

# THORNTON ACADEMY

Rene M. Menard  
Headmaster

Tiffany Robert  
Principal

438 Main Street · Saco, ME 04072-1595  
(207) 282-3361  
[www.thorntonacademy.org](http://www.thorntonacademy.org)

Dear Parents/Guardians and Students,

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

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

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

Sincerely,

Thornton Academy Staff

# Thornton Academy

## **Mission**

Thornton Academy prepares students for a changing world. A rigorous and broad-based program of academic, arts and athletic opportunities challenges students to reach their potential in readiness for lifelong learning and productive participation in our dynamic world.

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

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

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

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

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

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

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

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

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

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

Thornton Academy Middle School strives to create a community of learners who are dedicated to cultivating and maintaining a school that is:

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

# Thornton Academy

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## Middle School Faculty and Staff

### **Administration:**

Tiffany Robert	Principal
Ryan Hersey	Assistant Principal
Debbie Crepeau	Administrative Assistant

### **Instructional Staff:**

Erin Abbott	Guidance Counselor
Kirk Agreste	Health and Wellness Teacher
Louise Benham	Special Education Teacher
Heidi Brewer	Grade 7/8 Humanities Teacher
Kaitlyn Cadorette	Educational Technician
Elizabeth Cooney	Grade 6 Teacher
Cara DameBrusie	World Languages Teacher
Joshua Dracup	Art Teacher
Jessica Foster	Response to Intervention
Jessica Hamilton	Curriculum Extension Coordinator
Ryan Hersey	Grade 7/8 Science Teacher/Assistant Principal
Julie Johnson	Grade 7/8 Language Arts Teacher
Lisa LaBrecque	Grade 6 Teacher
Alex LePauloue	ELL /International Student Advisor
Bob LePauloue	Grade 7/8 Social Studies Teacher
Christine Morin	Grade 6 Teacher
Leslie Mourmouras	Educational Technician
Craig Pendergrass	Grade 7/8 Math/Science Teacher
TBA	Band/Chorus Teacher
Danielle Tabor	Registered School Nurse
Tracie True	Grade 7/8 Mathematics Teacher
Ed Whiting	Grade 7/8 Language Arts Teacher

## Emergency Information

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

## Health

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

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

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

## Middle School Master Schedule

Duty coverage will begin each morning at 8:15 a.m. Students should not arrive at school prior to 8:15 a.m. All students arriving at school between 8:15 and 8:30 a.m. should report to the dining commons where coverage will be present. Students arriving after 8:30 a.m. should report to the administrative assistant in the Middle School Office, and will be marked tardy.

## Early Release Days

Early Release days for the purpose of staff development have been incorporated into the school calendar. For a list of the Early Release Days, see the full School Calendar.

## School Hours

Regular school hours are 8:30 a.m. to 2:45 p.m. Students who walk, ride their bikes or are dropped off at school should arrive at school between 8:15 and 8:30 a.m. Students arriving earlier than 8:15 a.m. will not be admitted to the building. No regular teacher supervision is available before 8:15 a.m. or after 2:45 p.m.

Students may be in the building after school hours only if they are involved in a school activity or working with a teacher. They are to remain with their teacher during that time and be picked up immediately afterward. Unsupervised students can create an unsafe environment. Please do not permit your child to “hang out” if he/she is not involved in an official after-school program or study session. Students should not be instructed to remain at Thornton Academy after these sponsored programs to await later pickup. There is no supervision of students after 2:45 p.m.

## Concerns/Complaints/Suggestions

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

## School Safety

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

## Visitors

Parents and/or volunteers are encouraged to come to our school for special events or to volunteer. In the interest of the safety and welfare of our students, we ask that after you have been buzzed into the building, all visitors please stop at the Middle School Office to sign in. All individuals wishing to volunteer should make arrangements with school staff ahead of time.

## Attendance Policy

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

1. If your child is going to be absent from school or late arriving to school, parents should call Thornton Academy at 282-3361, ext. 4408 or email a message to the TAMS Administrative Assistant before 8:30 a.m.
2. If we do not receive a call from the parent in the case of absence or late arrival, we will assume that the absence or tardy is not excused and you will be called.

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

## Tardy Procedure

All students who arrive at school after 8:30 a.m. must report to the Middle School Office and be assigned a pass before going to their classes. A note, or e-mail, from parents explaining the reason for the tardiness must be presented to the office in order to excuse a tardy or parents can call Mrs. Creapeau 282-3361 ext 4408. Please make all efforts to have your child at school on time.

