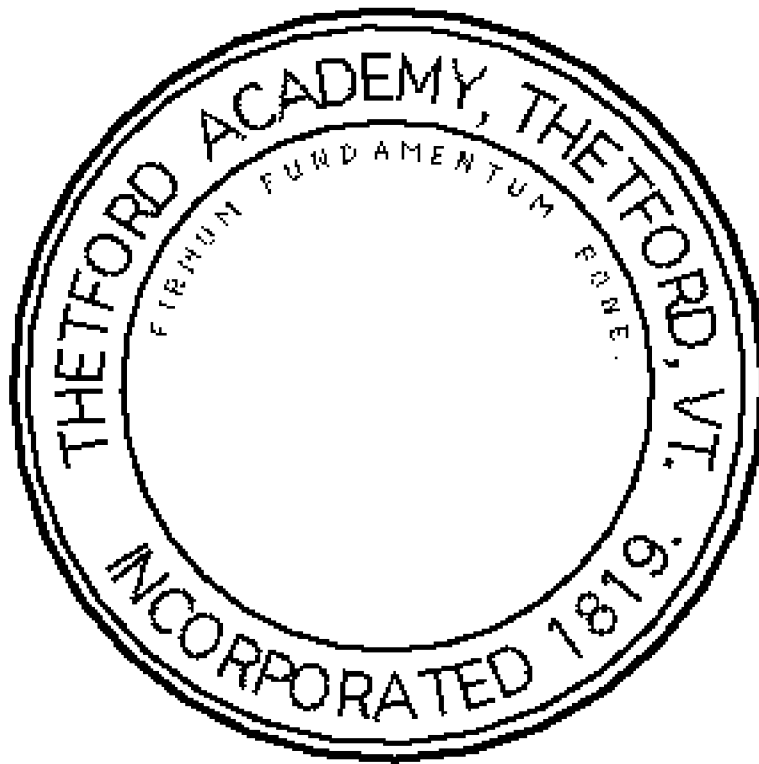


Thetford Academy Student Handbook 2006-2007

Excellence Commitment

Cooperation



Diversity

Caring

Thetford Academy

A Sense of Community... A Source of Challenge

"Consider that the mind is capable of an endless growth."

--Asa Burton, 1819

Martha Jane Rich -- Head of School

David N. McGinn -- Dean of Students

Sally Shipton -- Director of Guidance

Mary Ford - Guidance Secretary

Gloria A. Thurston Taylor -- Head Secretary

Kim Blandin - Secretary

Priscilla Hall -- President, Board of Trustees

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THETFORD ACADEMY PHILOSOPHY

Thetford Academy offers an academic community that welcomes students who accept the responsibilities of enthusiastic participation in the educational opportunities available. There is a mutual respect for individuals and an appreciation of diversity within a setting of consistent expectations for students, faculty and administrators. Through attention to individual attributes, the Academy wishes to stimulate natural curiosity, creative thought, and an appreciation of lifelong learning. Building a positive educational environment relies on the active participation and collaboration by all at Thetford Academy.

FUNDAMENTAL PRINCIPLES OF THE SCHOOL COMMUNITY

Excellence:

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

Commitment:

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

Cooperation:

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

Caring:

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

Diversity:

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

THETFORD ACADEMY LEARNING PRINCIPLES

We believe that learning should be...

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

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

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

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

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

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

ACADEMIC PROGRAM INFORMATION

Full-Time Student

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

Grade Placement Requirements

Grade placement will be determined by the Dean of Students in consultation with the Director of Guidance.

Graduation

Diploma Requirements

To qualify for a Thetford Academy Diploma, you must make sure that you are registered for all the required courses needed to receive a diploma. If there is any question, please consult with the Director of Guidance.

You must earn a total of 24 credits to include the following requirements:

English: 4 credits: ninth and tenth grade English plus at least one elected credit each year in eleventh and twelfth grades

Mathematics: 3 credits

Social Studies: 3 credits which include 1 credit from Grade 9 History, U.S. History to 1865, and U.S. History Since 1865

Science: 3 credits, including Conceptual Physical Science or Horticulture or Food Science, and Biology

Health and Physical Education: 1 1/2 credits

Arts: 1 credit, in any of the following: Art, Chorus, Band, Instrumental Music, Drama, Industrial Arts/Design Technology

Competencies:

Mathematics Competency: proficiency tested between May of junior year and April of senior year

Diploma Requirement Waiver - You may request a waiver of a diploma requirement by petitioning the Department Chairs Committee of the faculty. Application for a waiver may be made only before entering your senior year, with the exception of illness, injury or other unforeseeable circumstances. Consult the Guidance Department for details.

Commencement Ceremonies Requirements

Participation in the commencement ceremonies requires that you be in good standing. Good standing reflects responsible participation in the school community. This includes acting in accordance with rules and expectations, as well as meeting financial and material obligations to the Academy. At Commencement time, if you are not in good standing, you will not participate in Commencement activities, including Baccalaureate and Graduation exercises. The opportunity to join these community celebrations is a privilege rather than a right.

You are not in good standing if you:

- a) are not enrolled as a full-time student.
- b) are lacking more than one (1) diploma requirement (see above).
- c) are on Disciplinary Probation status. If you have this status and you have met academic requirements, you may receive a diploma, but you may not participate in Commencement activities.
- d) have outstanding debts to the school.
- e) have violated attendance or appropriate behavior expectations at Baccalaureate and Graduation rehearsals. School disciplinary procedures remain in effect throughout this period. Failure to fulfill assigned consequences will result in loss of your privilege to participate in the ceremonies.

If you are barred from Commencement activities for these reasons, you may appeal through a petition to the Head of School. The Head of School will bring the appeal to the full faculty for a decision, no later than the final faculty meeting preceding Graduation.

Academic Reports

Report cards (grade reports) are issued for every nine-week term (quarter-year marking period). Grades are presented in the traditional manner: A, B, C, D, and F. The attitude and effort grade found in the comment area of the report card indicates the student's effort, behavior, and general attitude toward the work in the course. Comments codes and comments used in the grading system are available in the office upon request.

Progress reports are issued in the middle of quarterly marking periods. A teacher may issue an additional report at any time during the term. All reports must be signed by your parent/guardian and returned to your advisor within one week after they are issued.

Examinations

A special examination period will take place at the end of each semester. During this time, you are required to be in school only for your scheduled exam times. You may come late or leave early, provided that you bring **written** parental permission to do so and sign in and out. (One note for the whole exam week will be sufficient.)

You may not leave and return, however. If you have exams scheduled in the first and third exam period, you will need to stay at the school for the second exam period.

You should take care to be on time for exams. Teachers do not need to admit those who come late. You must remain in the exam room during the entire period.

If you wish to change your exam schedule, you need permission from the Head of School. You need to present compelling reasons and evidence of your teachers' agreement to get this approval.

If you become too ill to take an examination, your parents/guardians must notify the school (by telephone is fine) on the day the exam is administered. If the school is not so notified, the teacher need not provide a make-up exam and a zero (0) may be recorded. Teachers may provide make-up exams at their own discretion.

Mid-terms for semester courses may be given during regular class time, at the teachers' discretion.

Incomplete Work

Work which is incomplete due to an excused absence must be made up in a reasonable length of time, usually not to exceed one week. It is your responsibility to get assignments and make up work on time.

Work still incomplete two weeks after the end of a marking period will not receive credit unless special arrangements have been made with the teacher.

Academic Warning

- 1) If you are failing in one or more courses at report card time (not progress report), you will be placed on Academic Warning. If an incomplete becomes a failure, you will be placed on Academic Warning.
- 2) When you are placed on Academic Warning, you will be restricted to study center during assigned study periods. Teachers may issue a pass to you if you are on Warning ONLY if you are behind, need extra help, or need research time in the library. The pass must also be signed by the Head of School or Dean of Students.
- 3) If you are on Academic Warning, you will not be allowed to attend field trips, unless the field trip is a part of a required class lesson. The faculty member in charge of the trip makes this determination.
- 4) A list of students on Academic Warning will be posted in the faculty room and given to all study center teachers. Parents/Guardians and leaders of co-curricular activities will be notified.
- 5) If you believe that you have been unfairly placed on Academic Warning or denied participation in a class activity, you may appeal the decision within five (5) school days by a petition to the Dean of Students.
- 6) If you have made substantial improvement in grades at progress report time, you may petition the Dean to be taken off Academic Warning. In addition to your written petition, the Dean will need a note from the teacher whose course you were failing at the quarter. A signed copy of your quarterly progress report(s) is also required. The Dean will be responsible for deciding the matter.
- 7) If you have failed a course in the last quarter of the year, you will be placed on Academic Warning in the first quarter of the next year.

