



Thetford
ACADEMY

**Student and Family
Handbook**

2021-22

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The Student Handbook is designed to outline the information needed to be successful at Thetford Academy. We encourage you to read this handbook and become familiar with it and encourage any questions or concerns you have in regard to the following information.

The information contained in this Student Handbook is subject to change. The latest version may be found online on Thetford Academy's website: www.ThetfordAcademy.org

THETFORD ACADEMY CONTACT INFORMATION

Main Office	Hours: 7:15 a.m. – 3:45 p.m.	(802) 785-4805
Office Administrator	Gloria Thurston Konicki	785-4805, x201
Office Administrative Assistant	Jamie Pierson	785-4805, x219
Head of School	Carrie Brennan	785-4805, x211
Dean of Students	Siobhan Lopez	785-4805, x218
Director of Counseling Services	Mark Pichette	785-4805, x225
School Counselor	Rebecca Walter	785-4805, x228
Coordinator of Counseling Services	Lindsey Pierce	785-4805, x202
Director of Special Education	Deb Sanders-Dame	785-4805, x214
Coordinator of Special Education	Sara Freeman	785-4805, x224
Director of Athletics	Blendon Salls	785-4805, x266
Director of International Students	Susan Essex Luce	785-4805, x267
School Nurse	Ellen Gnaedinger	785-4805, x226
Librarian	Kate Owen	785-4805, x230
Director of Finance	Linda Lanteigne Magoon	785-4805, x215
Bookkeeper	Decenda Cram	785-4805, x227
IT Help Desk Technician	Marisa Cotilletta	785-4805, x217
Director of Buildings and Grounds	John Brown	785-4805, x221
Director of Advancement	Patty McIlvaine	785-4805 x234

Thetford Academy • 304 Academy Road • Thetford Center, VT 05075

www.ThetfordAcademy.org

FUNDAMENTAL PRINCIPLES OF THE SCHOOL COMMUNITY

Excellence:

We set high expectations. We challenge all members of the school community to reach their highest potential.

Commitment:

We value initiative, courage, and dedication. We take responsibility for the goals we set and work hard to achieve them.

Cooperation:

We work and learn together. We see teachers as coaches, students as team members, and families as partners, and learning as practice and action.

Caring:

We provide individuals with personalized support and guidance. We care about each other and about the larger community.

Diversity:

We respect differences among people. We welcome the contributions of varied perspectives to a rich and flexible school culture.

THETFORD ACADEMY LEARNING PRINCIPLES

We believe that learning should be...

Active and Engaging: People learn by doing. Students need to engage in direct experience, including practice, application, creation, and invention.

Reflective and Thoughtful: People learn by thinking about experience. Students need to reflect, evaluate, and integrate new learning.

Varied and Adaptive: People learn in diverse ways. Students need multiple approaches that explore and respect varied learning styles.

Safe and Supportive: People learn by taking risks in a secure environment. Students need physical and emotional safety, along with encouragement to question and experiment.

Structured and Coherent: People learn by constructing meaning and seeing patterns. Students need clear expectations, purposeful organization, and valid assessment of their work.

Motivating and Inspiring: People learn by interacting with expert mentors and inspiring models. Students need relationships with adults—both professional teachers and community mentors—who know their subjects and who love their vocations.

ANTI-RACISM COMMITMENT

The trustees and leadership of Thetford Academy (TA) acknowledge the need to dismantle interpersonal and structural racism in ourselves, our school, and our community. While progressive ideas are deeply embedded in Thetford Academy's history and mission, we recognize that our school, like our nation, has still more work to do to be overtly anti-racist. To further this work, we commit to reject racism in all forms at Thetford Academy. Students and employees are expected to be open to other viewpoints and perspectives, tolerant of different values, and to practice antiracism. This is reflected in our policies and rules.

ACADEMIC PROGRAM INFORMATION

Full-Time Student

To be considered a full-time student at Thetford Academy, you must be enrolled in a minimum of five and one-half (5 1/2) credits during the current academic year.

Diploma Requirements

Students must earn a minimum of 26 credits for graduation. Refer to the current Course Guide for specific subject areas. Speak to the Counseling Office if you have any questions about required courses.

Diploma Requirement Waiver

A student may request a waiver of a diploma requirement. Application for a waiver may be made only before entering senior year, with the exception of illness, injury, or other unforeseeable circumstances. Consult the Counseling Department for details.

Commencement Ceremonies Requirements

Participation in Commencement ceremonies requires that a student be in good standing. Good standing reflects responsible participation in the school community. This includes acting in accordance with rules and expectations, as well as meeting all financial and material obligations to the Academy. At Commencement time, if a student are not in good standing, they will not participate in Commencement activities, including Baccalaureate and graduation exercises.

A student is in good standing when they:

- Have completed all diploma requirements.
- Are not on Disciplinary Probation status. If a student is on Disciplinary Probation but has met all academic requirements, they may receive a diploma, but may not participate in Commencement activities.
- Have no outstanding debts, materials, uniforms, etc. These obligations must be cleared by the conclusion of the final rehearsal for graduation.

- Have not violated attendance requirements at Baccalaureate and graduation rehearsals. Violations will result in disciplinary actions. Failure to fulfill assigned consequences will result in loss of your ability to participate in the ceremonies.
- Have behaved appropriately during the period from Baccalaureate rehearsal through graduation exercises.

ACADEMIC REPORTS

Grade reports

Report Cards are issued for each nine-week quarter of the school year. The report card indicates the teacher's assessment of the student's academic performance and responsibility for his or her learning. Grades are presented in the traditional manner: A, B, C, D, and F. Should a student receive an incomplete on a grade report he or she has a maximum of two (2) weeks to establish a plan with the teacher and work towards completion. **Athletes are not eligible to practice or compete while they have an Incomplete, unless modifications have been made through the teacher, Athletic Director or Department of Special Education.**

Parent and Student Portal

Thetford Academy uses Web2School for student records. All grades, progress, attendance and more information are available to parents and students on the site. Parents will be provided with a unique username and password. We encourage you to check Web2School regularly for easy access to progress and grades and to monitor attendance.

Course changes

Course changes must be made prior to the end of the fifth school day after the start of each semester. If a student withdraws after the fourth week of classes, they will receive a Withdrawn Passing (WP) or Withdrawn Failing (WF) grade based on the grade in the course at the time of withdrawal. They will not be able to add a new class after the fifth day of school. WP grades do not factor into a GPA, but WF grades do impact GPA. All withdrawn classes are noted on a transcript.

Honor Roll

You must be enrolled as a full-time student to qualify for the Honor Roll. Honors will be determined by quarter grades. Academic honors will be recognized for all students at the end of each quarter. Honor Roll students may receive no grades below B-.

High Honors: 3.6 G.P.A. or higher

Honors: 3.2 – 3.59 G.P.A.

Honors Celebration

Each year the Academy recognizes outstanding academic achievement at the annual Honors Celebration. Students will be invited to this special event if they have achieved High Honors at least once in the preceding four quarters, including the fourth quarter of the preceding year, and achieve Honors in all remaining quarters. For a first-year student, attendance at the Honors Celebration will be based on grades in the first three quarters of the year.

SCHOOL HOURS AND SUPERVISION

The school is open at 7:45 a.m. Students should not arrive before that time. Most buildings are locked until then. There is no supervision of students before 7:45 a.m.

Teacher supervision begins at 8:00 a.m. A warning bell rings at 8:05 a.m. and signals students to report to first class. Students are due in class by 8:10 a.m. before the final bell.

School ends at 2:55 p.m. Teachers are likely to be unavailable after that, unless they have made specific plans with a student. Students should plan to use office hours to meet with teachers or contact them to make other arrangements.

