

## **WELCOME TO THORNTON ACADEMY**

Welcome to a new school year at Thornton Academy. Every student counts on this campus. Work hard and challenge yourself in the classroom. Get involved with sports, performances and clubs. Thornton Academy is a community, and an active campus life is important for everyone.

## **PEOPLE YOU SHOULD KNOW**

### **ADMINISTRATION**

Headmaster: Mr. Menard  
Associate Head: Mr. Ritzo  
Associate Head: Mr. Young  
Chief Financial Officer: Mr. Kelly  
Headmaster's Communications: Ms. Tarver  
Administrators' Assistants: Mrs. Estabrook, Ms Truman, Mrs. Stubbs  
Class Deans: Mrs. Roche ('17), Mr. Tabor ('18), Mr. Paradis ('19 & Residential), Mr. Kezal ('20)  
Deans Office Assistant: Mrs. Picard  
Receptionist/Attendance Clerk: Mrs. Lamarre  
Director of Academics: Mrs. Snyder  
Director of Admission: Mrs. Gagnon  
Director of Campus Security: Mr. Trask  
Director of Development: Ms. Hudnor  
Director of Facilities/Maintenance: Mr. Roney  
Director of Guidance: Mrs. Weyand  
Director of Marketing/Communications: Mrs. Erikson  
Director of Residential Life: Mrs. Paradis  
Director of Athletics/Student Activities: Mr. Stevens  
Director of Student Services: Mrs. Taranko  
Director of Technology: Mr. Nasse  
Middle School Principal: Mrs. Robert  
Middle School Assistant Principal: Mr. Hersey

### **STUDENT SERVICES**

504 Coordinator: Mrs. Glidden  
Guidance Counselors: Mr. Camire, Mr. DeFrancesco, Mrs. More, Ms Ramsey, Ms Tibbetts, Mr. Turgeon, Ms. Wallace  
School-to-Work Counselor: Mrs. Roth  
School-to-Work Assistant: Mrs. Verville  
Guidance Assistants: Mrs. Martin, Mrs. Logan  
School Nurses: Mrs. Prescott, Mrs. Tabor  
School Resource Officer:  
Social Workers: Mrs. Hadiaris, Ms. Cumbie, Mrs. Blake  
Student Services Assistants: Mrs. Precourt, Ms. Peterson

**438 Main Street • Saco, Maine 04072-1595 • 207-282-3361 • Fax 207-282-3508**  
[www.thorntonacademy.org](http://www.thorntonacademy.org) • [www.facebook.com/thorntonacademy](https://www.facebook.com/thorntonacademy)

## **THORNTON ACADEMY: Statement of Mission**

### **Thornton Academy prepares students for a changing world.**

A rigorous 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.

## NOTICE OF POLICY CHANGES

The policies in this student handbook represent the current student policies at the time of printing. Changes may occur during the school year. Up-to-date information can be found on the school website.

### ATTENDANCE

**Consistent attendance is essential in order for students to find academic success and earn credits steadily toward graduation.** Classroom instruction and discussions are vital parts of every course that cannot be re-created and should not be missed, making regular attendance crucial to learning. As adults, good attendance at work will also be expected and required. Parents are asked to partner with teachers by insuring their students' daily attendance. All students are expected to arrive at school on time and attend all assigned classes every day.

### ATTENDANCE POLICY

**School begins at 8:30 a.m.** Daily attendance is noted on student report cards. Students who arrive after 8:30 must check in at the Attendance Office and will be marked "tardy."

#### When a Student Is Absent

- A parent/guardian **MUST** call the Attendance Office the day the student is absent and leave a message with the Attendance Office.
- Absences must be called in by 12pm (noon) the day of the absence. If notification is not received, the student will be listed as "absent unexcused."
- In order for the absence to be excused, it must fall under one of the Academy's definitions of excused absences (see above). Parents/guardian must provide a written reason by note or email to the class dean for the absence.
- No corrections will be made after 48 hours and the absence may remain unexcused. Messages are received 24 hours a day, 7 days a week. Unexcused absences will result in a grade of 0% for the day and may result in consequences outlined in the handbook. Parents/guardian will be contacted regarding unexcused absences.

#### Thornton Academy defines excused absences for the following reasons:

1. Personal Illness
2. An appointment with a health professional that must be made during the regular school day
3. Observance of a recognized religious holiday when the observance is required during the regular school day
4. A family emergency

5. A planned absence for a personal or educational purpose that has been approved in advance

#### **When a Student Is Tardy**

- A parent/guardian **MUST** call the Attendance Office before the student checks into school.
- Parents/guardians must provide a written reason by note or email to the class dean for the tardy. For the tardy to be excused, it must fall under one of the Academy's definitions of excused absences (see above). If this is not provided, students will not be allowed to make up any work in the class that was missed, including includes tests and quizzes. The student may also receive additional consequences, such as detention. Tardies exceeding 50% of the block count as a full block towards a student's absenteeism count.

#### **Dismissals**

A student must have permission from a parent/guardian to leave campus. A parent/guardian must call or email the Attendance Office prior to the dismissal time. The student will receive a pink dismissal slip, and should check out through the Attendance Office upon leaving. Students are not allowed to leave and then have a call placed afterwards.