Course Changes

Course changes must be made prior to the end of the fifth (5th) school day after the start of a marking period. Course changes will be evaluated for credit by the instructors involved.

If you withdraw after this date, you will receive a withdrawn passing (WP) or failing (WF) grade based on your grade in the course at the time of withdrawal. Withdrawn passing grades do not factor into your Grade Point Average. Withdrawn failing grades factor into your quarterly GPA'S but are dropped from your GPA in the next quarter. All withdrawn grades, passing or failing, are kept on your transcript.

Special Recognition for Academic Achievement

Honor Roll

You must be enrolled as a full-time student to qualify for the Honor Roll.

Honors will be determined by semester grades for junior high students and final grades for high school students. Academic honors will be recognized biannually at the end of each semester.

High Honors:	All grades A- or above (grades 7 and 8 allowed one grade of B+)
Honors:	All grades B or above

Dean's Effort & Attitude Awards

These awards will be presented after the first and third quarters. They will reflect effort/attitude performance in the preceding two quarters (4th/1st, 2nd/3rd). You must receive two effort/attitude comments of "excellent" and all others at least "above average" to qualify.

Honors Banquet

Each year the Academy recognizes outstanding academic achievement at the annual Honors Banquet. You will be invited if you have achieved Honors in both of the preceding two semesters and achieved High Honors in at least one of those.

If you are a first-year student, attendance at the Honors Banquet will be based on your first semester and third quarter grades.

National Honor Society

The National Honor Society was established in 1921 as an organization that would recognize and foster academic achievement while also developing characteristics essential to citizens in a democracy. To be eligible for membership in Thetford Academy's Anderson Chapter, you must have completed the third quarter of your sophomore year, be in attendance at Thetford Academy for a minimum of a semester, and have a cumulative grade point average of 3.4 or better during your high school years at the Academy. You must also demonstrate high qualities of character, service, and leadership, as defined in selection criteria below.

After induction, you are expected to uphold the ideals of the Society and be of service to the school and community. The idea that one has an obligation to use one's talents, skill and knowledge for the betterment of others is the cornerstone of the National Honor Society's projects and activities.

National Honor Society Eligibility Requirements Anderson Chapter, Thetford Academy

The selection process gathers information from several places, in order to consider a student's whole profile. Information from the faculty is collected in the Faculty Vote process. The student completes the Student Activity Form. The student's school records are reviewed in regard to Effort and Attitude, Discipline, and Attendance. In addition, the student will write an essay and participate in an interview.

Scholarship: A student must have a cumulative Grade Point Average (GPA) of 3.4 or better (without rounding).

Character: The criteria for Character will be assessed by a review of school records, in addition to faculty vote.

1. Faculty Vote*: Refer to this section at the end of this document.
2. Effort & Attitude: In the 9th and 10th-grade years, a student must earn the Dean's Effort & Attitude Award in all semesters present at the Academy, except one. That is, a student may miss the award once and still be eligible.

(Students who miss two Dean's Awards in grades 9 and 10, and are therefore ineligible for NHS in junior year, are encouraged to earn the Dean's Award both semesters in junior year to be considered for selection in senior year.)

3. Current disciplinary status: This must be "none." A candidate must have no current disciplinary status.
4. Past disciplinary status: This should show growth. The selection process will recognize the improvement of students who worked their way off disciplinary status in the past.
5. Attendance: Candidates must have no more than 18 absent or tardy days per year. Any candidate who has filed an attendance appeal more than twice will be reviewed on this criterion.

Candidates must pass both on 2 and 3, and either 4 or 5, as well as gain approval from faculty through the vote and NHS Faculty Council review.

Leadership: Candidates will document Leadership on the Student Activity Form. A candidate must accumulate a minimum of 10 points, from the areas listed below. Each yearly position and faculty vote = 1 point.

1. Community leadership roles: club and youth group officers, scouting, etc.
2. Team leadership: captains and managers
3. School leadership: class officers, student government, trustee committees, initiating service projects or founding new student activities
4. Faculty vote: based on the NHS criteria for leadership as observed by the faculty. A minimum of 5 points must be obtained by faculty vote.

Service: Candidates will document service on the Student Activity Form, showing a minimum total of 100 hours. Service refers to actions with no monetary compensation. A successful candidate must have service hours in both the school and the community. Service to family is valued and recognized, but a maximum of 40 hours may be credited towards the candidate's total.

Candidates must have:

1. Service to the school (includes participation in school activities) - minimum of 20 hours.
2. Service to the community - minimum of 20 hours
3. Service to family - maximum of 40 hours

The remaining 20 hours must result from service to school and community (areas 1 and 2).

*Faculty vote: All faculty members will vote on students who meet the Scholarship standard. Faculty will be invited to provide written comments on leadership, service, and character, in addition to voting for or against a candidate's membership in NHS.

The Faculty Council will review all candidates whose negative count is 10% or more of those votes cast (not including abstentions), to assess factors that may balance the faculty ballot results. Successful candidates will meet the minimum expectations for all four standards: scholarship, leadership, character, and service.

In addition, to aid the NHS Faculty Council in its selection process, all candidates will provide two forms of background information to supplement the Student Activity Form:

1. Essay - Students will be provided a prompt, including instructions and expectations. The essay will be hand written. It is mandatory and must be submitted with the Student Activity Form. (The essay will be an excellent simulation of the college essay experience.) Feedback will be provided to each applicant.
2. Interview - As with the essay, applicants will experience an interview process as they may during college selection. This too is mandatory, and feedback will be provided.

GENERAL SCHOOL INFORMATION

Beginning and End of School Day

The school is open by 7:00 a.m. Families are encouraged not to arrive before that time. Teacher supervision begins at 7:20 a.m. The first bell rings at 7:32 a.m. and signals you to report to your first period class. You are due in class by 7:35 a.m. The last period ends at 1:57 p.m. and buses leave shortly thereafter. If you are a senior or second quarter junior with privileges electing to leave early by private transportation, you must bring to the office permission forms signed by your parents/guardians each semester.

Attendance Policy

Thetford Academy believes that frequent absences from regular classroom learning experiences disrupt the continuity of the learning process. If you are under the age of sixteen (16), Vermont law requires you to be in regular attendance at school. It is expected that you will make up all work, assignments, and tests with each teacher. (See "Incomplete Work," page 3.)

Maximum Number of Allowable Absences:

- 1) Six (6) non-school-related absences (excused or unexcused) per academic class per quarter.
- 2) If you violate these criteria, you will fail for the quarter.
- 3) Extenuating circumstances will be evaluated by the Administration.

NOTE: You must be present for at least half the class, or you will be considered absent on that day.

Excused Absences:

- 1) Illness for which written proof from parents/guardians or doctor is supplied;
- 2) Serious illness or death in the family;
- 3) Emergency medical or dental attention;
- 4) Absence approved in advance by a member of the Administration;

Pre-approved Absences

- 1) Absences due to attendance at a school-sponsored, or school required activity, or co-curricular activity require pre-approval. Three (3) pre-approved school-related absences (i.e. field trips, athletic events, half-day attendance at Technical Center programs) will be allowed per quarter. Approved absences beyond that point will be included in the maximum number of allowable absences.
- 2) You may be excused for a reasonable period of time by a PRIOR written request from your parent/guardian for a special trip/outing (including college visits). You should bring the written request to the Dean of Students and then seek permission from each teacher. In cases that will result in your missing three or more days of classes, you will be required to complete a contract indicating make-up work requirements which will include deadlines for work to be completed. This contract must be signed by you, your parents/guardians, your teachers, and your advisor; and you must hand it into the Dean of Students prior to the absence.

Parents/Guardians are encouraged to request a meeting with your teachers prior to your absence to discuss the terms of the contract. We strongly encourage families to avoid scheduling events during mid-term and final examination periods. If an absence becomes necessary at this time, your family must notify the Head of School in writing as soon as possible to receive a copy of our procedure for taking missed exams.

Attendance Procedures

- 1) After four (4) days of absence per quarter, a letter will be sent to your parents/guardians.
- 2) After six (6) days of absence per quarter, a second letter will be sent, and the office will attempt to contact your parents/guardians by phone.