A BLOCK 8:10 a.m. – 9:35 a.m.	A1 8:10-8:51
	A2 8:54-9:35
B BLOCK 9:40 a.m. – 11:05 a.m.	B1 9:40-10:21
	B2 10:24-11:05
POWER Hour 11:10 a.m. – 11:55 a.m.	PH1 @ 11:10
	PH2 @ 11:35
C BLOCK 12:00 p.m. – 1:25 p.m.	C1 @ 12:00-12:41
	C2 @ 12:44-1:25
D BLOCK 1:30 p.m. – 2:55 p.m.	D1 @ 1:30-2:11
	D2 @ 2:14-2:55

ATTENDANCE

Our attendance policy has two distinct components: **academic impact** and **truancy**. Thetford Academy is a learning community, and all members are obliged to contribute to the best of their ability. In this spirit, students are expected to attend all scheduled class time and mandatory activities (advisory, assembly, Mountain Day, etc.). If a student is under the age of 18, they are legally required to be in regular attendance at school, and it is the responsibility of parents to support students to get to school every day.

Academic impact:

Thetford Academy believes that frequent absences of students from regular classroom learning experiences disrupt the continuity of the learning process. One absence in a full block class is the equivalent of two days in a traditional yearlong course. After a student reaches **five** absences in any quarter, the Academy will investigate the impact of the student's absences on the integrity of his or her learning experience.

After **five** days of absence per quarter:

- A call may be made by the Dean of Students or her designee to notify parents/guardians of the current attendance status of the student. Students and parents should be aware of how many absences a student is accruing.
- The student may lose open campus privileges
- When a student reaches **seven** absences in a class for the quarter, he or she may be in jeopardy of failing the course.

When a student is being considered for failure in the quarter based on absences, the Dean of Students may consult with the student's current teachers to determine his or her status in each class. The Dean may also request a letter to be written by the student explaining the frequent and numerous absences and development of a plan moving forward.

Failure for the quarter will be counted as a maximum grade of fifty percent. If the student has an average of less than a grade of fifty percent, then the actual grade will be recorded.

Truancy

A student who misses school without medical or other legitimate excuse is truant. Thetford Academy is legally bound to report students with excessive truancy to the Vermont Department for Children and Families. We want to support students and families to maintain good attendance records. As unexcused absences accumulate, we will apply the Truancy Policy in levels:

Level 1—student has 5 or more absences in a school year that are not documented illness. We will contact parents by phone or mail and discuss referrals to support providers.

Level 2—Student has 10 or more days absent in a school year or parent refused to engage at Level 1. We will contact parent by phone and letter and will offer support services. A Coordinated Services Plan meeting may be called (includes DCF and local mental health agency). If parent refuses to engage, a report to DCF is made.

Level 3—Student has 15 or more days absent in a school year, or family has refused participation in previous levels of intervention. We will give written notice, offer support services, call a CSP meeting, notify sending school superintendent, and may refer the family to the State’s Attorney. A report will be made to DCF.

Level 4—Student has more than 20 days absent in a school year, or family has been unwilling to engage in supportive services/meetings. We will notify DCF and sending school Superintendent of truancy status. DCF or school will write affidavit. States’ Attorney will file CHINS petition with the family court.

Prior Notification of Planned Absences

We strongly discourage family trips that interfere with school attendance. Family trips will be counted towards absences and not excused. If an absence is necessary, the parent/guardian and student must submit a written request to the Dean of Students. The student is responsible for completion of all school assignments.

Procedure for Documenting Absences

When students are absent, parents/guardians are expected to call school and report the absence that day. (Please note that messages may be left on the school’s voice mail system at any time of day.) Parents can see attendance on Web2School to keep track of attendance record. **NOTE: If parents/guardians do not contact the office by 8:30 a.m., a call will be made to check the student’s status.**

Attendance at Technical Center Programs

If a student attends programs at one of the area Career and Technical Centers, they will sign in and out at the main office before leaving and upon returning from the center. On half days, they will be required to check in with the main office before being dismissed. Students only need to remain on campus for their scheduled time.

Students may not drive their own vehicle to the center without prior permission from the administration. Failure to comply will result in one day of in-school suspension for each offense. A third offense will result in dismissal from the technical program. On days when Thetford Academy is open, but Technical Center is closed, students are expected to attend Thetford Academy for regular classes. When the Technical Center is open and Thetford Academy is closed, students may attend their program (and Technical Center may require you to be present), but Thetford Academy will not provide transportation.

College Visits/Field Study/Athletic Activities

Students are allowed three approved absences per year for college visits/field study. These must be preapproved to be counted as school approved. These documented school-approved absences **DO NOT** count towards the attendance policy. Student-athletes may participate in co-curricular activities on days such school-approved absences occur.

Withdrawal for Attendance Reasons

If a student has been absent for twenty-four consecutive days or has accumulated thirty-five days of absence in any semester, s/he will be withdrawn automatically from school. If a student is withdrawn for

attendance reasons, s/he must make application for re-admission to the Head of School. If a student experiences a second withdrawal after being re-admitted, s/he will be dismissed from the Academy automatically.

TARDINESS

If a student is late to school in the morning, they should report to the office. A parent/guardian should call or send a note excusing the tardy. If a student is late to class, the teacher may issue a detention that needs to be served at the end of the following day.

LEAVING CAMPUS

Procedure for Leaving Campus

- Students are not permitted to leave school any time after 8:10 a.m. until 2:55 p.m. without permission from a parent/guardian and the office. If a student needs to leave as a result of illness, injury or an emergency, they must sign out in the office. If a student has an appointment, etc., and has no note, the office will call and confirm the appointment before they will be allowed to sign out. Failure to follow these procedures will result in a single day of in-school suspension.
- Exceptions are made for students with open-campus privileges (see below).
- Upon return to school, students must sign in at the office.

Breaks and Lunch Periods

- Students are **not** allowed to go off campus during study center, break, or lunch times unless they have earned and have permission for open campus privileges.
- Lunch and break food is to be eaten in designated campus spaces.
- Students are not allowed to be in the parking lot during school hours without prior permission

OPEN CAMPUS PROCEDURES

Open Campus Privileges

The goal of Open Campus is to allow 11th and 12th grade students at Thetford Academy to take responsibility for their time while providing a good model for younger students. Juniors and seniors will soon be going on to settings, whether in higher education or the work force, where they will be required to organize their time and resources independently. The open campus privilege is a valuable form of preparation for that future.

Open Campus Eligibility Requirements

To qualify and retain the Open Campus privilege a student:

- Must be a junior in the second quarter or senior at Thetford Academy.
- Must have achieved a 3.0 Grade Point Average and no failing grades in the quarter preceding eligibility.
- Must not be on Disciplinary Warning or Probation.
- Must have turned into the office, at the beginning of **each semester**, the

appropriate permission slip with parent/guardian signature.

Open Campus Rules

For Fall 2021, Students with Open Campus Privileges will only be able to exercise the policy to arrive late and leave early (when they have Study Centers at the start or end of day). They will not be allowed to leave during Power Hour and return for class until further notice.

When students who have qualified for Open Campus have unscheduled periods:

- They may leave campus after signing out in the office and must sign in upon their return.
- The Open Campus sign-out is to be used **only for unscheduled time**. Advisory is considered scheduled time. For other excused absences, e.g., medical appointments, students will sign out with the office administrators.
- Students are not allowed to drive a vehicle for which they are not insured.
- Students may not transport other students who do not have open campus privileges. When in doubt, it is the student's responsibility to check the list of those with privileges.
- Students must sign in and out personally. Students who sign others' names--or permit others to sign for them--will be in violation of these expectations.
- Students may spend their free time on campus:
 - In the library using library resources with librarian permission.
 - Outside on the campus - playing fields, senior hill, picnic table area, (quietly, out of view from classroom distraction-using good judgment).
 - In the study center obeying study center rules.
 - In the Annex Student Lounge.
- Students who wish to walk on the trail or use any other area not specified must sign out in the office.
- Under no circumstances will students who have Open Campus privileges disturb the normal operation of class instruction at the Academy.
- While off campus, students are expected to act responsibly.
- Students may not miss or be late to any class as a result of using their privileges.