#### **Attending Class**

A student cannot be excused or released from any class or study hall without a pass. Teachers take attendance each block and record any absences and tardies. Class attendance record will be part of a student's final grade.

#### **Make-Up Work**

Students will have up to one week from the day of return from an excused absence to make up work for any missed classes. Students cannot make up work from an unexcused absence. Unexcused absences include class cuts, truancy, absences or tardies without parental notification and documentation.

#### **Planned Family Vacations**

Students must complete a form prior to the dates of vacation and return the form to the Deans Office. If this form is not submitted to the Deans Office prior to the dates of the planned absence, those days will be logged as unexcused and the student will not be able to make up any work missed. Forms are available for download at [www.thorntonacademy.org/policy](http://www.thorntonacademy.org/policy) forms.

#### **Extra-Curricular Activities**

Students must attend school or have an excused absence on the day of any extracurricular activity in order to participate in the activity. Any appeals should be discussed with the class dean, coach/advisor and Director of Student Activities.

**To reach the Attendance Office:** Call 282-3361 and press 1

**To reach a class dean: Call 282-3361 —**

Mrs. Roche (2017): Ext. 4400	Mr. Paradis (2019): Ext. 4417
Mr. Tabor (2018): Ext. 4419	Mr. Kezal (2020): Ext. 4420

### **CONSEQUENCES FOR ATTENDANCE INFRACTIONS**

**Unexcused Absence (Truancy):** Three unexcused absences in a semester course or six unexcused absences in a yearlong course may result in a loss of credit for the course. Unexcused absences may result in a grade of 0% for the day and one point off the quarter grade. Parents/guardians will be contacted regarding unexcused absences. 1st Offense: One Friday detention (assigned by the Dean, served on Friday for 2½ hours; failure to serve will result in an out-of-school suspension the following academic day), parental, teacher and guidance notification. 2nd Offense: 2 Friday detentions; parental, teacher and guidance notification. 3rd Offense: 1-day out-of-school suspension, and a conference with parent/guardian. Continued absence from school may result in an administrative truancy intervention.

**Unexcused Tardy to Class:** All Offenses: A one-point deduction from the quarter grade and parental, teacher and guidance notification. A teacher detention may also be assigned.

**Unexcused Tardy to Study Hall:** 1st Offense: Office detention (assigned by a Dean, served on Tuesday through Friday for one hour; failure to serve results in automatic Friday detention and parent/guidance notification). 2nd Offense: one Friday detention, parental, teacher and guidance notification. 3rd Offense: two Friday detentions, parental, teacher and guidance notification. Please note that excessive tardiness may lead to a parent/guardian conference and/or result in further disciplinary action.

**Not checking in (tardy to school) and not checking out (dismissal from school):** 1st Offense: office detention, parental, teacher and guidance notification. 2nd Offense: one Friday detention, parental, teacher and guidance notification. 3rd Offense: two Friday detentions, parental, teacher and guidance notification.

**Class Cut:** Class cuts will result in a grade of 0% for the day and one point off the quarter grade. 1st Offense: office detention, parental, teacher and guidance notification. 2nd Offense: one Friday detention, parental, teacher and guidance notification. 3rd Offense: one-day out-of-school suspension, parental, teacher and guidance notification.

**Leaving Campus: 1st Offense:** Friday detention, parental, teacher and guidance notification. Other offenses may result in an out of school suspension or conference with parent/guardian. Please note that leaving campus during a class may also result in loss of credit.

### **IN CASES OF MULTIPLE ATTENDANCE INFRACTIONS**

Any student who accumulates 12 absences in a yearlong or 7 absences in a semester-long course (excused or unexcused) will not receive credit in that class towards graduation. A tardy or dismissal that is more than half of a block will also count as an absence. A student who loses credit can stay in the class and earn a grade for the transcript. Students who continue to miss class may be removed per the discretion of the deans and the administration.

A student may appeal this provision within five (5) days of being notified of the loss of credit. Appeals must be initiated by the student or a parent. The appeals committee will be made up of the dean, guidance counselor and associate head. Parents/guardians will be encouraged to attend the appeals session. Documentation of the reasons behind the accumulative absences will be required before any appeals are considered. The committee will make a recommendation as to whether the student receives credit. The dean will make the final decision in consultation with the associate head. Results of the appeal will be placed in the student's cumulative file. Only absences with documented reasons will be considered in the appeal and these reasons need to fall under the list of excused absences as defined by Thornton Academy (see above).

### **ACADEMIC HONESTY POLICY**

**Preamble:** An integral aspect of preparing students for a changing world involves the development of appropriate and ethical choices with regard to each individual's actions within the community. It is our charge as educators to provide all students with the proper tools to identify improper use, avoid plagiarism and cheating, collaborate responsibly with others, and to appreciate the inherent value in academic honesty. The following policy will guide the Thornton Academy community in adhering to our standards of academic integrity.

**Definition:** Academic Honesty is defined as valuing and demonstrating positive regard for personal integrity and truthfulness, as well as, the intellectual property rights of others.