3) **SEVEN (7) DAYS OF ABSENCE PER QUARTER WILL RESULT IN:**

- A. Failure for the quarter
- B. No Open Campus Privilege
- C. No Field Trips

4) If you have failed any course for the quarter as a result of this attendance policy, you shall have five (5) school days from the date you received notification of the loss of credit to appeal this decision. Any appeal must be made in writing to the Head of School. (See general discussion of Appeals below.)

NOTE: Failure for the quarter will be counted as a maximum grade of fifty (50). If you have an average of less than fifty (50), the actual grade will be recorded.

Unexcused Absences (Truancy - Class Cuts)

- 1) You shall be considered unexcused unless valid excuses are presented to the school (see section on Excused Absences above).
- 2) If you have more than three (3) unexcused absences per class during a quarter, you will fail for the quarter.
- 3) You and your parents/guardians will be notified of each unexcused absence warning you of the consequences of future absenteeism.

Appeal

If you lose credit for any course as a result of this attendance procedure, you shall have five (5) school days from the date you received notification of the loss of any such credit to appeal this loss. Any appeal must be in writing and addressed to the Head of School. Within five (5) school days from the time the Head of School receives the appeal, the Head of School will hold a hearing with you. You will be notified of the decision within three (3) school days after the hearing.

Procedures for Excusing Absences

- 1) When you are absent, your parents/guardians are expected to call school (785-4805) and report the absence.
- 2) A phone call from your parent/guardian will be accepted as an excuse through 1:55 p.m. the day of your return to school. If you do not secure the required parental communication by that time, you will be assigned a detention. (Please note that messages can be left through the school's voice mail system at any time of day.)
- 3) When your parents/guardians have talked with the office concerning your absence, a written excuse is no longer necessary. If a conversation has not taken place, you must present a note to the office on the day of your return to school in order to excuse the absence.

Procedures for Leaving School and Returning

- 1) You are not permitted to leave school any time after arriving on school grounds in the morning until 1:55 p.m. without permission from a parent/guardian and the office. If you need to leave as a result of illness, injury or an emergency, you must sign out in the office. If you have an appointment, etc., and you have no note, the office will call and confirm your appointment before you will be allowed to sign out. Parents/Guardians should know that you will not be allowed to leave campus to get lunches or to run errands that can otherwise be done outside school hours, and that such requests will be denied. Failure to follow these procedures will result in a single day in-school suspension. A third offense in a school calendar year will result in a three-day suspension. Your leaving campus in a vehicle will be subject to the appropriate steps in the Vehicle Use Policy.

Exceptions to this policy are students with off-campus privileges (see page 12).

2) After appointments, you are expected to return to school and sign in at the office.

Tardiness to School/Class

If you are late for school, you must sign in at the office and then go directly to class. Parents/Guardians are expected to send a note or call the school on that day explaining the tardiness.

Unexcused tardiness to school or class will result in a detention being assigned. If you are tardy four times in a quarter, for any reason, you will be assigned a detention. For each tardy after that in a quarter, you will be assigned another detention.

Students in Vocational Programs

- 1) If you attend programs at Area Vocational/Technical Centers, you will sign in and out at the front office before leaving and upon returning from the centers.
- 2) On half days, you will be required to check in with your teachers before being dismissed.
- 3) You may not drive your own vehicle to the centers without prior permission from the administration. Failure to comply will result in one day of in-school suspension. A third offense will result in withdrawal from the vocational program.
- 4) When either Thetford Academy or the vocational centers are open, you are expected to attend your program when the other is closed.

Withdrawal for Attendance Reasons

If you have been absent for twenty-four (24) consecutive days, or have accumulated thirty-five (35) days of absence in any semester, you will be withdrawn automatically from school. If you are withdrawn for attendance reasons, you must make application for re-admission to the Head of School. If you experience a second withdrawal, after being re-admitted, you will be dismissed from the Academy automatically.

Textbooks and Supplies

You are expected to come to class with the required books and supplies. You are expected to maintain materials issued by the school in good order; payment is required for books or materials lost or damaged during the year. At the end of each quarter, your report card will not be issued to you until all of your Thetford Academy books, athletic uniforms, supplies and equipment are returned in good order and all bills are paid.

Student Debts

All your debts for missing and/or damaged books and materials must be paid before you will be issued report cards at the end of the school year. You must return books directly to teachers or office personnel.

Breaks and Lunch Periods

- 1) You are not allowed to go off campus to stores during study center or at break and lunch time unless you have off-campus privileges.
- 2) Lunch is to be eaten by all students in the All Purpose Room located in Anderson Hall or outside at the picnic tables. You are not to be in the main buildings during your lunch period unless you have teacher permission. You are also not to go to your lockers during lunch. Be respectful; classes are going on during all lunch periods.

Lockers

School lockers are issued for your use during the school year, but remain the property of the school.

The school reserves the right to inspect lockers at any time. In order to keep your school locker private and secure, **please do not share your combination with anyone.** Also, do not change your locker without prior permission from the office. It is your responsibility to keep your locker locked and the combination private. The school assumes no liability for items lost from your locker.

Lockers are to be kept neat and in working order. Writing on them, damaging them, or defacing them is considered vandalism, and you will be held accountable. Please help to keep the school looking orderly.

Common courtesy calls for keeping locker noise and conversations at a quiet level while school is in session.

Procedure for Medication in Schools

Prescription Medication:

Thetford Academy recognizes that at the present time many children are able to attend regular school because of the effective use of prescribed medication in the treatment of chronic disabilities or illnesses. It is more desirable for medication to be administered in the home; however, if you are required to take prescribed medication during the regular school day, you must comply with the following regulations:

- 1) Written orders from a physician detailing your name, the drug dosage, reason for giving, and time that the medication is to be given must be received by the School Nurse and/or the building administrator before the medication can be given. A renewal of a long-term medication order is required each school year.
- 2) Written permission from your parent/guardian requesting that the school district comply with the physician's order must accompany the physician's order. Parents/Guardians will be required to sign a release form recognizing the school's capacity to administer medications.
- 3) If you have chronic illnesses (e.g. asthma, seizure disorders, cystic fibrosis, diabetes, etc.) and are responsible for self-administering your medications, you should be allowed to continue the practice.
- 4) Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
- 5) Medication will be stored in a locked cabinet in the nurse's office or in the main office.
- 6) Unused medication shall be destroyed or returned to parent/guardian for disposition.

Non-Prescription Medication:

The school nurse must be notified if a non-prescription medication is to be used during school hours or activities.

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

All medication (except for those described in "3)" above), including non-prescription medications, must be administered in the presence of the school nurse or a designated employee.

Dress Code

Dressing for school is different from dressing for a party or the beach, even in warm weather. At school, you are expected to dress decently and appropriately for your work here.

If anyone (student or teacher) feels uncomfortable about the way you're dressed, they may speak to you, or they may ask a member of the administration to speak to you. Conversations of this nature should be private, and you may be asked to change or cover up. If you don't have something of your own to use, the school will supply something. If you're in doubt about whether your outfit is OK for school, bring your own extra layers.

Some examples of times when you may be asked to change your clothing include (but are not limited to):

- people are able to see your underwear (bras or boxers);
- people are able to see your belly buttons or cleavage;
- people may worry that your pants are about to come off;
- your T-shirt includes a display of illegal substances or inappropriate language.

Standards for school dances are more relaxed, but even so, advisors will continue checking.

Use of Telephones

You are to use the pay phone in Anderson Hall when making routine personal phone calls. The school's phone system is for staff, school business or **emergency calls only**. You should instruct your family and friends not to call you at school unless it is absolutely necessary.

Cell phone use is acceptable on the TA campus; however, phones must be turned off during class time.

School Cancellation or Delay —"Snow Days"

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

- 1) The **radio** is the first source for news of any delay or cancellation, so it should be your best source of information. Stations that report TA's cancellations through the Vermont Broadcasters' centralized system are: WTSL AM 1400, WGXL FM 92.3, KIXX FM 100.5 and V101.
- 2) TA also has a **telephone tree** which is organized by advisee groups. If you cannot reach the person below you on the list, please call the next name in order to keep the message chain going.
- 3) TA sends **e-mail** as early as possible to families who have submitted addresses for the weekly Parent Family Community newsletter. Any changes or cancellation messages are posted at this **website: www.sover.net**. If you are looking on the web, check this site for its school closings page. You can search by town, or see a complete list of districts at: www.sover.net/schoolclosings/List_delays.phtml. Posting on the TA website may be delayed; check [sover.net](http://www.sover.net) first.
- 4) You may also call the school at 785-4805, as there will be a recorded message on the **answering machine** as early as possible.