Acceptable reasons for tardiness include:

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

## Dismissal

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

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

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

## Transportation

The privilege of all pupils to ride the school buses is conditional upon their good behavior and observance of the following rules and regulations. Pupils who violate these rules will be reported to school officials and may lose transportation privileges either on a temporary or extended basis.

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

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

Please call the school office prior to 2:00 p.m. or send a note if there is to be a change in transportation for your child. Requesting a change in bus assignments should be for emergency and childcare purposes only.

## Student Conduct on School Buses

The bus driver will have a responsibility to maintain orderly behavior of students on school buses and will report misconduct to the director of transportation who will notify the Director of Instruction or Middle School Principal. The school bus is considered an extension of school property; the school principal will have the authority to suspend the riding privileges of students who have disciplinary problems on the bus. Parents of children whose behavior and misconduct on school buses endangers the health, safety, and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code.

The safety of students during their transportation to and from school is a responsibility that they and

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

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

1. The Headmaster/Principal will determine if the offense warrants parent notification.
2. Those offenses warranting parent notification will result in:
  - First offense: Probation notice describing the incident will be sent home.
  - Second offense: Three-day suspension.
  - Third offense: Bus-riding privilege suspended for the remainder of school year.

## School Cancellation / Delays

### School Cancellation Due to Inclement Weather:

If Saco cancels school: Thornton Academy will not hold classes in grades 6-12. Students from Arundel, Dayton and surrounding areas will not attend school at TAMS or TA.

For information regarding School Cancellations, Delays and Releases please look to News Channel 6, 8 and 13.

Thornton Academy will also have a recorded message that will provide information about whether or not school is in session. Please call 282-3361.

## Lunch Program

Lunch will be prepared and served at Thornton Academy's middle school building. Please visit Thornton Academy's Web site at [www.thorntonacademy.org](http://www.thorntonacademy.org) for current menus and pricing. You may also visit [www.myschooldining.com/Thornton](http://www.myschooldining.com/Thornton) and click on "Lower School" to view and or print current menus.

## Grading System

Students will receive a report card at the end of each quarter. The letter grades indicate progress in all graded subjects as follows: A (100-93); B (92 - 85); C (77 - 84); D (70 - 76); F (Below 70). Report cards will be mailed home at the end of each quarter. Parents and students can access grades and assignments 24 hours a day - 7 days a week through our online grading system Powerschool. You can access Powerschool at this link: <https://powerschool.thorntonacademy.org/public/> If you are experiencing difficulty logging into PowerSchool, please contact Patti Parisien 282-3361 Ext. 4428.

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

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



## Homework/Assignment Policy

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

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

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

## Conferences

We will use a student-led conference format to conduct conferences. Conferences will be scheduled twice a year, at the end of the first quarter and at the end of the third quarter. In addition, we will host an open house in the fall.

## Lockers

Students are asked to keep lockers neat, clean and locked at all times. Do not share lockers. Report any locker that is not working to the Middle School Office. Remember, all campus lockers and locks are the property of Thornton Academy, which reserves the right to inspect lockers periodically for health and safety reasons.

## Acceptable Use Policy

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

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

The use of Thornton Academy’s technology resources and access to the Internet is a privilege that provides wonderful educational benefits as well as new responsibilities. Depending on the circumstances and degree, any inappropriate use of our technology resources, the TA network or Internet would result in appropriate consequences ranging from a warning to legal action. Such rules also apply to personally owned technology devices used on the Thornton Academy campus. A sampling of the use of technology that violates the spirit or intent of Thornton Academy’s Acceptable Use Policy follows. Any action not

explicitly prohibited below should not be equated with tacit permission. Behaviors inconsistent with Thornton's AUP include but are not limited to:

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

School officials will deem what is inappropriate use and the consequences of such misuse. Their decision will be final. User members should understand that school and law enforcement officials may access personal files at any time and that e-mail is not considered private communication. Thornton Academy's Acceptable Use Policy will be explained and clarified to employees and students at the beginning of, and as needed, throughout each school year. Parents will receive a copy of the AUP policy in the August mailing. The AUP will be reviewed annually; any major changes will be approved by the Board of Trustees. The basis for this policy is that of accepting the personal responsibility to use technology resources including the Internet in an appropriate and respectful manner.

*Draft revision as of 1/27/09.*

#### **iPAD/LAPTOP USER AGREEMENT**

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

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

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

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

- Once issued a device, the user is responsible for it at all times. If a device is lost, the user or his/her family is obligated to report it to the Technology Department within 24 hours.
- If a device is lost, the user or his/her family is obligated to replace the device.
- Users will keep food and drinks away from devices.