## **Responsibilities**

Thornton Academy employees will:

- Model and teach academic integrity so that all students are able to produce original work.
  - Examples
    - Share exemplars of original vs. unoriginal work
    - Teach how to properly cite the work of others
    - Post research and style guidelines on course Moodle pages

Thornton Academy students will:

- Use the shared skills and resources provided to create original work. When students feel they are not in a position to produce original work, they will seek assistance from their instructor(s) so they can avoid an infraction.
  - Examples
    - Make use of resources provided by faculty and staff, including the Student Guidelines posted on the Library's Moodle page
    - Seek assistance from appropriate faculty or support staff
  - Parents will:  
Support students and staff in creating a community where students will create original work.
  - Examples
    - Guide students in taking advantage of academic resources provided by faculty and/or posted on course Moodle pages, thorntonacademy.org, etc.
    - Communicate with staff when a student is struggling with an assignment
    - Support the faculty in helping students recognize the importance of this policy and the value of academic honesty

## **Documentation**

If a teacher determines there is sufficient evidence of academic dishonesty on the part of a student, the following actions will be taken:

1. The teacher will discuss the incident with the student(s) involved.
2. The teacher will complete the Infraction Form and provide a copy to the student and to the Academic Honesty Committee chairperson.
3. The teacher will notify the student's parent(s)/guardian(s) to discuss the infraction and subsequent consequences.
4. If the student chooses not to appeal, the Academic Honesty Committee chairperson will record the incident in PowerSchool and retain the documentation.

## **Range of Consequences**

Academic Honesty infractions are cumulative during the student's entire attendance at Thornton Academy. For a first offense, a teacher will impose one or more of the following consequences:

- Require the student to resubmit the assignment for a modified grade
- Assign a reduced grade or zero (0) for the assignment
- Assign a before or after-school teacher detention

For subsequent or multiple offenses, a teacher will impose one or more of the above *AND* one or more of the following consequences after consulting with an administrator:

- Reduce a student's quarter grade by a maximum of 10 percentage points
- Revoke AP or honors weight for a course
- Notify post-secondary institutions, including academic or other bodies
- Retract letters of recommendation, or other awards and commendations
- Recommend an appropriate course placement/level change

### **Appeals**

It is the responsibility of the student to demonstrate why the allegation of academic honesty should be overturned. A student may exercise their right to appeal the allegation by following the process below:

1. Within 5 school days of being notified of the allegation, the student must return the completed Infraction Form to the Director of Academics.
2. The student must attach a written statement and substantiating documentation that demonstrates grounds for appeal.
3. The Appeals Committee, consisting of two members of the Academic Honesty Committee and one administrator, will consider the documentation and decide to either uphold or dismiss the allegation. The committee may request additional information from appropriate parties.
4. The student and teacher will be notified of the committee findings in writing. The decision of the Appeals Committee on these matters is final.
5. Upon completion of the process, the Academic Honesty chairperson will take appropriate action with regard to filing the decision.

### **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. 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 oneself, 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.

The Academy will deem what is inappropriate use and the consequences of such misuse; the 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.

The Acceptable Use Policy will be explained and clarified to employees and students at the beginning of, and as needed, throughout each school year. The August parent mailing will include a copy. The policy is reviewed annually. The basis for this policy is that of accepting the personal responsibility to use technology resources including the Internet in an appropriate and respectful manner.

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

The policies, procedures, and information within this agreement, together with the 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.

Students are required to have read all the conditions below. Questions should be addressed to the Director of Technology, Mr. Nasse, in the Technology Office (MB-019A, ext. 4426). 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 Acceptable Use Policy, 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.

## EXPECTED BEHAVIOR

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

**Fair and courteous treatment** — Students have the right to be treated fairly and courteously, as do classmates, teachers, administrators and staff. Anyone who infringes on another individual's rights can expect to be disciplined. Students are expected to show the same respect for the Academy, their classmates and teachers that they would expect to have shown for themselves and their property. There are three basic rules at Thornton Academy: respect each other, respect the adults in the school, and respect the environment.

**Non-school items** — Non-school items may be hazardous to the safety of others and interfere with the academic environment, and so should be left at home. Non-school items brought to school may be taken and returned only to a parent/guardian.

**Cell Phones** — During the academic day (8:30 AM—2:45 PM) cell phones should not be used, seen or heard while in an academic class. Students are permitted to use cell phones during passing time between classes, in the dining commons during lunch or in the dining commons study halls. Students are asked to be respectful and responsible with cell phone usage.

**School property** — Students are expected to take care of school property, taking pride in the campus by keeping it clean. Use the walkways to travel between buildings. Students are expected to take care of books, and textbooks must be covered. All facilities, materials and equipment are to be treated with care.

**Computer/Internet use** — Computer/Internet use at Thornton Academy is a privilege. Any inappropriate use may result in the loss of privileges and further disciplinary action. Consult the Acceptable Use Policy for more information.

**Bus behavior** — Act appropriately on the bus. Riding the bus is a privilege that can be lost by ignoring or breaking the rules.