If Thetford Academy delays school opening because of weather conditions or an emergency, this will be a 90-minute delay for buses and start time. The day will begin at 9:00 a.m. (and still end at 1:57 p.m.). Thetford bus runs on delayed opening days will serve Elementary and Academy students together; that is, one morning bus run per route for both schools.

Expectations for Junior-Senior Open Campus Privileges

The 2005-2006 expectations for eligibility rules will stand for the year 2006-2007, but will face review and potential revision in that year.

The Student Council designed the following policy in 1992 after meeting with members of the student body, faculty, and administration. The goal of Open Campus is to allow students at Thetford Academy to take responsibility for their time while providing a good model for younger students. Juniors and seniors will soon be going on to settings, whether in higher education or the work force, where they will be required to organize their time and resources independently. We see the open campus privilege as a valuable form of preparation for that future.

Eligibility Requirements:

To qualify and retain the Open Campus privilege a student:

- 1) must be a junior in the second quarter or senior at Thetford Academy.
- 2) must have achieved a 2.5 Grade Point Average and no failing grades.
- 3) must have achieved at least "above average" in effort and attitude (citizenship) in all but one subject on the last report card.
- 4) cannot be on Disciplinary Warning or Probation.
- 5) cannot have failed any course in last quarterly marking period.
- 6) cannot be on Social Probation.
- 7) must have turned into the office, at the beginning of **each semester**, the appropriate permission slip with parent/guardian signature.
- 8) Seniors must have completed math competencies by the end of the first semester.

Rules:

When students who have qualified for Open Campus have an unscheduled period:

- 1) they may leave campus after signing out in the office and sign in upon their return.
 - a) The Open Campus sign-out is to be used **only for unscheduled time**. For other excused absences, e.g. medical appointments, students will sign out with the office secretary.
 - b) If a teacher gives permission to be excused from class, that class becomes "unscheduled time." The student must supply written permission from the teacher to be excused from class or other scheduled activity at the time of sign-out. Students who do not sign-out, and remain on campus may not exercise their privileges in the library.
 - c) Students are not allowed to drive a vehicle for which they are not insured.
 - d) Students may not transport other students who have no open campus privileges. When in doubt, it is the student's responsibility to check the list of those with privileges.
 - e) Students must sign in and out personally. Students who sign others' names--or permit others to sign for them--will be in violation of this policy.
- 2) they may spend their free time on campus:
 - a) in a vacant classroom (quietly)
 - b) in the library (obeying library rules)
 - c) outside on the campus - playing fields, lawns (quietly, out of view from classroom distraction-using good judgment)
 - d) in the specified gym area for frisbee, etc. (The specified area is on the east lawn of Anderson Hall, provided there are no physical education classes or other classes taking place in Anderson Hall which could be disrupted.)
 - e) in the Study Center obeying Study Center rules
- 3) Students who wish to walk on the trail or use some other area not specified must sign out in the office.
- 4) Under no circumstances will students who have Open Campus privileges disturb the normal operation of class instruction at the Academy.

- 5) Students with Open Campus privileges may sign in late in the morning if they do not have a scheduled class.
- 6) While off campus, students are expected to act responsibly.
- 7) Students may not miss or be late to any class as a result of using their privilege.

Consequences for Infractions:

If the administration sees evidence of any Open Campus infraction, the student's privilege will be revoked immediately, with the opportunity to appeal to the Student Council. Special circumstances will be reviewed first by the Student Council, then referred as necessary to the Head of School. Review and referral will occur within one week of the incident.

- 1) If a student does not sign in and out, he or she will lose the Open Campus privilege for the next forty (40) school days.
- 2) If a student misses class or is late while using the Open Campus privilege, he or she will lose it for twenty (20) school days.
- 3) If a student is found not to be acting in accordance with school rules, or behaving in an irresponsible manner while using the Open Campus privilege, he or she will lose it for the rest of the year.

Transportation

School Bus Riders

- 1) School rules of behavior apply on buses. Riders will get on and off buses in an orderly manner. Horseplay and inappropriate actions on the bus will not be tolerated and will result in disciplinary action. If you are riding a school bus equipped with seat belts, you are expected to wear a seat belt.
- 2) If you are attending River Bend and Hartford Vocational Centers, you **must** ride the bus unless you have permission to use private transportation from your parents/guardians, your vocational center, and Thetford Academy. Failure to do so will result in suspension, and may lead to removal from the vocational program.

Failure to follow bus rules will result in the following disciplinary steps:

- a) First offense - Warning
- b) Second offense - Five (5) day suspension from riding all buses
- c) Third offense - Suspension from riding all buses for the remainder of the school year.

Student Activity Bus

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

- 1) The bus will be adequately chaperoned.
- 2) If you leave on a Student Activity Bus, you must return on that bus. An exception will be made only upon the written request of your parent/guardian and with the prior approval of the supervising chaperone.
- 3) The bus will leave from school and return there, but you may be dropped off near your home on the return trip.
- 4) Guests and students other than participants will not be allowed to ride the bus without the approval of the Head of School or teacher in charge. Non-participants wishing to ride an Activity Bus must register in the office.

Field Trips Using Student Drivers

All vehicles going on Field Trips together must travel in convoy and stay together. All drivers should know the plan before starting out and the adult driver should lead. All student drivers are expected to remain in line with the group both to and from the activity. All students will leave from the Academy and return to the Academy unless special arrangements have been made in advance with their parents.

Student Automobile Policies

- 1) All vehicles must be properly inspected and registered by the State and must be registered in the office. You will be given a parking tag which you must display in the front window of your car.
- 2) Once your vehicle arrives on campus, it must be parked in the designated area until after school unless special permission is granted by the office.
- 3) The speed limit on campus is 15 mph. All of Thetford Hill is a congested area. The speed limit on Thetford Hill is 30 mph (25 mph on Academy Road), and younger students attending other schools on the Hill are on roads. Drive responsibly at all times. Squealing of tires is disturbing to the residents here. We want to maintain a good relationship with the community, so do not squeal your tires on the school campus or vicinity. If you are identified doing this, you will automatically lose your privilege to drive for five days on the first offense, and for the remainder of the year on second offense. Observe all traffic signs and rules for your safety and that of others.
- 4) Do not sit in or "hang out" by your car while it is parked in the school parking lot. Radios in vehicles are not to be used during school hours.
- 5) Use your privilege to bring a vehicle to school wisely and with consideration of others. If you leave school during the school day, you must pay particular attention to the fact that classes are in session.
- 6) You are not permitted to park your vehicle in the faculty area. Violations will result in the loss of driving privileges.

Failure to comply with Student Automobile Policies will result in the following disciplinary steps:

- a) First offense - Warning
- b) Second offense - Five (5) day suspension of driving privileges
- c) Third offense - Suspension of driving privileges for the remainder of the school year.

Note: If you drive your vehicle to school, you are expected to be on time for classes.

Student Parking Policy

The growth of the student body has exceeded the school's capacity to provide parking for all students with driving licenses (especially in the second semester after the Fall Driver Education course prepares a new group of licensed drivers). Although we continue to explore new options for increasing parking, we must set limits on the number of students awarded parking privileges. The following priorities have been established:

- 1) If you have a license and live outside the area for which the Academy provides busing. (Service is provided to the Thetford, Newton, Lyme, and Waits River School districts.)
- 2) Students with licenses: a) by grade level, 12th first, b) in chronological age order, oldest first.
- 3) Spaces will be reserved as of the start of the school year for students who annually transition to the school after the start of the school year, who would meet one or both of the above criteria.

You must apply for your parking privilege in August, and be prepared to show proof of license or date for anticipated licensing. Parking privileges and assigned spaces will be issued prior to the

first day of school. If spaces are available, a second sign-up period will be offered at the close of the first semester. Eligible students must apply by February 15th. The criteria listed above will guide the assignment of available spaces.

Other Motor Vehicles

- 1) All terrain vehicles, such as three or four wheelers, are not allowed on the campus, fields and wooded property of Thetford Academy.
- 2) Motorcycles may be brought on campus but must be registered in the office like other student vehicles.
- 3) Snowmobiles brought on campus must be properly registered and licensed. They are to be parked on the west side of Anderson Hall and are not to be used except for coming to and going from school. They are to be kept on snowmobile trails and off all other areas. Snowmobiles must also be registered in the office. To secure safe use of the trails by the Thetford Elementary ski program, no snowmobiles will be allowed on campus on Fridays.