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

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

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

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

## Personal Electronics and Cell Phones

Personal stereos, electronic games, beepers, or other electronic devices and personal collections are not permitted in school. Students risk disciplinary consequences if these items are brought to school. Administration and staff will not be responsible for the loss or theft of these items. If a parent needs to contact their child they may call the office at 282-3361, ext. 4408.

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

- Students will be permitted to have cell phones in their possession during the school day. However, use of the cell phone will only be permitted before 8:15 a.m. or after the close of the regular school day.
- Students must have their cell phones turned off during the school day; cell phones shall cause no disruption during the school day.
- If a student is observed using a cell phone, the teacher is required to take the phone and bring it to the office. If it is the first offense, then the student will get it back at the end of the day. After the first offense, a parent or guardian will have to pick it up and a detention will be issued.

## Athletics

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

The interscholastic athletics program has the following purposes:

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

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

## Destruction or Theft of Property

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

## Field Trips

Field trips are an essential part of the education experience, and as such, students are expected to participate in field trips when scheduled. Students are expected to ride the bus with their classmates.

## Dress Code

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

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

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

## Activities

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

Activities include:

Art Club

Band

Chorus

TAMS Honor Society

Drama

Environmental Club

Math Team

Robotics

Ski Club

Student Council

Yearbook

## Dance Policy

1. TAMS Dances are for sixth, seventh, and eighth grade students only.
2. Guests are permitted to attend but must be registered at the office at least two days prior to the dance. Students must provide TAMS with their guest's name, grade, and school.
3. Students who are absent or sent home by the nurse on the day of the dance may not attend. Students who have had an in-school or out-of-school suspension the week of the dance may not attend.
4. Dances are held from 6:30-8:30 p.m. When the student arrives he/she must stay inside until the dance is over or until their parent/guardian comes to pick them up and signs them out with a chaperone. Students should not be dropped off before 6:30 PM as there will be no supervision and should be picked up promptly at 8:30 p.m. Drop off and pick up is in the parent drop off loop near the high school gymnasium. A chaperone will be present at the drop off loop from 6:30 PM to 7:00 PM. If a student needs to arrive more than a half hour late, the parent needs to enter the building and speak directly to a chaperone. A chaperone will walk the students out of the dance and will stay until all students have been picked up. If a student is picked up late, the student may not be allowed to attend the next school dance. The administrator will determine this.
5. Students must purchase dance tickets in advance, and sign in when they arrive. If a student needs to purchase a ticket at the door, they need to speak with Mrs. Robert prior to the dance.
6. The Middle School dress code remains in effect for all dances.
7. Inappropriate conduct may result in a phone call home, removal from the dance, and possible disciplinary action.
8. Students will dance in a way that is appropriate for a school setting.
9. Backpacks & laptops should be left at home. If a student needs to bring these items to a dance, they must be checked in with a chaperone.
10. The use of cell phones and digital cameras are not allowed on or near the dance floor. TAMS chaperones have the right to take a cell phone and/or camera away if students do not obey this rule.
11. Admission to the dance is generally \$5.00. Concessions are available for a nominal fee. The first and last dance of the school year will be sponsored by the Middle School and the money will be used to help defray costs for future social activities. Middle School Clubs will sponsor the remainder of the

dances and the money will go directly towards the club.

12. Students are not permitted to text or communicate directly with the D.J. All requests for songs or dedications must be monitored by a chaperone and they will forward the information directly to the DJ or band.

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

## Expected Behavior

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

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

Expected behavior is mostly a matter of common courtesy. School policies and regulations simply spell out expected behavior so that everyone conducts their day to minimize disruptions. Listed below are some common sense rules about expected behavior, such as:

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

## Tobacco Free School

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

## Harassment

Thornton Academy is a large and diverse campus built on a foundation of trust, respect, and acceptance. Creating a safe, welcoming environment for students and staff members is our primary

goal, and therefore any and all forms of harassment that create an intimidating or hostile environment that interferes with an individual's educational or professional performance will not be tolerated. Thornton Academy prohibits all forms of unlawful harassment, i.e., harassment based on an individual's race, color, age, religion, national origin, gender, sexual orientation, or disability. Thornton Academy's policy is more stringent than what is mandated by law; it includes harassment of any kind (verbal, physical, emotional, sexual) through any means (physical acts, threats, or gestures, and all forms of communication including verbal, the written word, and electronic communications).