**No loitering** — Students are expected to go to class. Students who have been granted early release or dismissal must leave campus. Loitering in the bathrooms or in the parking lot is not allowed and may result in loss of privilege. Students who are not participating in a club, group, meeting, activity, or athletic event after school may not be on campus after school. Skateboarding, hoverboarding and similar activities are not allowed on campus at any time.

**Parking** — Junior and senior students only may bring vehicles to school, and all student vehicles must be parked in a student parking lot. The School Resource Officer will distribute parking permits. Parking without a sticker or in a non-student space may result in disciplinary action. Reckless driving could result in immediate loss of privilege and further disciplinary action. See the Parking Policy published in this handbook or at [www.thorntonacademy.org](http://www.thorntonacademy.org) for more information.

**Food** — All food and beverages are to be consumed in the Dining Commons.

**Appropriate dress** — Students are required to dress appropriately for a serious learning environment. Clothing choices must be non-distracting and provide appropriate coverage. Students wearing inappropriate clothing will be referred to the dean or an administrator.

**Represent Thornton Academy well** — Respectful and courteous student behavior is expected whenever students attend any Thornton Academy event, whether on or off campus. Students participating in school-sponsored trips must stay with the group and promote Thornton Academy through their good behavior. On campus, students are expected to be courteous to visitors and exhibit appropriate public behavior.

## **CONSEQUENCES FOR BEHAVIOR INFRACTIONS**

Consequences for behavior infractions anywhere on campus, during or after school, may result in a conference with a dean, parental notification, an office detention, a Friday detention, an out-of-school suspension, removal from class or loss of privilege (cell phone, bus, etc.), and possibly expulsion. All detentions should be served on the day they are assigned. A student who fails to serve a detention may be suspended.

## **SERIOUS VIOLATIONS**

Some infractions are so severe they warrant strong disciplinary actions up to and including an out-of-school suspension, a referral to School Resource Officer, and/or expulsion.

**These infractions may result in actions up to and including an out of school suspension or expulsion. The following will NOT be tolerated at Thornton Academy:**

- Aggressive, violent, harassing and/or threatening behavior
- Bullying/cyber bullying
- Disrespectful behavior, insubordination and/or inappropriate language toward staff
- Use, possession and/or distribution of drugs, drug paraphernalia, prescription medication, tobacco, and/or alcohol

- Vehicle violations
- Vandalism
- Theft
- Weapons
- Unauthorized electronic distribution of libelous imagery, video, or written communication
- Cheating, lying, plagiarism, forging or any form of dishonesty or any action that is identified by the administration as serious

Thornton Academy 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. Students who are referred to the School Resource Officer may be charged with a crime.

### **SUSPENSION**

Out-of-school suspension is a severe form of punishment used to convey to both student and parent/guardian that the school will not accept or tolerate the type of behavior that prompted the suspension. A parent/guardian conference may be required prior to a student's return to school. Repeated violations may lead to expulsion. Suspended students cannot be on campus for **ANY** reason until the day they are allowed to return to class.

### **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 a primary goal; any and all forms of harassment that create an intimidating or hostile environment which 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 Academy 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. Students who are referred to the School Resource Officer (SRO) may be charged with a crime.

Any student who believes that the spirit or letter of this harassment policy has been violated should make a report to a dean, 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 will not be tolerated at Thornton Academy. Sexual harassment is a form of sex discrimination defined as unwelcome sexual advances. These include but are not limited to:

- Suggestive or lewd remarks
- Unwanted hugs, squeezes, touches, kisses
- Suggestion of or request for sexual favors, delivered in any format (e.g., verbally, by text, through social media)
- Retaliation for complaining about sexual harassment
- Other verbal or physical conduct of a sexual nature that threatens an individual's personal safety and comfort

Any individual who feels that he/she has been subjected to sexual harassment by another student or an adult should report the incident without fear of reprisal. Students may report to any dean, guidance counselor, social worker, teacher or administrator. Each incident so reported will be investigated promptly under the supervision of the Headmaster. Remedial action shall be taken where appropriate. Incidents of sexual harassment may also be reported to the Maine Human Rights Commission.

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

### **NON-DISCRIMINATION NOTICE**

The Board of Trustees has adopted a nondiscrimination policy. Thornton Academy does not discriminate by race, age, color, ancestry or national origin, religion, gender, sexual orientation, physical or mental disability, marital, veteran, or any other legally protected status in admission to, access to, treatment in or employment in its programs and activities. To make an inquiry or file a complaint concerning the above statement, an individual may contact Associate Head Allan Young at (207) 602-4435.

## ACADEMIC MATTERS

**Department Chairs** — The following faculty members head academic departments. Questions regarding content-specific curriculum, instructional practices, class expectations, homework assignments and other assessments of student performance, and other departmental matters may be addressed to the chair of the department:

English	Ms. Timberlake
Fine Arts	Mr. Hanright (co-chair) Mrs. Witherell-Stebbins (co-chair)
Foreign Languages	Mr. Thompson
History	Mr. Raby
Mathematics	Mr. Morrison
Science	Mr. Goulet
Special Education	Mrs. Callahan
Technology/New Media	Mr. Arenstam
Wellness	Dr. Kohl

**Honor Roll** — A student must take 4 one-credit courses or their equivalent to qualify for the Honor Roll. Any non-weighted course or any aide position (e.g., guidance aide) must be passed for honor roll consideration but will be excluded in the count of A's, B's, and C's.