OTHER SCHOOL SPONSORED ACTIVITIES

Field Trips

The Head of School is responsible for approving all such activities on the basis of the educational value to the student, considering such factors as:

- 1) Transportation arrangements
- 2) Adequate supervision
- 3) Accommodations for meals and lodging
- 4) Appropriate notification to parents/guardians
- 5) Financial implications

In the absence of unusual circumstances, you will be expected to attend any approved "off-campus" learning experiences, when held during the regular school day, as an integral part of that educational program. You will be required to have permission in advance from your parents/guardians and **ALL** your teachers in order to participate. Permission slips should be completed and submitted to the Head of School two school days prior to the date of the trip. School rules apply on all trips. If you are going on an overnight trip, you will sign a contract indicating your understanding of this expectation. If there is a problem on your trip and you are involved, you are subject to Social Probation and suspension; your disciplinary status will be affected. Special experiences of all kinds outside of school require the acceptance by all of extra responsibility. Selfish acts deny the group a positive experience and jeopardize the reputation of the school.

Special School Days

Each year Thetford Academy students have the opportunity to participate in special days. These include such activities as Mountain Day in the fall, Founders' Day in the winter, and Operation Day's Work and Project Day in the spring.

Their purpose is to extend your experience beyond the classroom. Many extra benefits are achieved through participation with other students and association with faculty members outside of the classroom as well as the challenge of new experiences.

These are required days of school. These special days are included in Thetford Academy's school calendar and attendance must be reported to the Vermont Department of Education.

Senior Day

The Senior Class and their advisors will meet to organize a designated day in the spring to work on preparation for class day, graduation and other planned senior activities. There will be planned recreational activities on this day so seniors can enjoy each other's company as an entire class. Attendance will be required and all seniors will be excused from their classes to attend Senior Day with their classmates.

Dances

Once a month from September through May, TA schedules a dance for students.

Dates are listed in the School Calendar. Each dance is sponsored by a class (Seniors, Juniors, etc.) or student organization (National Honor Society, etc.), which takes responsibility for planning and hosting the event. Dance admission, usually around \$3.00, helps defray the cost of a DJ, and helps the sponsor earn funds for its activities. Here are some questions parents ask:

Who goes to dances?

Most dances are open to all TA students in grades 7-12. Two are reserved for younger students. The 8th Grade Dance in November is open to grades 7-9. The 7th Grade Dance in April is open to grades 6-8. The March semi-formal and the May prom are reserved for older students: grades 9-12 only.

Students will not be admitted to dances if they were absent from school on the day of the dance, or if they are serving suspension or social probation.

A student may invite one guest from another school. All guests must sign in at the door. For the 7th Grade Dance in April, there is an open invitation to all Thetford 6th-graders.

How long do dances last?

Most dances run from 7:30-10:00 p.m. and students must arrive within the first hour. No new arrivals will be admitted after 8:30. The 7th and 8th Grade Dances in November and April are shorter: they end at 9:30 p.m.

Two special dances run longer: the Semi-Formal in March is from 8:00-11:00 p.m. (no admission after 9:00), and the Prom in May, with dinner, has times set by the Senior Class--usually from 6:30 to 11:00 p.m. (no admission after 7:30).

Students are expected to leave campus within 30 minutes of the ending time. Students who remain longer will not be allowed to attend the next dance.

Who supervises dances?

There are at least seven adult chaperones at every dance, including an administrator, teachers, and sometimes parent volunteers. Parents are always welcome to visit.

What are the expectations at dances?

All school rules apply. The chaperones take particular care to enforce the rules prohibiting alcohol, tobacco, and other drugs on campus. Students may not leave the dance and re-enter. They may not bring beverage containers into the hall. (Juice and soda can be purchased at the dance.) If the dance administrator has reason to suspect an individual violation, a student may be asked to take a breath-analysis test for alcohol, or a saliva test for other substances. (We will not do random tests.) A positive test, showing blood alcohol content of 0.02 or higher or indication of another prohibited drug, will result in a call to parents and consequences as set out in the Student Handbook.

Some dancing styles--"head-banging, grinding, moshing"--are not allowed, as they may become dangerous or offensive. Our aim is to keep students safe while they have fun!

Please Note: If you are too ill to attend school, leave school early due to illness, or have served a suspension on that day, you are not allowed to attend dances or other school functions in the evening.

Visitors to School

All visitors should report to the main office immediately after arriving on campus during regular school hours between 7:15 a.m. and 3:00 p.m. We expect you to be courteous toward people who come on campus and need help finding the main office or other rooms. If you wish to bring a guest to school, you must ask permission in the office at least one day prior to the visit and inform the appropriate teachers. The Head of School and Dean of Students will grant permission for visits at their discretion. Generally, permission is limited to former students returning for a visit and prospective students seriously considering enrollment at the Academy. All guests should sign in at the office upon arrival at school and obtain a guest pass which must be worn for the duration of the visit. Your guests are to be introduced to each class teacher before class begins.

These expectations apply regardless of a visit's duration. You should not encourage friends to "drop in" at break or lunch times; such casual visitors will be asked to leave.

Educational Records: Parent/Guardian and Student Rights

All eligible students and parents/guardians of students enrolled in Thetford Academy have certain rights concerning the educational records the Academy maintains. These rights are afforded in accordance with the Family Educational Rights and Privacy Act (FERPA), the Education of the Handicapped Act (P.L. 94 - 142) and the Students Records Policy of the Academy.

The following educational records are maintained by the Academy:

Record	Location	Supervisor
Registration/Emergency File	School Office	School Secretary
Cumulative Record	School Office	School Secretary
Permanent Record	School Office	School Secretary
Health Record	Nurse's Office	School Nurse
Disciplinary Record	Dean's Office	Dean of Students
Special Education Record	Learning Center	Director of Special Education
All records of Graduates and withdrawn students	Goddard Hall/Basement	School Secretary

All requests concerning these records should be addressed to the Head of School, Thetford Academy, Post Office Box 190, Thetford, Vermont 05074, telephone number (802) 785 - 4805 x211.

You have a right:

- 1) To inspect and review your (your student's) educational records within a reasonable time after such a request (no more than 45 days after the request, and before any IEP meeting or hearing related to the identification, evaluation, or placement of a handicapped student), including:
 - a) a response to reasonable requests for explanations and interpretations of the educational records.
 - b) to have a representative of an eligible handicapped student, or of the parent/guardian of a handicapped student inspect and review the records.
 - c) to have a copy of your (your student's) records at no more than the school's copying cost. (The Academy will assume that either parent/guardian or the student (under the age of 18) has the right to inspect, review, and release the student's educational records unless it is provided with evidence that there is a legally binding instrument which provides to the contrary.)
- 2) To seek correction of your (your student's) educational records through a request to amend them, or through a hearing procedure provided by law, including a right to a copy of the Academy's "Procedures for Request to Amend Information in Educational Records".
- 3) Not to have information from your (your student's) records disclosed without prior written consent, except:
 - a) to school officials with legitimate educational interests
 - b) to you
 - c) to officials of another school or school system in which you (your student) seek(s) or intend(s) to enroll or is concurrently enrolled
 - d) to government officials and other authorities, as provided by law
 - e) in health and safety emergencies
 - f) in connection with the application for and receipt of financial aid
 - g) directory information, which includes student's name, awards received, officially recognized activities and sports, and date separated. (You have the right to refuse to permit the designation of any or all of these categories as directory information by contacting, in writing, the Head of School of the Academy within ten school days of this notice.)
- 4) To review the record of disclosure of personally identifiable information from your (your student's) record.

- 5) To examine and receive a copy of any policies or procedures of the Academy regarding educational records by contacting the Head of School.
- 6) To request and receive this notice in your primary or home language.
- 7) To file a complaint, regarding the Academy's failure to grant these rights, to the FERPA Office, Department of Education, 4512 Switzer Building, Washington, D.C. 20202. Telephone (202) 245-0233.

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

Asbestos Notice

All Thetford Academy buildings were inspected for Asbestos containing materials by a certified inspector from KD Associates in 1998. The report indicates that there is Asbestos in the following locations:

Arts Building: Boiler Room breaching and exhaust packing; pipe elbows.

Science Building: Pipe elbows

Brick Annex: Pipe elbows

White Academy Building: Boiler Room: Boiler covering, pipe covering, pipe elbows.