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

Any student of Thornton Academy who believes that the spirit or letter of this harassment policy has been violated should make a report to the Principal, Guidance Counselor, SRO, or Administrator. Any attempt by a student or employee to retaliate against a person who makes or provides information regarding a claim of harassment is also strictly prohibited. No one will be reprimanded or punished in any way for initiating an inquiry or complaint in good faith.

## Sexual Harassment

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

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

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

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

## Disciplinary Procedures

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



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

"PREPARING STUDENTS FOR A CHANGING WORLD SINCE 1811"

AUGUST				
M	T	W	TH	F
24	25	NSO	NSO	VOD
TW				

SEPTEMBER				
M	T	W	TH	F
	FO/T	2	3	V
H	8	9	10	11
14	15	LSW	17	18
21	22	23	24	25
28	29	30		

NOVEMBER				
M	T	W	TH	F
2	3	LSW	5	6
9	10	H	12	13
16	17	18	19	20
23	ER	VOD	H	V
30				

JANUARY				
M	T	W	TH	F
				H
4	5	LSW	7	8
11	12	13	14	15
H	19	20	21	22
25	26	27	28	29

MARCH				
M	T	W	TH	F
	1	LSW	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

MAY				
M	T	W	TH	F
2	3	LSW	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
H	31			

OCTOBER				
M	T	W	TH	F
			1	2
5	6	LSW	8	TW
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19	20	21	22	23
26	27	28	29	30

DECEMBER				
M	T	W	TH	F
	1	LSW	3	4
7	8	9	10	11
14	15	16	17	18
21	22	V	V	H
V	V	V	V	

FEBRUARY				
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1	2	LSW	4	5
8	9	10	11	12
H	V	V	V	V
22	23	24	EX	26
29				

APRIL				
M	T	W	TH	F
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4	5	LSW	7	8
11	12	13	TW	V
H	V	V	V	V
25	26	27	28	29

JUNE				
M	T	W	TH	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

**First Quarter**

40 Student Days, 43 Teacher Days

**August 26-27 - New Staff Orientation/No School for Students**

**August 28 - Staff Voucher Day/No School for Students**

**August 31 - Teacher Workshop/No School for Students**

September 1 - Freshman Orientation/Freshman Parent Barbecue

September 1 - First Day for Middle School (grades 6-8)

September 2 - First Day for all students (Maroon Day)

September 4, 7 - NO SCHOOL • LABOR DAY WEEKEND

September 16 - Late Start Wednesday

September 17 - Meet the Faculty Night, 6pm

October 7 - Late Start Wednesday

October 12 - NO SCHOOL • COLUMBUS DAY

**October 9 - Teacher Workshop/No School for Students**

October 14 - Standardized Testing & Early Release (grades 9-12)

**October 30 - End of First Quarter**

**Second Quarter**

47 Student Days, 48 Teacher Days

November 4 - Late Start Wednesday

November 11 - NO SCHOOL • VETERANS DAY

November 24 - Early Release (grades 6-12) & Parent Teacher Conf

**November 25 - Staff Voucher Day/No School for Students**

November 26, 27 - NO SCHOOL • THANKSGIVING

December 2 - Late Start Wednesday

December 23-January 1 - NO SCHOOL • HOLIDAY BREAK

January 6 - Late Start Wednesday

January 18 - NO SCHOOL • MARTIN LUTHER KING DAY

**January 22 - End of Second Quarter/First Semester**

**Third Quarter**

45 Student Days, 45 Teachers Days

February 3 - Late Start Wednesday

February 15-19 - NO SCHOOL • WINTER BREAK

February 25 - Academic Expo (Advising Day); PTC at TAMS

March 2 - Late Start Wednesday

**April 1 - End of Third Quarter**

**Fourth Quarter**

43 Student Days, 44 Teacher Days

April 6 - Late Start Wednesday

**April 14 - Teacher Workshop Day/No School for Students**

April 15-22 - NO SCHOOL • SPRING BREAK

May 2-13 - AP Exam Administration

May 4 - Late Start Wednesday

May 30 - NO SCHOOL • MEMORIAL DAY

June 7-13 - Final Exam Week (w/no snow days, subject to change)