- 1st Honors: A student must receive all A's.
- 2nd Honors: A student must have all A's and B's.
- 3rd Honors: A student may have all B's OR no more than one C balanced by an A.

**Academic Progress Reports** — Grades are posted online by teachers on the 1<sup>st</sup> and 15<sup>th</sup> of the month. Progress reports can be assembled and mailed to parents/guardians on request; contact Mrs. Martin (ext. 4454) to arrange for paper reports.

**Make-up Policy** — Students are responsible for arranging make-ups or extra help with material missed while absent. It is important to note that certain academic experiences such as guest speakers, films, some experiments, field trips and lectures can never be made up. Make-ups must be completed within one week from the day a student returns from an excused absence. Students cannot make up work from an unexcused absence (see the Attendance Policy for more information). Academic make-up takes precedence over detention and other commitments. All school days are make-up days.

## GRADUATION REQUIREMENTS

**Credits** — The minimum number of credits needed to graduate is 22, of which 15.5 must meet the core requirements. Additional information can be found in the Program of Studies or at [www.thorntonacademy.org/program](http://www.thorntonacademy.org/program).

**Graduation** — The purpose of graduation is the receipt of a diploma signifying the completion of all high school requirements. Senior

activities and the commencement ceremony are for the purpose of celebrating the completion of all high school requirements and the conferring of a diploma. Students who do not meet the graduation requirements will not be allowed to participate in the commencement ceremony. Affected students *may* be able to participate in other graduation activities with the Headmaster's approval.

### **GUIDANCE SERVICES**

Using the looping model, guidance counselors work closely with their students over the four years of high school. Our goal is for each year to be a rewarding and successful experience for all students. Starting out in the freshmen year, students are introduced to a variety of topics through guidance lessons and the Naviance software program that we use with them over the course of their four years for career exploration, personality assessment, and post high school planning.

A four-year plan is outlined during our individual meetings in the freshman year. The purpose of a four-year plan is to help students organize their classes in a forward thinking manner which will ensure that they can schedule their electives and required courses for graduation while meeting the necessary post-secondary admissions requirements. Students and parents are encouraged to review and revise the four-year plan each year during registration for the upcoming academic year. Parents and students are always welcome to make appointments with counselors at any time to discuss the four-year plan, post-high school plans, academic concerns and/or personal issues. Our goal is to be a resource to parents, should they have any questions or concerns, as well as to serve as liaisons to teachers when necessary.

For students to achieve the greatest success, it is imperative that they develop a sense of responsibility and learn organizational skills. Communication and collaboration between home and school will enhance our ability to meet students' needs, so we encourage parents to contact their children's guidance counselor anytime during the school year.

### **EXTRACURRICULAR ACTIVITIES**

Thornton Academy offers a wide variety of supervised extracurricular activities and encourages all students to participate. All notices of club meetings, athletic and social events and general information are posted both on the bulletin board outside the Attendance Office and online.

Students participating in any extracurricular activities are expected to conduct themselves in an appropriate manner and to follow the instructions of advisors, coaches, and/or chaperones. Improper conduct may result in a student being prohibited from participation. Students must attend school or have an excused absence on the day of any extracurricular activity in order to participate in the activity. Participation in school activities and function may be revoked if a student's behavior

and/or attendance are unsatisfactory. Attendance at school functions such as dances, athletic contests and other co-curricular activities is a privilege.

## ACTIVITIES & ATHLETICS

### Academic Clubs

Academic Decathlon	Math Team
Classics (Latin & Greek) Club	* National Honor Society
Robotics Club	Science Olympiad
French Club	Spanish Club
German Club	

*\* Indicates that the Faculty Council selects from student applicants*

### Athletic Teams

Baseball	Soccer (Boys & Girls)
Basketball	Swimming/Diving (Boys & Girls)
Cheerleading	Tennis (Boys & Girls)
Cross Country (Boys & Girls)	Track, Indoor (Boys & Girls)
Field Hockey	Track, Outdoor (Boys & Girls)
Football	Volleyball (Girls)
Golf (Boys & Girls)	Weightlifting (Winter/Spring)
Ice Hockey	* Wrestling
Lacrosse (Boys & Girls)	
Softball	

*\* Thornton Academy does not field a wrestling team but interested students may compete with the Biddeford team.*

**Note:** *Intramurals are offered throughout the school year*

### Community Service & Interest Clubs

*\* Indicates an activity is credit-bearing*

Action Team (Volunteers of America)	* Chorus
Ambassador Program	Cycling Club
Amnesty International	* Dance Company
Anglers Society	Debate Club
Animal Rights	Disaster Relief Club
Art Club	Environmental Club
ASL (American Sign Language)	Game Development Club
Big Brothers/Sisters	Gay/Straight/Transgender Alliance (GSTA)
* Chamber Singers	INK (online magazine)
INTERACT Club	RSVP (Reducing Sexism & Violence Prevention)
* Jazz Band	Ribbon Club (breast cancer awareness)
Model United Nations	Ski Club (Shawnee Peak)
* Orchestra	Speech Team
Outdoor Adventure Club	Student Council
* Pep Band	