All the above materials were noted in good condition and low priority for removal.

Anderson Hall Basement: Pipe covering at ceiling level. Boiler room is off limits to students.

All other materials were noted in good condition and low priority for removal.

Vinyl floor tile in all buildings not tested but suspect. The Academy is complying with all Federal and State regulations concerning Asbestos safety.

Notification of Management Plan Availability

The Asbestos Hazard Emergency Response Act (40 CFR 763.93 [g] [4]) requires that written notice be given that schools have Management Plans for the safe control and maintenance of asbestos-containing materials found in their buildings. These Management Plans are available and accessible to the public at the Head of School's office.

SUPPORT SERVICES

Advising and Guidance Services

The purpose of the guidance program is to help you use the resources of the Academy to achieve your best. Each student has a faculty advisor. Advisor assignment is determined by the members of the grade level teaching teams. The advisor meets with advisee groups on a regular basis. Discussions include appropriateness of schedule, grades, personal issues, and plans for the future. Your parents/guardians will have an opportunity to meet with your advisor during Back to School Night in the fall and spring and are encouraged to stay in contact by phone or in writing.

In addition to participating in the school's advisor system, you are urged to visit the guidance office which is open throughout the day. Thetford Academy has three School Counselors in its Guidance Department. Each Counselor works with two grade-level teams. Each counselor also works individually with students and families, with assignments in alphabetical groups by students' last names. This relationship is sustained throughout your enrollment at the Academy. Counselors can help with personal or academic problems as well as career planning. Informative pamphlets and books found in this office will help you in thinking about your future: whether it be four year college, business or technical education, vocational school, apprenticeship training, or the armed services.

Aptitude, achievement, and interest tests are also done through the guidance office and can be very helpful in making realistic plans for the future. This testing can help answer such important questions as:

- What are my interests and aptitudes?
- What career areas make most sense given the kind of person I am?
- What kind of further education do I need? Where should I go to get it?
- How can I pay for it?

Remember, the guidance program is here to help. Consult your faculty advisor regularly and get to know the guidance staff.

Learning Center Program

The learning center, a structured study setting, is open to you each period of the day for assistance with homework assignments, remedial work or for a quiet, undisturbed location in which to work independently.

Staff members will be available in the learning center, as needed, to work with you on study and organizational skills, computer instruction, and general concerns.

School Nurse

Four days a week, Monday through Thursday, a full-time nurse is available for the entire school day. On Fridays, people are referred to the school's main office. In addition to taking care of first aid situations, she dispenses medications (see page 20 for "Procedure for Medications in Schools"), provides information and engages in discussions about sensitive health issues. The nurse works closely with the Guidance Department especially in cases involving substance abuse issues.

Library

The library is open to you and the staff throughout the school day from 7:30 a.m. - 4:00 p.m. Monday-Thursday and 7:30 a.m. -3:00 p.m. on Fridays for research, study, or reading. The library also maintains summer hours that will be announced. Assistance in finding information is always available. The library contains a collection of periodicals and a wide variety of other materials in print, non-print and audio visual format. Most printed materials may be reserved or borrowed for good reason with the permission of the librarian. Computers are also available.

Library Rules and Responsibilities

- 1) Maintain a scholarly atmosphere. (The library is not a place to eat or socialize.)

- 2) Handle all materials and machines carefully.
- 3) Check out all library materials before you take them from the library.
- 4) You may check out all items for a period of 2 weeks, and you can renew them as needed.
- 5) Return all materials promptly.
- 6) You are liable for the replacement cost of materials lost or damaged.
- 7) If you are coming from a class, you must have a teacher pass in order to use the library facilities.
- 8) You will be allowed one half-block of time (40 minutes) in the library from the study centers, unless specific research warrants more. Permission from the librarian for extensions will be required.

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

Computer Lab

General Information

The Computer Lab, located next to the library, is open the same hours as the library: throughout the school day from 7:30 a.m. - 4:00 p.m. Monday-Thursday and 7:30 a.m. -3:00 p.m. on Fridays for research, study, or reading. It is supervised by the librarians. Appropriate use of the computers is outlined in the Acceptable Use Policy (see below).

Use of the lab is primarily designed for work on classroom assignments. Teachers may reserve the lab during a class period in which case their students will have priority over others. Students who are working on classroom assignments will have next priority. Uses not directly related to classroom assignments are subject to availability of the computers and to the discretion of the librarians.

Acceptable Use Policy For Information Technology

It is a privilege to have and to use the information technology resources at TA. Student access to this technology is designed for educational purposes, and the school takes reasonable precautions to restrict access to inappropriate and controversial material. In order to exercise this privilege, you must complete an Acceptable Use Policy (AUP) for Information Technology each year. If you do not comply with the terms of the contract for acceptable use, as determined by the System Administrator, you may have your use of this technology withdrawn or curtailed. The AUP is available from the System Administrator, from the librarians, or from the Main Office.

Study Center

- 1) Study center is a scheduled time and carries with it all responsibilities of a regular class. Normally, it will be assigned to all students except those with junior-senior privileges.
- 2) The study center is provided as a quiet place to work. You must have adequate material to study before entering the room; you will not be sent back to lockers for materials.
- 3) If you wish to work in the shop, library, FCS, art or music room, you must present a pass from the appropriate teacher to the study center supervisor at the beginning of the period. Passes may not be obtained after the period has begun.

BEHAVIOR EXPECTATIONS

Eighteenth Birthday

All school rules apply to all students who attend Thetford Academy even if you have attained your eighteenth birthday.

Use of Class Time

Class time is extremely important and necessary for you to gain full benefit from your courses. Sharing ideas, special activities, participation in projects, physical skill work, class field trips, instruction and other activities cannot be duplicated when you miss a class. Cuts from class are unexcused and will result in after school detention. Other disciplinary action will be taken when deemed necessary. If you violate the rights of your classmates by causing distracting disturbances in class, you will be held accountable. Your right to attend the class in question may be in jeopardy.

Private Enterprise

The purchase and sale of any item or commodity at school is prohibited, unless special permission from the Head of School is granted. Items sold in the school store and concessions run by school sponsored groups have been approved by the administration.

Radios and Other Electronic Devices for Playing Music.

- 1) The use of radios and other electronic devices for playing music will be limited:
 - a) You may use these devices outside the school buildings before school, during morning break, during lunch hour, and after school. Keep the volume at a reasonable level at all times.
 - b) Faculty members may use players or radios in their classrooms when they feel it is appropriate and will not disturb activities in other classrooms.
- 2) You may play musical instruments at appropriate times and places, in ways that cause no distraction to others.

Public Display of Affection

You are expected to act in a respectful and appropriate manner. Physical affection is not to be demonstrated while at school, or at school-sponsored activities. Public displays of affection may be embarrassing to students, faculty, chaperones, and school visitors. You should respect the rights of others not to have such a display imposed on them. Appropriate disciplinary actions will be instituted if warnings are ignored.

Dangerous or Inappropriate Items

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

The following items are considered either dangerous or inappropriate: pornography, non-alcoholic beverages that smell or taste like alcohol (example: Texas Lite), water guns, water balloons, fireworks or other explosives, knives, firearms, and any other instruments that might cause disruption or harm. When such items are in the possession of the student, they will be taken and held by the Administration. They will be returned only to the student's parent(s)/guardian(s).

Thetford Academy upholds provisions of the federal Gun-Free Schools Act of 1994 and the related Vermont statute (Act 113 of 2000), governing prohibition of firearms and associated weapons from school grounds, facilities, and vehicles. Copies of the full school policy are available on request from the office.

Failure to observe the policy on firearms will result in out-of-school suspension and consideration for dismissal from the Academy. This is consistent with the provisions of the Gun-Free Schools Act of 1994, which supports expulsion for at least one calendar year for violation of the weapons policy.

Smoking

Vermont State Law prohibits the use of tobacco on school grounds. Vermont State Law also prohibits the possession of tobacco products by any minor under the age of 18. Smoking is severely hazardous to your health and is highly addictive. Second hand smoke has been identified as equally hazardous to those who choose not to smoke. The intent of the Academy's regulations is to uphold the law, as well as respect the rights and protect the health of non-smokers. Our no-smoking policy applies to everyone present on school grounds at any time. This policy also applies to all students participating in school-related activities that occur off-campus.

If evidence presented to the Dean of Students strongly suggests that you are involved with smoking, appropriate consequences will be employed. This will include notification of your parents/guardians in all cases, and notification of police in accordance with state law (for minors under age 18). You should be aware that being charged with a smoking offense is not limited to being found with a cigarette in hand.