Consequences for Infractions

If the Administration sees evidence of any Open Campus infraction, the student's privilege may be revoked. Students can appeal to the Dean of Students. Review and referral will occur within one week of the incident.

- If a student does not sign in and out, they may lose Open Campus privilege for the next twenty school days.
- If a student misses a class or is late while using Open Campus Privileges, they will forfeit it for twenty school days.
- If a student has seven or more absences, he or she will lose Open Campus Privileges for the remainder of the quarter.

- If a student is found not to be acting in accordance with school rules, or behaving in an irresponsible manner while using Open Campus privileges, he or she will lose privileges for the rest of the year.

TRANSPORTATION AND PARKING

School Buses

- School rules for behavior apply on buses. Passengers will get on and off buses in an orderly manner. Horseplay and inappropriate actions will result in disciplinary action. If you are riding a school bus equipped with seat belts, you are expected to wear a seat belt.
- If you are attending a Technical Center, students **must** ride the bus Thetford Academy provides unless they have permission to use private transportation from parents/guardians, technical center, and Thetford Academy. Failure to do so may lead to withdrawal from the technical program.
- Failure to follow bus rules will result in the following disciplinary steps:
 1. **First offense** - Warning.
 2. **Second offense** - Five (5) day suspension from riding all buses.
 3. **Third offense** - Suspension from riding all buses for the remainder of the school year.

Student Activity Bus

Any bus hired to transport students for travel other than to and from school will be designated as a Student Activity Bus and the following guidelines apply:

- If a student leaves on a Student Activity Bus, they must return on that bus. An exception will be made only upon the written request of parent/guardian and with the prior approval of the supervising chaperone.
- Guests and students other than participants will **not** be allowed to ride the bus without the approval of the Dean of Students or teacher in charge. Non-participants wishing to ride an Activity Bus must register in the office.

Student Automobile Responsibilities

- It is a privilege to bring a vehicle to school. Violations can and will result in a loss of that privilege.
- All vehicles must be properly inspected and registered by the State and must be registered in the office. All drivers must follow all laws as published by the State of Vermont. You will be given a parking sticker, which you must display on your car.
- The speed limit on campus is **always 15 mph. Drive responsibly.** Disruptive use such as squealing tires, loud mufflers, blaring radios, burn outs, swerving, horseplay with vehicle, or the like will not be tolerated and will result in an immediate five (5) day suspension of driving privileges for the first offense and suspension for the rest of the year for a second offense.
- Once your vehicle arrives on campus, it must remain parked in the designated student parking area until after school, unless the office grants special permission.
- Do not sit in or “hang out” by your car while it is parked in the school parking lot. Radios in vehicles are not to be used during the school day.

- Infractions will result in warning, five (5) day suspension of parking privileges, or loss of driving privileges for the remainder of the school year. Possession of illegal or prohibited substances or items in vehicles or on campus will be subject to additional disciplinary action.

Student Parking

Because Thetford Academy's high school population exceeds the school's capacity to provide parking for each student who has a driver's license, the school prioritizes juniors and seniors for parking privileges and can only provide parking spaces for a limited number of sophomores. We ask juniors and seniors who wish to secure a parking space to contact the front office as soon as possible. If spaces remain after the first two weeks of school, we will make parking permits available to sophomores.

To obtain a parking permit, sophomores must get a driver's license and then meet with the Dean of Students. Eligible sophomores who live outside areas for which the Academy provides busing will receive preference. In addition, a limited number of spaces will be reserved by the administration at the start of the school year for students transitioning to the Academy mid-year and students with extenuating circumstances, as approved by the Dean of Students.

Permits may be issued during the summer. Students must submit the registration form to the office, be prepared to show proof of license, and review the map of approved student parking spaces. All students will be required to park in the **student parking area** with the permit clearly displayed on the vehicle. No student vehicles may be parked in the circle or the north driveway. If a student may be driving multiple vehicles to school, we suggest that he or she not adhere the sticker to the window, but rather place it on the dash of the vehicle being driven to school that day. All potential vehicles must be registered with the front office.

Alternate Transportation

- All-terrain vehicles, such as three or four wheelers, are not allowed on the campus, fields or wooded property of Thetford Academy.
- Motorcycles are subject to the same regulations as other student vehicles and must be registered in the office.
- Snowmobiles ridden to campus must be registered and licensed. They are to be parked on the west side of the Vaughan Gymnasium fire lane. Snowmobiles not to be used except for coming to and going from school and they are to be kept on snowmobile trails. At no time are snowmobiles are to be ridden on any playing fields or school trails. Snowmobiles must also be registered in the office.

INCLEMENT WEATHER

School Cancellation or Delay: "Snow Days"

Each year the school calendar includes three days to accommodate closings due to inclement weather or other emergencies. The Head of School makes school closing decisions in consultation with road crews and bus dispatchers. The news of a cancellation or delay is communicated in a variety of ways, as follows:

- A phone message from the Head of School via the Blackboard Connect message system.

- Barring a power outage, the Academy will send out an e-mail message as early as possible to families who have submitted email addresses. All local media will be advised of cancellations and delays.
- If Thetford Academy delays school opening because of weather conditions or an emergency, there will be a 90-minute delay for buses and start time. The school day will begin at 9:40 a.m. (and still end at 2:55 p.m.).

SCHOOL SPONSORED ACTIVITIES

Field Trips

The Head of School is responsible for approving field trips based on the educational value to the student and in consideration of such factors as:

- Transportation arrangements.
- Adequate supervision.
- Accommodations for meals and lodging.
- Appropriate notification to parents/guardians.
- Financial implications.

Students are expected to attend any approved "off-campus" learning experience that is held during the regular school day as an integral part of that educational program. Students will be required to have permission, in advance, from your parents/guardians and to notify teachers in order to participate. School rules apply on all trips. If a student violates a school rule while on a trip, they are subject to all disciplinary procedures outlined in this handbook and may be sent home immediately. Special experiences of all kinds outside of school require of acceptance of extra responsibility. Selfish acts deny the group a positive experience and jeopardize the reputation of the school.

Special School Days

Each year the Thetford Academy entire school community participates in special days. These include such activities as Mountain Day, Founders' Day, and Operation Day's Work. The purpose of special school days is to extend the experience beyond the classroom. Many extra benefits are achieved through participation with other students and association with faculty members outside of the classroom, as well as the challenge of new experiences. Special school days are required days of school. These days are included in Thetford Academy's school calendar and attendance is mandatory.

Dances

Each dance is sponsored by a class (seniors, juniors, etc.) or student organization, which takes responsibility for planning and hosting the event. An admission fee helps defray costs and helps the sponsor earn funds for future activities. Most dances are open to all Thetford Academy students in grades 7-12. Two dances are reserved for younger students; the 7th and 8th grade dances are open only to grades 7-9. The March Semi-Formal is reserved for older students in grades 9-12 and their approved guests. The Senior Prom in May is for seniors and their guests.

Students will not be admitted to dances if they were absent from school on the day of the dance, if they are serving a multiple day suspension or are on social probation, or if they left school early due to illness. Students may invite guests from other schools with prior approval:

- Student hosts must pre-register their guests by completing a form and submitting it to the Dean of Students.
- All guests must be in good standing at their schools as verified by a school administrator.

VISITORS TO SCHOOL

All guests must sign in at the office upon arrival at school and obtain a guest pass, which must be worn for the duration of the visit. Visitors should plan their visits during regular school hours between 8:00 a.m. to 3:00 p.m. We expect students to be courteous toward our guests, who may need help finding the main office or other rooms. To bring a guest to school, ask permission in the office at least one day prior to the visit and inform the appropriate teachers. The Head of School or Dean of Students will grant permission for visits at their discretion. Generally, permission is limited to former students returning for a visit and prospective students seriously considering enrollment at the Academy. Guests are to be introduced to each class teacher before class begins. These expectations apply regardless of a visit's duration. Do not encourage non-TA friends to “drop in” at break or lunch times. Casual visitors will be asked to leave.