Student Philanthropy  
Group  
\* TATV  
Table Top Gamers

TA Players (drama club)  
\* Treble Choir  
\* Tripod (yearbook)

### **STUDENT COUNCIL**

Student Council leads the Thornton Academy community in team building, community building and school spirit activities. Co-advised by Ms. Lasante and Mrs. Martin, Student Council sponsors Homecoming, the Thanksgiving food drive, adopting families for gift-giving at Christmas, Winter Carnival and Children's Winter Carnival, Teacher Appreciation activities, and so much more. You, the students, elect representatives from your classmates to be members of Student Council. All students are encouraged to become involved, run for Student Council office, serve on Council committees, and suggest ideas for activities and new ways to serve students' interests and needs.

### **ATHLETIC POLICIES**

**Eligibility Requirements** — Since Thornton Academy participates in athletic competition under the auspices of the Maine Principals Association, eligibility requirements for athletics meet MPA requirements. To be eligible to participate in athletics, a student must have passed the equivalent of four one-credit subjects in the first, second and third quarters. In the fourth quarter, a student must pass the equivalent of four one-credit subjects and accumulate four credits toward graduation in order to be eligible to participate in the following fall.

The following additional requirements also apply for students participating in athletics:

1. Students must be under 20 years of age.
2. Students may only participate for eight consecutive semesters.
3. Extensions of this rule must be approved by an external review board (the MPA Eligibility Committee).
4. A student transferring from one school to another without a corresponding change of address by his or her parents/guardians may only become eligible to participate in interscholastic athletics if an MPA Transfer Waiver Approval Form is properly filed with the MPA office, with the student, parents/guardians, sending principal and receiving principal all certifying that the transfer was not primarily for athletic purposes.
5. A student declared ineligible due to the transfer rule shall be eligible to participate only after being in attendance at the new school for three hundred sixty-five (365) consecutive calendar days, which will begin with the first day of attendance at the new school.

#### **Other athletic requirements:**

- Before participating in athletics, students and their parents/guardians must read the Athletic Policy and sign a Thornton

Academy Waiver Form and Emergency Release Form, which must be returned to the Athletic Director.

- Thornton Academy requires students to have a physical exam before beginning any physical activity and will provide free physicals to rising sophomores, juniors and seniors in the spring each year. The required forms are available in the nurse's office, the Main Office, and online ([www.thorntonacademy.org/athletics](http://www.thorntonacademy.org/athletics)). Completed forms must be submitted to the Nurse's Office for clearance. Substitute notes and incomplete forms will not be accepted. Athletes must also be current with all immunizations.
- All athletes are required by the MPA to submit evidence of having passed a physical exam with a medical history every other year between sixth grade and graduation. Athletes may not participate until the school nurse receives physical exam forms signed by a physician AND a health history form signed by the athlete and parent/guardian. The health history form must be submitted each academic year with any changes noted. Physical exams must be completed every other year. Health history forms will be reviewed annually by the school nurse, who will consult with the school physician if any conditions arise warranting the need for another complete physical exam before proceeding with the upcoming athletic school year. Students who have sustained major injuries or medical illnesses should have a physical exam before participation resumes.
- Any athletic equipment that is issued to a student becomes that student's responsibility. Students who lose or damage school-issued equipment will be required to pay for it.
- Any violation by an athlete of Thornton Academy behavior expectations delineated in this Handbook may result in suspension from athletic participation or removal from a team.

## **CAMPUS PARKING**

The campus parking policy protects the safety of students, staff, and visitors using Thornton Academy's parking lots. The intent is to create a clear and efficient process to determine appropriate use of the parking lots on campus.

### **Eligibility Requirements**

- Only Junior and Senior students are permitted to bring vehicles to school.
- Students must be positive school citizens, and in good standing.
- Any student bringing a vehicle to school must have an active driver's license

A valid parking pass must be displayed while parked on campus. Students must park properly and only in the two designated student lots, which are near Linnell Gymnasium and near the Scamman Science Building.

### **Parking Violations**

Violations are divided into four categories: Parking Violations, Safety Violations, Attendance Violations, and School Policy Violations/Criminal Activity. Thornton Academy reserves the right to skip steps in the below timelines based on the seriousness of the violation.

Thornton Academy retains the right to have a vehicle towed if the need should arise. If a student parks on campus while their parking privilege is suspended or has been revoked the vehicle will be subject to a boot or may be towed. School administration will further address such issues at their discretion.