Consequences at school will include:

- a) First Offense - one-day in-school suspension
- b) Second Offense - one-day in-school suspension and intervention with a counselor
- c) Third Offense and subsequent infractions - three days of in-school suspension

Physical possession of tobacco products will result in:

- a) First Offense - Warning
- b) Second Offense - Detention
- c) Third Offense - Begin sequence of consequences for smoking (as above).

In all cases all tobacco products will be confiscated and will not be returned to you.

Possession of tobacco products in vehicles on campus will also be subject to disciplinary actions as per the automobile policy. [See "Failure to comply..." page 14]

Harassment

Harassment violates an individual's basic civil rights. It is a form of unlawful discrimination as well as disrespectful behavior that will not be tolerated. It adversely affects students, teachers and other school personnel whether or not they are direct subjects of harassment, and it undermines the integrity of the school environment.

Definitions: According to the Thetford Academy Policy on Harassment of Students (Code F20), "harassment" means an incident or incidents of verbal, written, visual or physical conduct based on or motivated by a student's or a student's family member's actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation or gender identification, or disability that has the purpose or effect of objectively and substantially undermining and detracting from or interfering with a student's educational performance or access to school resources or creating an objectively intimidating, hostile, or offensive environment.

In addition, the Thetford Academy Policy on Harassment of Employees (Code D12) commits the school to providing all employees with a safe and supportive work environment, in which all members of the school community are treated with respect. The definitions above therefore also apply to protections for employees.

Examples include the use of epithets, stereotypes, slurs, comments, insults, derogatory remarks, gestures, threats, graffiti, display, or circulation of written or visual material, taunts on manner of speech, and negative references to customs related to any of the protected categories.

Harassment can be committed by a student, faculty member, member of the administration, or other school personnel. To be considered harassment, the action must be offensive to the recipient.

Harassment includes both intentional conduct and actions that were not “intended” to harm anyone.

There will be no adverse action taken against a person for reporting a complaint of harassment when that person has a good faith belief that harassment has occurred, or for cooperating with an investigation. Any person who knowingly makes a false accusation regarding harassment will be subject to disciplinary action.

Disciplinary Action: Upon receiving an oral or written complaint of harassment, the Head of School or another designated official will initiate an investigation as soon as possible. If after investigation, harassment has been found, the school will take prompt and appropriate disciplinary and/or corrective action reasonably calculated to stop the harassment. Disciplinary or corrective action may include, but shall not be limited to: warning (as some cases of harassment may be difficult to prove, an official warning may be issued to prevent continued incidents, and to create a history in addressing future allegations), reprimand, education, training, counseling, detention, suspension and/or dismissal of a student. Actions may also include warning, reprimand, education, training, counseling, transfer, suspension and/or termination of an employee.

If the conduct does not rise to the level of harassment, but otherwise violates Thetford Academy's policies, disciplinary or corrective action under those policies shall be taken.

The full Policies on Harassment of Students and Harassment of Employees are available in the Main Office and are on file with the Head of School, who will provide copies to any member of the school community on request.

Hazing

It is the policy of Thetford Academy that the Academy provide a safe, orderly, civil and positive learning environment. Hazing has no place in the school and will not be tolerated. Accordingly, the Academy has adopted the following policy and procedures to prohibit hazing and will ensure the enforcement thereof.

Hazing means any act committed by a person, whether individually or in concert with others, against a student in connection with pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization which is affiliated with the Academy; and which is intended to have the effect of, or should reasonably be expected to have the effect of humiliating, intimidating or demeaning the student or endangering the mental or physical health of the student. "Hazing" also includes soliciting, directing, aiding, or otherwise participating actively or passively in the above acts. Hazing may occur on or off school grounds.

If, after investigation, the Head of School concludes a student committed an act of hazing or otherwise violated this policy, that student shall be subject to appropriate disciplinary action, including but not limited to suspension or expulsion from co- or extra-curricular activities or from school.

The full hazing policy is available in the Main Office and is on file with the Head of School.

Honor Code Regarding Plagiarism and Cheating

You are honor bound to submit only your own work (tests, papers, projects) for evaluation and credit at Thetford Academy. To include the work or ideas of others in your own work, you must identify the sources of such material using an approved format. (See the Thetford Academy Style Sheet at the end of this handbook for more information about proper use and citation of sources). Presenting others' work or ideas as your own without identifying the sources appropriately (including the duplication of materials on computer disks, downloading information without proper citations) is plagiarism and cheating. Plagiarism and cheating are never acceptable anywhere, and you will be subject to serious consequences at Thetford Academy if you are found guilty of them.

If you plagiarize or cheat:

- 1) you will receive a grade of zero for the test, paper, or project, and your teacher may

ask you to re-do it.

- 2) you will be moved up one step on the disciplinary ladder, and
- 3) you will be placed on Academic Warning.

If you help someone plagiarize or cheat,

- 1) you will be moved up one step on the disciplinary ladder, and
- 2) you will be placed on Academic Warning.

To understand what it means to move up one step on the disciplinary ladder or to be placed on Academic Warning, see pages 29-30 and 4 in this handbook.

Drug and Alcohol Abuse Policy

Thetford Academy makes a commitment to the health and well-being of its students and to a learning environment free of alcohol and other drugs.

Thetford Academy acknowledges the following school roles:

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

Guidelines, Procedures, Support & Referral Systems

Definitions

This policy refers to alcohol, non-prescribed restricted drugs and illegal drugs.

Support and Referral System

1) Student Assistance Team (SAT)

The Student Assistance Team responds to referrals from administration, staff, parents/guardians and from students. All violations of the school's policy on alcohol and other drugs will be referred to the SAT. All referrals are confidential.

a) Membership

The SAT is headed by the school nurse and a school guidance counselor. Within the legal confines of confidentiality, the SAT may include representation from Administration, other professionals, and staff.

b) The role of the SAT is to:

- (1) receive and review data from staff, parents/guardians, students, coaches and others in the School community;
- (2) determine whether there is sufficient information to develop a plan of action or to continue to monitor the situation;
- (3) determine whether the student's or another's involvement with alcohol or other

- drugs is affecting the student's school performance or behavior;
 - (4) assist with in-school interventions when indicated;
 - (5) assist with referral to community agencies for further assessment, treating or monitoring;
 - (6) support students returning to school from substance abuse treatment facilities;
- c) Procedures for the SAT
- (1) The SAT keeps written records of all referrals. These records are privileged and confidential and are not included with permanent school records.
 - (2) The team reviews the circumstance of the referral/violation and determine whether a meeting with the student is appropriate and who should be involved.
 - (3) The team may recommend that a student meet with a school counselor for education and referral for evaluation
 - (4) The team may refer a student for further evaluation to a community agency or a certified substance abuse counselor. Whenever possible, the team works with parents/guardians if further assessment or treatment is indicated.
 - (5) When there is clear evidence that a student is becoming a danger to self or others due to substance involvement, the team has an obligation to contact the student's parents/guardians. Whenever possible, this is done in conjunction with the student.

2. Suspected Use

Any member of the school community concerned that a student is harmfully involved with alcohol or other drugs can make a referral to the Student Assistance Team. All referrals are confidential.

3. Self-Referral

When a student recognizes that he/she may have a problem with alcohol or other drugs and chooses to address this problem, the school will cooperate as fully as possible with the student.

4. Students in Recovery

Students who enter substance abuse treatment programs during the school year are encourage to remain enrolled in school. While the school is not financially responsible for a student's education while he/she is a patient at a residential facility, the school will cooperate as fully as possible in assisting the student's efforts to remain current with and receive credit for academic courses.

5. Cooperative Agreement with Treatment Providers/Agencies

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

Violations and Consequences

The following regulations apply whenever school is in session and when students are present at school-sanctioned activities or on Thetford Academy property.

