impact test and return to play protocol.
6. If you are not an athlete you need to see the nurse to schedule the impact test.
7. If you are not symptom free before you take the Impact test, please inform the athletic trainer administering the test.
8. Work with the athletic trainer on the five-day graduated return to play plan.

MISCELLANEOUS

Lock/Locker Process: Lockers are available and students must lock them to secure their belongings. Due to the number of after school activities and classes during the day, the locker rooms are generally not locked.

Website/ Weather/ Changes in schedules: The Fryeburg Academy website: www.fryeburgacademy.org and the Fryeburg Academy Athletic Facebook page include the most undated daily schedules. When we have bad weather, call the athletic office at 544-0991 to learn whether a game or practice has been canceled or not. Decisions are not made until noon. Whenever there is weather that you believe makes travel dangerous, just call your child's coach and excuse him or her from practice. When school is canceled, practices are always optional. We do sometimes play on school cancellation days if the roads clear up, so check with the athletic office or your coach to see if a game is canceled on days that school is canceled. All busses are put on the road only after consulting the MSAD #72 Head of Transportation and the trip driver.

Fryeburg Academy reserves the right to modify or change elements of this handbook. The most current edition of the handbook will always be the one posted on the Fryeburg Academy website: www.fryeburgacademy.org.

Go Raiders!