Parking violations include, but are not limited to:

- Parking without a permit
- Double parking
- Parking in Visitor Parking zone
- Parking in fire lanes
- Parking in Handicap Reserved spaces without permission
- Parking in staff parking areas
- Blocking the loading dock area
- Parking in the bus loops
- Loitering
- Engine idling or revving

Parking Violations will be enforced in the below manner:

- First Offense: Parking ticket
- Second Offense: Wheel Boot and 10-Day parking suspension
- Third Offense: Wheel Boot and 30-Day parking suspension
- Fourth Offense: Wheel Boot and 90-Day parking suspension
- Fifth Offense: Revocation of parking privileges

Safety Violations include but are not limited to:

- Stop sign violations
- Failure to stop for pedestrians in crosswalks
- Spinning or squealing tires
- Excessive acceleration
- Excessive or unsafe speed

Safety Violations will be enforced in the below manner:

- First Offense: 10-Day Parking Suspension
- Second Offense: 30-Day Parking Suspension
- Third Offense: 90-Day Parking Suspension
- Fourth Offense: Revocation of parking privileges

**Note:** Safety Violations will be referred to the Saco Police Department for investigation and charges will be brought forth when applicable.

Attendance Violations include any violation of the Attendance Policy that would result in punitive measures being taken against a student. Attendance Violations will be enforced at the discretion of school administration and may include suspension or revocation of the student's parking privileges.

School Policy Violations/Criminal Activity include but are not limited to:

- Drug Violations
- Alcohol Violations
- Weapon Violations
- Fighting
- Assaults
- Bullying as outlined in the school bullying policy

If any student's vehicle is used in furtherance of any violation under this section, that student will be held accountable under this section regardless of their physical proximity to the violation.

School Policy Violations / Criminal Activity will be enforced in the below manner:

- First Offense: 60-Day Parking Suspension
- Second Offense: Revocation of parking privileges

## **HEALTH**

Students who become ill during school should see a school nurse. The nurse will determine whether a student should be dismissed or can return to class. The nurse will notify parents/guardian in the event of a student's dismissal for health reasons. If the nurse is not available, students can go to the Administrators Office. Students cannot leave campus without permission. A student who has an accident either on school grounds or at any school-sponsored event should report the incident 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 a student 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 (OTC) 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 discarded.
  3. Students are not allowed to carry prescription or OTC 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).

### **ADDITIONAL STUDENT LIFE INFORMATION**

**Class dues** — Class dues of \$10 per year are assessed each student. These funds are used primarily for graduation-related expenses such as cap and gown purchase, awards, and diploma preparation. Dues are payable yearly or at the end of senior year. Dues must be paid prior to a student's participation in any end-of-year senior activities, **including prom**. Cash or checks (payable to Thornton Academy) should be given to Mrs. Estabrook in the Headmaster's Office.

**Lockers** — Lockers should be kept neat, clean and locked at all times. Students should not share lockers. Any locker that is not working may be reported to Mrs. Picard in the Deans Office. Students should note that all campus lockers and locks are the property of Thornton Academy; the Academy reserves the right to inspect lockers periodically.

**Valuables** — Students are advised to bring only money needed for the day. Valuables should not be left unattended. The Academy cannot be responsible for theft.

**Lost And Found** — Anything found around campus may be returned to the Attendance Office. Students are encouraged to check with the Attendance Clerk.

**Study Hall Guidelines:**

- Students must check in with their assigned teacher for attendance.

- Students must have an academic pass to leave study hall.
- Card playing, dice games and video games are not allowed.
- Students should clean their table/area before leaving study hall.
- Cell phone use is not allowed in guided study hall

## **CAMPUS HOURS AND INSTRUCTIONAL PERIODS**

### **BUILDING HOURS**

Hyde Library is open from 7:45 AM to 3:45 PM, Monday through Thursday, until 3:30 PM on Friday. The Main Building front door is locked at 4:00 PM, Monday through Thursday, at 3:30 PM on Friday. All other buildings, including all other Main Building doors, are locked at 3:15 PM every day. Exceptions:

- Linnell Gymnasium is locked relative to posted activities.
- Alumni House is open daily from 8:00 AM to 4:00 PM, Monday through Thursday, until 3:30 PM on Friday.

Students must have a legitimate academic or co-curricular reason with supervision to be on campus outside of these hours.

### **SCHOOL DELAYS & CLOSINGS**

If school is delayed or closed, the School Messenger system will alert parents/guardians. Options for notification include email, voice mail and text message; instructions for School Messenger are mailed home shortly after the start of school. For more information regarding School Messenger, contact Mrs. Estabrook (ext 4401).

School delays and closures are also announced on the school greeting (call 282-3361), on the school website ([www.thorntonacademy.org](http://www.thorntonacademy.org)), and on local television news (Channels 6, 8 and 13).

### **CALENDARS AND SCHEDULES: 2016-2017**

Bell schedules and the yearlong calendar, including the maroon/gold schedule, may be found at the end of this section.

## **THORNTON ACADEMY ALMA MATER**

### **First Verse:**

With the pines of Maine around her  
Reared against the sky  
Proudly stands our Alma Mater  
As the years go by. *(Chorus)*

### **Second Verse:**

When her students join together  
Memories sweet shall throng  
Round our hearts, dear Alma Mater  
As we sing this song. *(Chorus)*

### **CHORUS:**

Forward ever—be our watchword,  
Conquer and prevail.  
Hail to thee, our Alma Mater,  
Dearest Thornton, hail!