TEXTBOOKS, LOCKERS, STUDENT DEBTS

Textbooks and Supplies

Students are expected to come to class with the required books and supplies. You are expected to maintain materials issued by the school in good order. Payment is required for books or materials lost or damaged during the year.

Lockers

School lockers and locks are issued for use during the school year but remain the property of the school.

The school reserves the right to inspect lockers at any time. In order to keep a school locker private and secure, please do not share your combination with anyone. Also, do not change lockers without prior permission from the office or attach a personal lock to a locker. It is a students' responsibility to keep their locker locked and the combination private. The school assumes no liability for items lost from lockers. Lockers are to be kept neat and in working order.

Writing on them, damaging them, or defacing them is considered vandalism, and is not acceptable. Please help to keep the school in good condition.

Student Debts

Student debts for missing or damaged books and materials must be paid promptly. Seniors who have not cleared outstanding debts, materials, uniforms, etc. by the end of the final rehearsal for graduation may not participate in Commencement ceremonies.

TECHNOLOGY

Use of Personal Communication Devices and cell phones

Thetford Academy recognizes that technology is constantly evolving and advancing and that technology tools exist to help support students, faculty, staff and administrators. The Academy encourages the responsible and appropriate use of Personal Communication Devices (smart phones, iPads, etc.) in our school setting.

- Cell phones use will be allowed in non-instructional areas of campus. These areas include: the café before and after school and during lunch, hallways, and outside school buildings.
- Cell phones use in instructional areas will be at the discretion of the teacher, administrator or staff supervising the area. These areas include classrooms, study center and the library.
- Cell phone use will NOT be allowed during assemblies, advisory or on testing days.
- Unless otherwise instructed by the teacher, cell phones must be set to “silent” mode and put in the pockets provided for cell phones during class time to avoid disruption.

Failure to follow the cell phone use guidelines will result in the following:

- First offense: The cell phone will be confiscated, and a parent will be notified. The student may pick it up in the office at end of the school day.
- Second offense: The cell phone will be confiscated, and parents will be required to pick it up in the office at the end of the school day.
- Third offense: The cell phone will be confiscated, and parents will be required to pick it up at the end of the school day. A detention will be assigned.

NOTE: The school is not liable for lost, stolen or damaged Personal Communication Devices and cell phones.

Responsible Use Policy for Information Technology

It is a privilege to have and to use the information technology resources at Thetford Academy. Student access to this technology is designed for educational purposes, and the school takes reasonable precautions to restrict access to inappropriate and controversial material. In order to exercise this privilege, students must complete a Responsible Use Policy (RUP) for Information Technology each year. If a student does not comply with the terms of the contract for responsible use, as determined by the System Administrator, he or she may have his or her use of this technology withdrawn or curtailed. The Responsible Use Policy is available from the System Administrator, from the librarians, or from the Main Office.

MEDICATION IN SCHOOL

Prescription Medication

Thetford Academy recognizes that many children can attend regular school because of the effective use of prescription medication in the treatment of conditions or illnesses. It is more desirable for medication to be administered in the home; however, if a student is required to take prescribed medication during the regular school day, please comply with the following regulations:

Written orders from a physician detailing name, the drug dosage, reason for giving, and time that the medication is to be given must be received by the School Nurse or an Administrator before the medication can be given. A renewal of a long-term medication order is required each school year. Written permission from parent/guardian requesting that the school comply with the physician's order must accompany the physician's order. Parents/guardians will be required to sign a release form recognizing the school's ability to administer medications.

- If a student has a chronic illness (e.g. asthma, seizure disorder, cystic fibrosis, diabetes, life threatening allergies, etc.) and are responsible for self-administering your medications, they may be allowed to continue the practice.
- Medication must be brought to school in the original pharmacy issued container.
- Medication is stored in a locked cabinet in the health office or in the main office.
- Unused medication shall be destroyed or returned to parent/guardian.

Non-Prescription Medication

Students are not permitted to carry non-prescription medications during the school day.

Acetaminophen and Ibuprofen are available at school and may be given with parental permission. (Phone permission is acceptable.) All other non-prescription medications will be administered only after a permission form has been signed by parent/guardian. Non-prescription medication must be left at the health office and must be supplied in its original identifying container with name and the correct dose clearly marked on the container.

SUPPORT SERVICES

Advising and Counseling Services

Our advisory system supports our students' work on Personal Learning Plans (PLP) and provides peer support, communication, socialization, and well-being programs. Each student has a faculty advisor. The advisor meets their advisory group Mondays and Tuesdays during the Power Hour, and for longer periods during Community Days. Advisors get to know individual students well and support them in taking responsibility for their learning. Parents/guardians have an opportunity to meet with the advisor during Back to School Night in the fall and are encouraged to stay in contact.

In addition to the school's advisory system, the Counseling Office is open for support throughout the day. Thetford Academy has three school counselors in its Counseling Department. Each counselor works individually with students and families as well as in advisories and classrooms. This relationship is sustained throughout a student's enrollment at the Academy. Counselors help with personal or academic problems as well as college and career planning. Our Student Assistance Provider (SAP) is also available for support and confidential counseling four days a week.

Informative pamphlets and books found in this office will help you in thinking about your future: whether it is four-year college, business or technical education, vocational school, apprenticeship training, the armed services or work after Thetford Academy. Tests of aptitude, achievement, and interest tests are organized through the Counseling Office and can be very helpful in making realistic plans.

Health Office

The Health Office is open Monday-Thursday. On Fridays, students should go to the main office with health concerns. Thetford Academy recognizes that students may have both physical and emotional concerns that need to be addressed during the school day. The School Nurse is available to students for any concerns that arise. She works closely with the Student Support Team (SST), which includes the Counseling Department and the Dean of Students.

When the nurse is not available, students are referred to the school's main office. Please note that all students must see the school nurse before calling a parent to arrange to leave due to illness.

Learning Center Program

The Learning Center is a structured academic setting for students with established needs. Study strategies, remedial work, and individualized supports are provided in accordance with IEP, Act 504, and EST plans. Students may earn up to one elective credit a year for progress and efforts toward their Learning Center goals.

Study Center

Study Center is a scheduled class, provides a quiet place to work, and carries with it all the responsibilities of a regular class. Students should come prepared to study before entering the room.

If a student wishes to work in the library, shop, art or music room, they must present a pass from the appropriate teacher to the study center supervisor at the beginning of the period.

Library

The library is open to students, faculty, and staff for research, study, or reading throughout the school day. Please reference the library calendar for updates regarding library availability. Assistance in finding information is always available. The library contains a collection of periodicals and a wide variety of other materials in print, non-print, and audio-visual format. Computers are available for student use. All Responsible Use Policy (RUP) rules and regulations apply at all times.

Library Rules and Responsibilities

- Maintain a scholarly atmosphere. The library is not a place to socialize (except during special events) and is intended to provide a quiet workspace.
- Handle all materials and equipment carefully.
- Check out all library materials before taking them from the library.
- Students may check out all items for a period of two weeks and may renew them as needed.
- Return all materials as promptly as possible.
- Students are liable for the replacement cost of materials lost or damaged.
- If coming from a class, a teacher pass is needed in order to use the library facilities.
- Tidy snacking (fruit, crackers, etc.) is permitted if students clean up after themselves. Liquids must be in a covered container.

NOTE: Abuse of any of these rules and responsibilities may result in restricted use of the library facilities.

SUPPORT AND REFERRAL SYSTEM

Student Support Team

The Student Support Team (SST) is the primary student advocacy group and student crisis response team for Thetford Academy. The team responds to student self-referrals and referrals from administration, faculty, staff, parents/guardians, and other students. Referrals may be made for academic, social, personal, health, and behavioral, disciplinary and other concerns. In addition, violations involving tobacco, alcohol and other drugs are referred to the Student Support Team. All referrals are confidential.