**June 20 - LAST DAY IF 5 SNOW DAYS**

**NSO** New Staff Orientation/No Students

**VOD** Voucher Day for Teachers/No Students

**TW** Teacher Workshop/No Students

**FO/T** Freshman Orientation, TAMS (grades 6-8), Freshman Parents' BBQ

**V/H** Vacation or Holiday/No School

**LSW** Late Start Wednesdays (2 hour delay to start of school)

**T/ER** Standardized Testing & Early Release, grades 9-12, regular day at TAMS

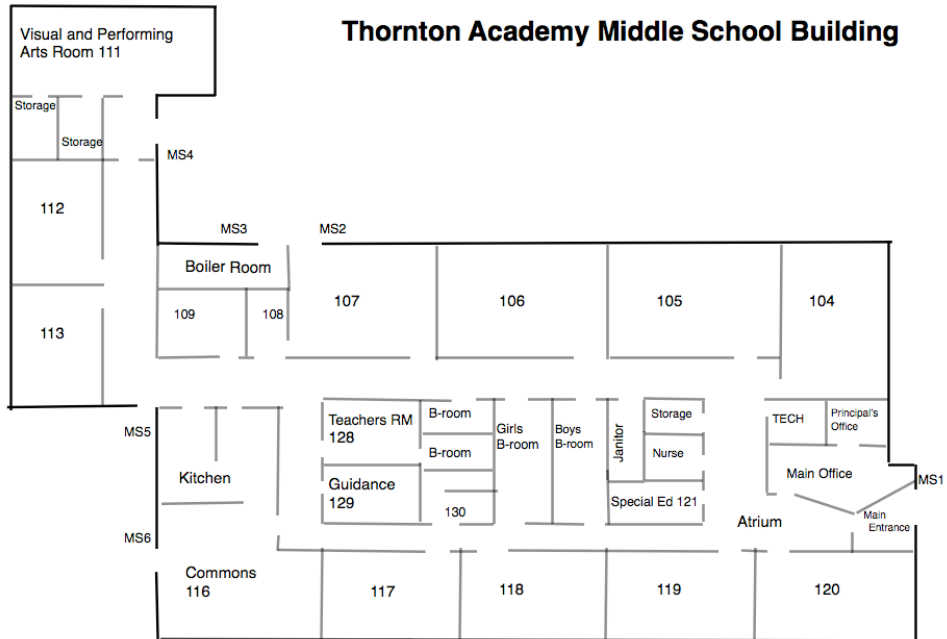
**ER** Early Release Day

**EX** Academic Expo Advising Day grades 6-11; no classes, no school for seniors, parent conferences at TAMS

4.16.15

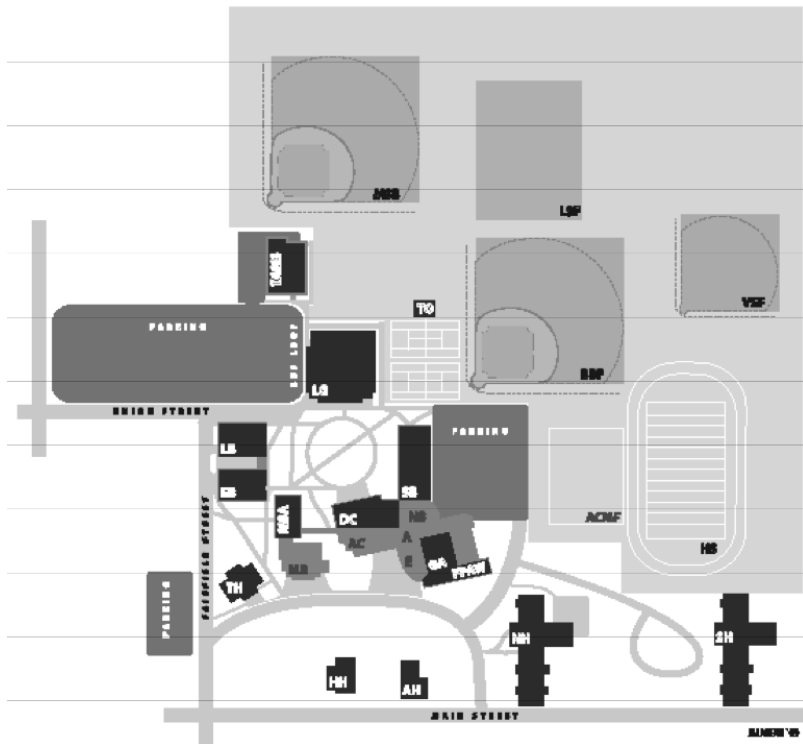
MAS

# Thornton Academy Middle School Building



# Thornton Academy Campus

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





Thornton Academy Middle School Policies  
2016-2017

I have read and understand the information and policies contained in this planner.

Parent Signature	Student Signature
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**Please return this form to your child's homeroom teacher by:**

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(Student, please write in the due date given to you by your homeroom teacher)

Student Name:	
Homeroom #:	