<p><b>Standard Day</b></p> <p>Block 1 8:30-9:52          Block 2 9:59-11:21          Block 3 11:27-1:17              A Lunch 11:27              B Lunch 11:54              C Lunch 12:22              D Lunch 12:50          Block 4 1:23-2:45</p>	<p><b>Advisory Day</b></p> <p>Block 1 8:30-9:43          Block 2 9:50-11:03          Advisory 11:09-11:34          Block 3 11:40-1:26              A Lunch 11:40              B Lunch 12:06              C Lunch 12:33              D Lunch 1:00          Block 4 1:32-2:45</p>
<p><b>School Meeting Day</b></p> <p>Block 1 8:30-9:46          Block 2 9:53-11:27              First School Mtg 10:00-10:20              Second School Mtg 10:30-10:50              Third School Mtg 11:00-11:20          Block 3 11:33-1:23              A Lunch 11:33              B Lunch 12:00              C Lunch 12:28              D Lunch 12:56          Block 4 1:29-2:45</p>	<p><b>Early Release Day</b></p> <p>Block 1 8:30-9:03          Block 2 9:09-9:42          Block 3 9:48-10:21          Block 4 10:27-11:00</p>

## SCHOOL CALENDAR 2016-17

SEPTEMBER					SEPTEMBER				
M	T	W	TH	F	M	T	W	TH	F
NSO	TW	FO/T	1	V	NSO	TW	FO/T	G	V
H	6	7	8	9	H	M	G	M	G
12	13	ER	15	16	M	G	M	G	M
19	20	21	22	23	G	M	G	M	G
26	27	28	29	30	M	G	M	G	M

OCTOBER					OCTOBER				
M	T	W	TH	F	M	T	W	TH	F
3	4	5	6	TW	G	M	G	M	TW
H	11	12	13	14	H	G	M	G	M
17	18	T/ER	20	21	G	M	T/ER	G	M
24	25	26	27	28	G	M	G	M	G
31					M				

NOVEMBER					NOVEMBER				
M	T	W	TH	F	M	T	W	TH	F
	1	ER	3	4		G	M	G	M
7	8	9	10	H	G	M	G	M	H
14	15	16	17	18	G	M	G	M	G
21	ER	TW/V	H	V	M	G	TW/V	H	V
28	29	30			M	G	M		

DECEMBER					DECEMBER				
M	T	W	TH	F	M	T	W	TH	F
			1	2				G	M
5	6	ER	8	9	G	M	G	M	G
12	13	14	15	16	M	G	M	G	M
19	20	21	V	V	G	M	G	V	V
V	H	V	V		V	H	V	V	

JANUARY					JANUARY				
M	T	W	TH	F	M	T	W	TH	F
H	3	4	5	6	H	M	G	M	G
9	10	ER	12	13	M	G	M	G	M
H	17	18	19	20	H	G	M	G	M
23	24	25	26	27	G	M	G	M	G
30	31				M	G			

FEBRUARY					FEBRUARY				
M	T	W	TH	F	M	T	W	TH	F
		ER	2	3			M	G	M
6	7	8	9	10	G	M	G	M	G
13	14	15	16	17	M	G	M	G	M
H	V	V	V	V	H	V	V	V	V
27	28				G	M			

MARCH					MARCH				
M	T	W	TH	F	M	T	W	TH	F
		ER	2	3			G	M	G
6	7	8	9	10	M	G	M	G	M
13	14	15	16	17	G	M	G	M	G
20	21	22	23	TW	M	G	M	G	TW
27	28	29	30	31	M	G	M	G	M

APRIL					APRIL				
M	T	W	TH	F	M	T	W	TH	F
3	4	T/ER	6	7	G	M	T/ER	G	M
10	11	12	13	V	G	M	G	M	V
H	V	V	V	V	H	V	V	V	V
24	25	26	27	28	G	M	G	M	G

MAY					MAY				
M	T	W	TH	F	M	T	W	TH	F
1	2	ER	4	5	M	G	M	G	M
8	9	10	11	12	G	M	G	M	G
15	16	17	18	19	M	G	M	G	M
22	23	24	25	26	G	M	G	M	G
H	30	31			H	M	G		

JUNE					JUNE				
M	T	W	TH	F	M	T	W	TH	F
			1	2				M	G
5	6	7	8	9	M	G	M	G	M
12	13	14	15	16	G	M	G	M	G
19	20	TW/V	22	23	M	G	TW/V	22	23
26	27	28	29	30	26	27	28	29	30

**TW** Teacher Workshop/No Students  
**V/H** Vacation or Holiday/No School  
**ER** Early Release Day  
**T/ER** Testing & Early Release, grades 9-12

JUNE 13 - LAST DAY IF NO SNOW DAYS  
 JUNE 20 - LAST DAY IF FIVE SNOW DAYS

- Last Day of Quarter 1: November 4, 2016
- Last Day of Quarter 2: January 20, 2017
- Last Day of Quarter 3: March 31, 2017
- Last Day of Quarter 4: TBD (dependent on snow days)