Student Support Team Membership

The Director of Counseling Services heads the Student Support Team, which also consists of the Dean of Students, the Director of Special Education Services, the School Nurse, and the School Counselors. Within the legal confines of confidentiality, the Student Support Team may include representation from administration, other professionals, and staff.

The role of the Student Support Team is to:

- Receive and review referrals from faculty, staff, parents/guardians, students, coaches and others in the school community.
- Determine the impact of the referred student's mental and physical health on his or her school performance or behavior.
- Determine whether there is sufficient cause to develop a plan of action or to continue to monitor a student situation.
- Assist with in-school interventions when indicated.
- Assist with referral to outside professionals or community agencies for further assessment, treatment or monitoring.
- Support students returning to school from any outside agencies or professional health facilities.

Procedures for the Student Support Team

- The Student Support Team keeps written records of referrals. These records are privileged and confidential and are not included with permanent school records.
- The team reviews the circumstance of the referral and determines whether a meeting with the student is appropriate and who should be involved.
- The team may recommend that a student meet with a school counselor, the school nurse, or other school personnel for assistance, education, and/or referral for evaluation.
- When there is clear evidence that a student is becoming a danger to self or others, someone from the team will contact the student's parent/guardian, and/or mental health systems as appropriate. Whenever possible, this is done in conjunction with the student.
- Working with parents/guardians as needed, the team may refer a student for further evaluation to outside professionals or community agencies.

DRESS CODE

Thetford Academy is an academic environment and views the Dress Code as an opportunity to educate students about the power of their personal appearance and appropriate dress. We expect students to make wise choices for our learning and working environment. Dressing appropriately is part of our expectation for a student at Thetford Academy.

The following manners of dress are NOT allowed during the school day: •

- Clothing or accessories that depict - through words or graphics - alcoholic beverages, drugs, tobacco products, profanity, offensive images or symbols, have sexual innuendo, or display offensive logos or text, racist or sexist images (including a swastika, Confederate Flag or other symbols of hate).
- Bare feet
- Sheer, see-through clothing or visible undergarments
- Clothing should not interfere with health and safety on campus.

Dress Code Violations

- **First Violation:** The dress code will be reviewed with the student and the student will change into appropriate clothing before being allowed to return to class. (The Dean of Students may provide clothing).
- **Second Violation:** The student will receive a detention, the parent will be notified of the violation, and the student will change into appropriate clothing before being allowed to return to class.

BEHAVIOR EXPECTATIONS

Use of Class Time

Class time is extremely important and necessary to gain full benefit from courses. Idea sharing, special activities, participation in projects, physical skill work, class field trips, instruction, and other activities cannot be duplicated when a class is missed. Cuts from class will result in afterschool detention. Other disciplinary action will be taken when deemed necessary.

Anti-Racism and Inclusion

Thetford Academy has always valued diversity and the uniqueness of every individual student. In a time when the conversation has shifted from just valuing diversity to a focus on inclusion and equity as well, TA reaffirms our commitment. We strive to increase our understanding and practice of antiracism and to include all students in the activities and discussion on campus. Students are expected to be open to other viewpoints and perspectives, tolerant of different values, and to practice antiracism.

Private Enterprise

The purchase and sale of any item or commodity at school is prohibited, unless special permission from the Head of School is granted.

Playing Music

Faculty members may permit the use of smart phones, iPads, iPods, MP3 players, CD players or radios in their classrooms when they feel it is appropriate and will not disturb activities in other classrooms. Students may play musical instruments at appropriate times and places, provided it is not distracting to others.

NOTE: The school holds no liability for lost, stolen or damaged electronic devices (i.e., smart phones, iPads or iPods, computers, etc.).

Dangerous or Inappropriate Items

Thetford Academy's policy is to protect the rights of all students and to create a safe and secure environment for all members of the school community. Whenever dangerous or inappropriate items are at school, others' rights are violated, and their safety may be in jeopardy.

The following items are considered either dangerous or inappropriate: pornography, alcohol, tobacco products, non-alcoholic beverages that smell or taste like alcohol, e-cigarettes, water guns, water balloons, snowballs, fireworks or other explosives, knives, firearms, toy replica guns, and any other instruments that might cause disruption or harm. When such items are in the possession of the student, they will be taken and held by the Administration. They will be returned only to the student's parents/guardians.

Thetford Academy upholds provisions of the federal Gun-Free Schools Act of 1994 and the related Vermont statute (Act 113 of 2000), governing prohibition of firearms and associated weapons from school grounds, facilities, and vehicles. Failure to observe the policy on firearms will result in out-of-school suspension and consideration for dismissal from the Academy. This is consistent with the provisions of the Gun-Free Schools Act of 1994, which supports expulsion for at least one calendar year for violation of the weapons policy.

Property Damage/Vandalism

Circumstances where school or personal property has been damaged, either accidentally or intentionally, will be investigated, and may result in disciplinary procedures. When appropriate, financial restitution will be required. Police may also be notified.

Fighting

Fighting on campus or at school-sponsored activities will not be tolerated. When a physical altercation occurs, all parties involved will be held accountable by our disciplinary procedures and appropriate action will be taken.

Sexual Activity

Sexual behavior is not appropriate on school grounds at any time. The school campus is a place all students have the right to feel safe and confident that the environment is appropriate for learning activities. This includes sexual harassment, innuendo, and wanted as well as unwanted interactions of a

sexual nature. Inappropriate conduct of this nature will be handled according to our disciplinary procedures.

HARASSMENT, HAZING, AND BULLYING

Policy on the Prevention of Harassment, Hazing, and Bullying of Students

I. Statement of Policy

Thetford Academy (TA) is committed to providing all students with a safe and supportive school environment in which all members of the school community are treated with respect.

It is the policy of TA to prohibit the unlawful harassment of students based on race, color, religion, creed, national origin, marital status, sex, sexual orientation, gender identity or disability. Harassment may also constitute a violation of Vermont's Public Accommodations Act, Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, and/or Title IX of the federal Education Amendments Act of 1972.

It is also the policy of TA to prohibit the unlawful hazing and bullying of students. Conduct, which constitutes hazing, may be subject to civil penalties.

TA shall address all complaints of harassment, hazing and bullying according to the procedures accompanying this policy, and shall take appropriate action against any person - subject to the jurisdiction of the board - who violates this policy. Nothing herein shall be construed to prohibit punishment of a student for conduct which, although it does not rise to the level of harassment, bullying, or hazing as defined herein, otherwise violates one or more of the board's disciplinary policies or the school's code of conduct.

II. Implementation

The Head of School or his/her designee shall:

Adopt a procedure directing staff, parents and guardians how to report violations of this policy and file complaints under this policy.

Annually, select two or more designated employees to receive complaints of hazing, bullying and/or harassment at each school campus and publicize their availability in any publication of TA that sets forth the comprehensive rules, procedures, and standards of conduct for the school.

Designate an Equity Coordinator to oversee all aspects of the implementation of this policy as it relates to obligations imposed by federal law regarding discrimination. This role may also be assigned to one or both Designated Employees.

Respond to notifications of possible violations of this policy in order to promptly and effectively address all complaints of hazing, harassment, and/or bullying.

Take action on substantiated complaints. In cases where hazing, harassment and/or bullying is substantiated, TA shall take prompt and appropriate remedial action reasonably calculated to stop the hazing, harassment and/or bullying; prevent its recurrence; and to remedy the impact of the offending conduct on the victim(s), where appropriate. Such action may include a wide range of responses from education to serious discipline.

Serious discipline may include termination for employees and, for students, expulsion or removal from school property. It may also involve penalties or sanctions for both organizations and individuals who engage in hazing. Revocation or suspension of an organization's permission to operate or exist within TA's purview may also be considered if that organization knowingly permits, authorizes or condones hazing.

III. Constitutionally Protected Speech

It is the intent of TA to apply and enforce this policy in a manner that is consistent with student rights to free expression under the First Amendment of the U.S. Constitution. The purpose of this policy is to:

- (1) prohibit conduct or communication that is directed at a person's protected characteristics as defined below and that has the purpose or effect of substantially disrupting the educational learning process and/or access to educational resources or creates a hostile learning environment;
- (2) prohibit conduct intended to ridicule, humiliate or intimidate students in a manner as defined under this policy.

IV. Definitions.

For the purposes of this policy and the accompanying procedures, the following definitions apply:

- A. **"Bullying"** means any overt act or combination of acts, including an act conducted by electronic means, directed against a student by another student or group of students and which:
 - a. Is repeated over time;
 - b. Is intended to ridicule, humiliate, or intimidate the student; and
 - i. Occurs during the school day on school property, on a school bus, or at a school-sponsored activity, or before or after the school day on a school bus or at a school sponsored activity; or
 - ii. Does not occur during the school day on school property, on a school bus or at a school sponsored activity and can be shown to pose a clear and substantial interference with another student's right to access educational programs.

- B. **“Complaint”** means an oral or written report information provided by a student or any person to an employee alleging that a student has been subjected to conduct that may rise to the level of hazing, harassment or bullying.
- C. **“Complainant”** means a student who has provided oral or written information about conduct that may rise to the level of hazing, harassment or bullying, or a student who is the target of alleged hazing, harassment or bullying.
- D. **“Designated employee”** means an employee who has been designated by the school to receive complaints of hazing, harassment and bullying pursuant to subdivision 16 V.S.A. 570a(a)(7). The designated employees for each school building are identified in Appendix A of this policy.
- E. **“Employee”** includes any person employed directly by or retained through a contract with the District, an agent of the school, a school board member, a student teacher, an intern or a school volunteer. For purposes of this policy, “agent of the school” includes supervisory union staff.
- F. **“Equity Coordinator”** is the person responsible for implementation of Title IX (regarding sex- based discrimination) and Title VI (regarding race- based discrimination) for the District and for coordinating the District’s compliance with Title IX and Title VI in all areas covered by the implementing regulations. The Equity Coordinator is also responsible for overseeing implementation of the District’s Preventing and Responding to Harassment of Students and Harassment of Employees policies. This role may also be assigned to Designated Employees.
- G. **“Harassment”** means an incident or incidents of verbal, written, visual, or physical conduct, including any incident conducted by electronic means, based on or motivated by a student’s or a student’s family member’s actual or perceived race, creed, color, national origin, marital status disability, sex, sexual orientation, or gender identity, that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student’s educational performance or access to school resources or creating an objectively intimidating hostile, or offensive environment.

Harassment includes conduct as defined above and may also constitute one or more of the following:

- a. **Sexual harassment**, which means unwelcome conduct of a sexual nature, that includes sexual violence/sexual assault, sexual advances, requests for sexual favors, and other verbal, written, visual or physical conduct of a sexual nature, and includes situations when one or both of the following occur:
 - i. Submission to that conduct is made either explicitly or implicitly a term or condition of a student’s education, academic status, or progress; or

- ii. Submission to or rejection of such conduct by a student is used as a component of the basis for decisions affecting that student.

Sexual harassment may also include student-on-student conduct or conduct of a non-employee third party that creates a hostile environment. A hostile environment exists where the harassing conduct is severe, persistent or pervasive so as to deny or limit the student's ability to participate in or benefit from the educational program on the basis of sex.

- b. **Racial harassment**, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived race or color, and includes the use of epithets, stereotypes, racial slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, and taunts on manner of speech and negative references to cultural customs.
- c. **Harassment of members of other protected categories**, which means conduct directed at the characteristics of a student's or a student's family member's actual or perceived creed, national origin, marital status, disability, sex, sexual orientation, or gender identity and includes the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of these protected categories.

H. **"Hazing"** means any intentional, knowing or reckless act committed by a student, whether individually or in concert with others, against another student: In connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the educational institution; and which is intended to have the effect of, or should reasonably be expected to have the effect of, endangering the mental or physical health of the student.

The full policy, including Appendix A can be found on the school website:

<https://www.thetfordacademy.org/wp-content/uploads/2017/04/C10.Prevention-of-Harassment-Hazingand-Bullying.pdf>

ACADEMIC INTEGRITY

Plagiarism and Cheating - Honor Code

Students are honor bound to submit only one's own work (tests, papers, projects) for evaluation and credit at Thetford Academy. To include the work or ideas of others work, one must identify the sources of such material using an approved format. Presenting others' work or ideas as one's own, without identifying the sources appropriately, including the duplication of materials on computer disks, downloading information without proper citations is considered plagiarism and is cheating. Plagiarism and cheating are never acceptable at Thetford Academy and will be subject to serious consequences.

If a student plagiarizes or cheats or help someone plagiarize or cheat they will:

1. Receive a grade of zero for the test, paper, or project.
2. Serve one day of In School Suspension and move one step on the disciplinary ladder.
3. Be placed on Academic Warning.
4. Lose Open Campus Privileges for 10 weeks.

It is important to document sources of information because:

- One needs to give credit to the work of others, as using other writers' ideas without giving them credit is theft of intellectual property.
- It can help your readers with their research; if readers want to find the source of a quotation to paraphrase, they can locate it exactly.
- It helps your readers distinguish between the author's ideas and the unique ideas of others, between common knowledge and the unique information found in your sources. An author must distinguish between these things; otherwise, one implies that everything in a piece of work is original or that the information in your paper is common knowledge. Students need to show their readers which sources shaped their thinking.

TOBACCO

Use of Tobacco Products

Vermont State Law prohibits the use of tobacco on school grounds. Vermont State Law also prohibits the possession of tobacco products by any minor under the age of 18. Thetford Academy is committed to a zero-tolerance policy for use of all tobacco products*, including e-cigarettes and vaping materials anywhere on school grounds (including in vehicles), in school buildings and at all school sponsored events. Use of tobacco products is a significant health risk for teens. We are committed to creating an environment of optimal wellness and learning for all.

If evidence presented to the Dean of Students suggests that a student is using or in possession of tobacco, the school will conduct a search. Appropriate consequences will be employed. This will include notification of parents/guardians, and notification of police in accordance with state law (for minors under age 18).

Consequences for use and/or possession will include:

- First Offense: One-day in-school suspension.
- Second Offense: Two-day in-school suspension and intervention with a Drug and Alcohol Professional.
- Third Offense and subsequent infractions: Three days of out of school suspension.

In all cases, tobacco products will be confiscated and will not be returned to students. Possession of tobacco products in vehicles on campus will also be subject to disciplinary actions.

Tobacco Prevention and Education

Thetford Academy recognizes that the best prevention against tobacco use is educating students about its health and social effects as well as the legal ramifications. Tobacco, alcohol and drug prevention curriculum begins in middle school and continues during 9th grade Health class.

Our Dean of Students and our School Nurse provide students who are known to be using tobacco products support and intervention on a one-on-one basis. This support includes education, counseling, and referral to tobacco cessation programs available in the community. *See *Thetford Academy Tobacco Policy* for a list of all products this includes.

DRUGS AND ALCOHOL

Use of Drugs and Alcohol

Thetford Academy's commitment to wellness includes a learning environment free of drugs and alcohol. Thetford Academy takes responsibility for the following school roles:

- Educating students about alcohol and other drugs through age-appropriate programs.
- Responding in a supportive manner to those whose use of alcohol and/or other drugs interferes with school performance.
- Promoting a climate in which students can seek help if they are in distress from their own or others' use of alcohol or other drugs.
- Supporting students recovering from dependency/abuse of alcohol and other drugs.
- Developing and implementing guidelines and sanctions in the school which:
 - Define violations and their consequences, both supportive and disciplinary.
 - Define procedures for handling incidents and emergencies.
 - Describe a support and referral system, which includes response to self-referrals and suspected alcohol/other drug users.
 - Provide information, expectations and procedures that are clear and articulated to staff, parents/guardians and students.
 - Training all personnel in school guidelines related to alcohol and other drugs.

Suspected Use

Any member of the school community concerned that a student is involved with alcohol or other drugs may make a referral to the Student Support Team or the Dean of Students. All referrals are confidential.

Self-Referral

When a student recognizes that they may have a problem with alcohol or other drugs and chooses to address this problem, the school will cooperate as fully as possible with the student and provide support and referral to treatment providers when appropriate.

Students in Recovery

Students who enter substance abuse treatment programs during the school year are encouraged to remain enrolled in school. While the school is not financially responsible for a student's education while

he or she is a patient at a residential facility, the school will cooperate as fully as possible in assisting the student's efforts to remain current with and receive credit for academic courses.

Cooperative Agreement with Treatment Providers/Agencies

The school will maintain a referral agreement with Vermont State Approved Treatment Agencies. Contacts with other treatment providers will also be initiated as needed. This agreement will specify referral and intake procedures, financial obligations of parents/guardians and the lack thereof for the school, and confidentiality of information.

See the Thetford Academy's full drug and alcohol policy on our website at <https://www.thetfordacademy.org/wp-content/uploads/2017/04/C2.Student-Drugs-Alcohol.pdf>

Violations and Consequences for Drugs and Alcohol

The following regulations apply whenever school is in session and when students are present at school-sanctioned activities, or on Thetford Academy property or when occurring off campus during the school year and can be substantiated thru investigation by a school employee.

A student is considered in violation if he or she is:

- In possession of alcohol/other drugs/chemicals or what is represented by or to the student as alcohol/other drugs/chemicals
- In possession of paraphernalia reasonably associated with illegal drug use
- Distributing or selling alcohol/other drugs/chemicals or what is represented by or to the students as alcohol/other drugs/chemicals
- Under the influence of alcohol/other drugs/chemicals
- In the act of using alcohol/other drugs/chemicals or what is represented by or to the student as alcohol/other drugs/chemicals
- Staying in the presence of others in the act of possessing, distributing, selling, or using alcohol/other drugs/chemicals or what is represented by or to the student as alcohol/other drugs/chemicals, except when it is clear that the student's presence is in support of school policies.

The consequences for violations of Thetford Academy's drug and alcohol policy are as follows:

- Selling/Distributing (actual or attempted)
 - Notification of police
 - Suspension of student, pending Consideration for Dismissal
 - Notification of parent/guardian
 - Referral to the Student Support Team
- Possession, consumption, or being under the influence of alcohol/other drugs/chemicals
 - Notification of police
 - Suspension of student up to five (5) school days

- Notification of parent/guardian
 - Referral to the Student Support Team
 - Disciplinary status raised two steps (e.g., no status to Disciplinary Probation, or Disciplinary Warning to Consideration for Dismissal)
- Being knowingly in the presence of alcohol/other drugs/chemicals, but not involved with any of the above infractions
 - Suspension of student up to five (5) school days
 - Notification of parent/guardian
 - Referral to the Student Support Team

Items that can reasonably be associated with illegal drug use will be confiscated. The student in possession of these items will be referred to the Student Support Team. Parent/guardian will be notified. Consequences for subsequent violations may be more severe, up to and including Consideration for Dismissal.

Procedures for Handling an Emergency Drug and/or Alcohol Situation

All personnel are required to report actual or suspected incidents of Drugs and Alcohol policy violations to the administration.

In the event of an emergency, defined as a student out of control, unconscious, or physically ill, the priority shall be protecting the student from physical harm and from disrupting and/or endangering the school environment, other students, and school personnel. The following procedures shall be carried out by a designated adult:

- Remain with the student.
- Send for the school nurse.
- Notify an administrator.
- Call 911 for emergency medical assistance if the nurse is not available.
- If indicated, release the student to the custody of appropriate medical personnel.
- The Dean of Students or another administrator contacts the parents/guardians.
- Dean of Students implements procedures detailed under Violations and Consequences.

In the event of a non-emergency drug and/or alcohol incidents. When there is clear evidence of a violation:

- The Dean of Students or another administrator contacts the parent/guardian.
- The Dean of Students or another administrator contacts the police.
- If police do not take the student into custody, the Dean of Students or another administrator requests that the parent/guardian remove the student from school grounds.
- If the parent/guardian is not available, the Dean of Students or another administrator may request that the police take custody of the student.
- The Dean of Students implements procedures detailed under Violations and Consequences.

When there is strong suspicion or concern regarding a violation of any portion of this policy:

- The Dean of Students or another administrator investigates the situation.
- The Dean of Students or another administrator may evaluate the student and/or determine if additional assessment is necessary.
- If a violation has occurred, the Dean of Students or another administrator will implement the appropriate procedure.

DISCIPLINARY PROCEDURES

Learning to be cooperative, responsible, considerate, and understanding is a major achievement in becoming a mature person. All rules at Thetford Academy are made to ensure the rights of the school community. People who infringe on these rights by breaking the rules of conduct need to recognize why their behavior is inappropriate. The disciplinary procedures have been developed to support the rules of conduct and to assist students in developing a positive attitude and taking responsibility for their education.

Detention

After School Detention

Reasons a student may be required to remain after school for detention include (but are not limited to):

- Failure to complete assigned work
- Improper or disrespectful behavior
- Showing disrespect for authority
- Violation of school regulations
- Violation of attendance policy
- Use of profanity or obscene language
- Defacing or damaging school property
- Inappropriate teasing or name calling
- Stealing
- Buying and selling for private enterprise
- Throwing snowballs
- Violation of the dress code
- Unexcused tardiness
- Inappropriate use of personal communication devices

Social Probation

Students are placed on Social Probation if they have acted inappropriately at a school-sponsored event or they have advanced on the disciplinary ladder. Students on Social Probation may not be allowed to attend *any* co-curricular events, except as a participant, for a period of twenty (20) to forty (40) school days and the disciplinary code. After forty days, you may appeal, in writing, to the Dean of Students.

Suspension

Suspension from school is a very serious matter at Thetford Academy. If students violate major school rules, they will be suspended and may be placed on Disciplinary Warning or Disciplinary Probation. In serious circumstances (i.e., threat to the safety of any members of the school community, or major damage to school property) students may be considered for dismissal from the Academy. A parent/guardian will be notified at the earliest opportunity. In addition, a written notice will be provided to parent/guardian outlining the cause for suspension, the length of the suspension, and the procedure for readmission.

The term of suspension will depend on the seriousness of the problem. There are two types of suspension: in school and out-of-school.

- In-school suspension will include spending the entire school day in a designated area (without passes). Multiple, consecutive in-school suspensions will result in the student not being allowed to participate in any extra-curricular activities until the suspension has been served.
- Out-of-school suspension means not being allowed on campus any time during the day(s) or evening(s) of the suspension.
- A suspension is considered complete at the end of the school day as assigned and extracurricular activities may resume at that point in time.

The purpose of suspension is to emphasize to students and their parents/guardians that a student has seriously jeopardized your position in the school. It provides an opportunity for the student, parents/guardians, and the school to gain a perspective on the situation; and it provides an opportunity for a student to give careful thought and to decide whether they are ready to make a commitment to the standards of the school. Absences due to suspensions will be documented and will count toward the six (6) day maximum per quarter attendance procedure.

Grounds for suspension include but are not limited to:

- Flagrant disrespect for authority
- Repeated personal communication device violations
- Habitual use of profanity or obscene language
- Fighting
- Using, possessing, selling, or distributing alcoholic beverages or any prescribed or non-prescribed medication, illegal narcotic, or chemical drug
- Defacing, damaging, or stealing of property
- Engaging in behavior not conducive to the welfare, safety, or morals of others
- Leaving school grounds without permission
- Truancy
- Causing false fire alarms

- Engaging in illegal private enterprise
- Harassment or bullying
- Smoking
- Repeated dress code violations
- Skipping Class
- Theft
- Weapons violations
- Racist, sexist, or hateful behavior

Disciplinary Ladder

The Dean of Students will be responsible for continuous review of all students' disciplinary history. Below are explanations of the steps on this ladder.

No Status

If a student has no discipline infractions, as is true of most students at TA, they are on no status.

Disciplinary Warning

Disciplinary Warning is designed to help students realize that their behavior needs to improve. If a student is placed on Disciplinary Warning, they will serve twenty (20) consecutive days of Social Probation. A letter will be sent to a parent or guardian. Disciplinary status will be reviewed at the end of the next grade reporting period (a minimum of ten weeks). If no further disciplinary violations, the Dean of Students may reduce status one step, to No Status.

Disciplinary Probation

Students who violate a major school rule may be placed on Disciplinary Probation. If a student is placed on Disciplinary Probation, a letter will be sent to parent or guardian. Any party may set up a conference with student and parent/guardian upon request. The student will serve forty consecutive days of Social Probation. One further infraction may lead to consideration for dismissal. Disciplinary status will be reviewed at the end of the next progress/grade reporting period (a minimum of ten weeks). If no further disciplinary violations, the Dean of Students may reduce status one step to Disciplinary Warning. A student who is on probation is considered to be not in good standing and may not participate in commencement exercises.

Consideration for Dismissal

If a student continues to violate school rules after being placed on Disciplinary Probation, or commit a serious offense, they will be suspended from school until such time as a Disciplinary Committee can meet. The Disciplinary Committee will be composed of members of the faculty and administration. Parent/guardian will attend the meeting with the student.

After hearing a case, the Disciplinary Committee may recommend one of the following to the Head of School:

Return to school on Disciplinary and Social Probation. Expectations for student will be clarified in order to return. Continued suspension for a period determined by the committee and return on Disciplinary and Social Probation

Dismissal from the Academy

Once the Head of School has decided what action will be taken, a letter will be mailed to the last known address of the parent/guardian by Certified Mail. The student or their parent/guardian may request an appeal hearing by contacting the Head of School within ten school days of the posting date of the letter of dismissal. Upon receipt of the request for a hearing, the Head of School will contact the President of the Board of Trustees who will schedule a hearing within ten school days. Counsel may represent a student. The decision of the Board of Trustees is final. A dismissed student may not come onto the Academy grounds without permission from a member of the administrative team.

ORGANIZATIONS AND ACTIVITIES

Thetford Academy sponsors a variety of co-curricular activities in addition to its academic curriculum. We encourage students to participate in these opportunities to expand their talents, interests, and skills. Students may also propose new activities, according to the procedures outlined below. All school-sponsored activities have an adult advisor or coach and access to school funding, per approved requests. Most organizations also engage in community fundraising to support their programs.

Athletics and Activities

School-sponsored interscholastic teams include cross-country and soccer (fall), basketball, indoor track and alpine skiing (winter), and baseball, softball and track and field (spring). Nordic skiing and Bass Fishing are offered at the club level. Robotics Team is also available as a club and competes in local and national competitions.

Athletics and Activities are a valued part of the diverse Thetford Academy experience and are based on the Thetford Academy Philosophy and the Academy's five principles: excellence, commitment, caring, cooperation and respect for diversity. These principles serve as the guidelines for all participants, including coaches, student athletes, parents/guardians, and spectators.

Information on athletic programs, regulations, and requirements is outlined in the Athletic Handbook, which is provided to all athletes and may be found on the school's website.

Student Leadership

Opportunities for student leadership at TA include Student Council and Student Government, as well as Advisory. All work closely with adult advisors to plan class meetings, projects, initiatives and social events. Other leadership entities include the Student Alliance for Racial Justice (SARJ), Youth and Adults Transforming Schools Together (YATST), and Getting to "Y" (G2Y). We encourage students to suggest new opportunities to amplify Student Voice.

New Club or Program Proposal

Students interested in proposing additions to Thetford Academy's programs should contact the Dean of Students for a copy of the procedure on how to petition for the addition of any kind of class, student activity, or co-curricular program.

Fundraising

No solicitation or fundraising may be done on school property without permission. This includes raffles and/or selling or any services or products or donation collections. Solicitations for funds, goods and/or services from off-campus entities must be have prior approval.

EDUCATIONAL RECORDS

Parent/Guardian and Student Rights

All eligible students and parents/guardians of students enrolled in Thetford Academy have certain rights concerning the educational records the Academy maintains. These rights are afforded in accordance with the Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA) and the Students Records Policy of the Academy.

All Educational Records are maintained by the Academy and requests concerning these records should be addressed to the Dean of Students, Thetford Academy, Post Office Box 190, Thetford, Vermont 05074. Telephone (802) 785- 4805.

Students and parents have a right:

1. To inspect and review their (or their student's) educational records within a reasonable time after such a request (no more than 45 days after the request, and before any IEP meeting or hearing related to the identification, evaluation, or placement of a handicapped student), including:
 - a. As a response to reasonable requests for explanations and interpretations of the educational records.
 - b. To have a representative of an eligible handicapped student, or of the parent/guardian of a handicapped student, inspect and review the records.
 - c. To have a copy of records at no more than the school's copying cost. The Academy will assume that either parent/guardian or the student (under the age of 18) has the right to inspect, review, and release the student's educational records unless it is provided with evidence that there is a legally binding instrument, which provides to the contrary.
2. To seek correction of student's educational records through a request to amend them, or through a hearing procedure provided by law, including a right to a copy of the Academy's "Procedures for Request to Amend Information in Educational Records."
3. Not to have information from student records disclosed without prior written consent, except:
 - a. To school officials with legitimate educational interests.
 - b. To officials of another school or school system in which student seeks or intends to enroll or is concurrently enrolled.
 - c. To government officials and other authorities, as provided by law.
 - d. In health and safety emergencies.

- e. In connection with the application for and receipt of financial aid.
 - f. Directory information, which includes student's name, awards received, officially recognized activities and sports, and date separated. (Students have the right to refuse to permit the designation of any or all of these categories as directory information by contacting, in writing, the Dean of Students within ten school days of this notice.)
4. To review the record of disclosure of personally identifiable information from student record.
 5. To examine and receive a copy of any policies or procedures of the Academy regarding educational records by contacting the Head of School or the Dean of Students.
 6. To request and receive this notice in student's primary or home language.
 7. To file a complaint, regarding the Academy's failure to grant these rights, to the FERPA Office, Department of Education, 4512 Switzer Building, Washington, D.C. 20202. Telephone (202) 245-0233.

NOTE: When a student reaches the age of 18, the rights accorded to and the consent required of the parents/guardians shall thereafter only be accorded to and required of the student, except the record of a dependent eligible student may be disclosed to the parents/guardians of that student without the consent of that student.

MAINTENANCE OFFICE MANAGEMENT PLAN

Notification of Management Plan Availability

The Asbestos Hazard Emergency Response Act (AHERA: 40 CFR 763.93 [g] [4]) requires that written notice be given that schools have Management Plans for the safe control and maintenance of asbestos-containing materials found in their buildings. The Academy has filed a Management Plan for all buildings open to students with the Vermont Department of Health. A copy of the Plan is available and accessible to the public in the Maintenance Office in the Maintenance Building.

NEW ENGLAND ASSOCIATION OF SCHOOLS AND COLLEGES (NEASC) ACCREDITATION

Thetford Academy is accredited by the New England Association of Schools and Colleges (NEASC) and is approved for general and special education by the Vermont State Board of Education. [A copy of 16 VSA §166 is provided on the TA website, as required by statute \(16 VSA §166 \(b\)\(3\)\).](#)