1) Violations

A student is considered in violation of the School's policy on alcohol and other drugs if he or she is:

- a) In possession of alcohol/other drugs/chemicals or what is represented by or to the student as alcohol/other drugs/chemicals;
- b) In possession of paraphernalia reasonably associated with illegal drug use;
- c) Distributing or selling alcohol/other drugs/chemicals or what is represented by or to the students as alcohol/other drugs/chemicals;

- d) Under the influence of alcohol/other drugs/chemicals;
 - e) In the act of using alcohol/other drugs/chemicals or what is represented by or to the student as alcohol/other drugs/chemicals;
 - f) Staying in the presence of others in the act of possessing, distributing, selling, or using alcohol/other drugs/chemicals or what is represented by or to the student as alcohol/other drugs/chemicals, except when it is clear that the student's presence is in support of school policies.
- 2) Consequences for Violations
- a) Selling/Distributing (actual or attempted)
 - notification of police
 - suspension of student, pending consideration for dismissal
 - notification of parent/guardian
 - referral to the Student Assistance Team
 - b) Possession, consumption, or being under the influence of alcohol/other drugs/chemicals:
 - notification of police
 - suspension of student up to five (5) school days
 - notification of parent/guardian
 - referral to the Student Assistance Team
 - c) Being knowingly in the presence of alcohol/other drugs/chemicals, but not involved with any of the above infractions:
 - suspension of student up to five (5) school days
 - notification of parent/guardian
 - referral to the Student Assistance Team
 - d) Items that can reasonably be associated with illegal drug use, but which show no evidence of having been used, will be confiscated. The student in possession of these items will be referred to the Student Assistance Team. Parent/Guardian will be notified.
 - e) Consequences for subsequent violations may be more severe, up to and including consideration for dismissal.

Procedures for Handling Incidents

All personnel are required to report actual or suspected violations to the administration.

1) Emergency

An emergency is defined as a student out of control, unconscious, or physically ill. The priority shall be protecting the student from physical harm and from disrupting and/or endangering the school environment, other students, and school personnel.

- a) Remain with the student.
- b) Send for the school nurse.
- c) Notify the administrator.
- d) Call 911 for emergency medical assistance if the nurse is not available.
- e) If indicated, release the student to the custody of appropriate medical personnel.
- f) Administrator/designee contacts parents/guardians and implements procedures detailed in Section C (Violations and Consequences).

2) Non-Emergency

- a) When there is clear evidence of a violation:
 - (1) The Administrator/designee contacts the police.
 - (2) The Administrator/designee contacts the parent/guardian.
 - (3) If the police do not take the student into custody, the Administrator/designee

- requests parent/guardian to remove the student from school grounds.
- (4) If the parents/guardians is not available, the Administrator/designee may request that the police take custody of the student.
 - (5) Administrator/designee implements procedures detailed in Section C (Violations and Consequences).
- b) When there is strong suspicion or concern regarding a violation of any portion of this policy:
- (1) The Administrator/designee investigates the situation.
 - (2) The Administrator/designee may request an evaluation of the student by the school nurse or other medical personnel.
 - (3) If a violation has occurred, the Administrator/designee will implement the appropriate procedure.

Property Damage/Vandalism

Circumstances where school or personal property has been damaged, either accidentally or intentionally, will be investigated, and may include disciplinary procedures.

Security Camera System

The Thetford Academy campus is considered closed after scheduled events have ended for the evening. To help prevent acts of burglary and vandalism, a security camera system monitors activities on campus during these restricted hours.

DISCIPLINARY PROCEDURES

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

Detention

Lunch Detention:

Faculty members may require students to serve lunch detentions. If you receive a lunch detention, you will report to the teacher's room on the assigned day.

After School Detention:

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

- failure to complete assigned work
- improper behavior
- showing disrespect for authority
- violation of school regulations
- violation of attendance policy
- use of profanity or obscene language
- defacing or damaging school property
- harassment toward a student
- stealing
- buying and selling for private enterprise
- throwing snowballs
- improper dress
- unexcused tardiness
- any combination of excused/unexcused tardiness more than three (3) times in one quarter

Rules for After School Detention (one hour)

- 1) If you are assigned an after school detention, you will be given a detention notification slip which needs to be signed by your parent/guardian and returned to the Dean (or office) the next school day. You will serve the detention on the assigned date regardless of other previous commitments (unless special arrangements are made with the Dean). Co-curricular activities are not an acceptable reason to miss a detention.
- 2) Detention time is one hour from the time of arrival. If you have an after school detention, you will be considered late if you are not in the assigned room by 2:05 p.m.
- 3) You may not converse with others or use personal audio-visual equipment in detention. You are required to remain in your seat for the duration. You should come to detention prepared to work quietly.
- 4) Failure to serve a detention will automatically result in **two (2)** additional detentions being assigned. Continued failure to serve detentions will be subject to suspension.

Social Probation

Students are placed on Social Probation if they have acted inappropriately at a school sponsored event. If you are placed on Social Probation, you will not be allowed to attend **any** co-curricular events for a minimum of forty (40) school days. After forty days, you may make an appeal in writing to the Head of School and Dean of Students.

Suspension

Suspension from school is a very serious matter at Thetford Academy. If you violate a major school rule, you will be suspended and may be placed on Disciplinary Warning or Probation. Your parents/guardians will be notified immediately. In addition, a written notice will be provided to your parents/guardians outlining the cause for your suspension, the length of the suspension, and the procedure for readmission.

Suspension terms may be up to ten (10) school days depending on the seriousness of the problem and will be of two types. In-school suspension will include spending the entire school day in a designated area (without passes) and not being allowed on campus or to participate in **any** extra activities that afternoon or evening. Out-of-school suspension will include not being allowed on campus any time during the day(s) or evening(s) of the suspension.

The purpose of suspension is to dramatize to you and to your parents/guardians that you have seriously jeopardized your position in the school. It provides an opportunity for you, your parents/guardians, and the school to gain a perspective on the situation; and it provides an opportunity for you to give careful thought to your aims and to decide whether you are ready to make a commitment to the standards of the school. Absences due to suspensions will be excused and will count toward the attendance policy.

Grounds for Suspension:

- Flagrant disrespect for authority
- Continued violation of school rules
- Habitual use of profanity or obscene language
- Fighting
- Use, possession, sale or distribution of alcoholic beverages or any non-prescribed illegal narcotic or chemical drug
- Defacing, damaging or stealing of property
- Behavior not conducive to the welfare, safety or morals of others
- Leaving school grounds without permission
- Truancy
- False fire alarms
- Illegal private enterprise
- Harassment
- Smoking

Disciplinary Ladder

The Dean of Students will be responsible for continuous review of all students' disciplinary history. The ladder is a series of disciplinary conditions or steps, listed in order of the seriousness:

- 1) No Status
- 2) Disciplinary Warning
- 3) Disciplinary Probation
- 4) Dismissal from school

Each of the steps on the Disciplinary Ladder is explained below.

No Status

If you have "no status," you are not on the disciplinary ladder at all. Most of Thetford Academy's students have "no status" regarding the disciplinary ladder.

Disciplinary Warning

Students whose behavior needs improvement are given a Disciplinary Warning by the Dean of Students. Disciplinary Warning is designed to help students realize that if their behavior does not improve, their behavior will be discussed by a Discipline Committee. If you are placed on Disciplinary Warning, you will be assigned to 20 (twenty) days of Social Probation concurrently.

Disciplinary Probation

Students who violate a major school rule or persist in violation of other rules may be placed on Disciplinary Probation. If you are a repeat offender and are on Disciplinary Warning, you will be moved up the ladder to Disciplinary Probation. If you are placed on Disciplinary Probation, a letter will be sent home, a conference will be set up with you and your parents/guardians, a clear set of behavioral expectations will be established and counseling or other support will be offered. If you are assigned to Disciplinary Probation, you will be assigned concurrently to 40 (forty) days of Social Probation.

If you continue to violate school rules after being placed on Disciplinary Probation, you will be suspended from school until such time as a Disciplinary Committee can meet. Your Disciplinary Committee will be composed of members of the faculty and administration familiar with you. You and/or your parents/guardians may attend the meeting.

After hearing your case, your Disciplinary Committee may recommend to the Head of School that you:

- 1) Continue at school on Disciplinary Probation. Standards may be set that you must follow in order to return.
- 2) Be suspended for up to ten (10) school days, and return to Disciplinary Probation, or
- 3) Be dismissed from the Academy.

Dismissal

If you are dismissed, you may appeal to the Executive Committee of the Board of Trustees. A letter of dismissal will be mailed to the last known address of your parents/guardians by Certified Mail. You or your parents/guardians may request an appeal hearing by contacting the Dean of Students within ten (10) school days of the posting date of the letter of dismissal. Upon receipt of the request for a hearing, the Dean will contact the Chair of the Executive Committee who will schedule a hearing within ten (10) school days. You may be represented by counsel. The decision of the Executive Committee is final.

A dismissed student may not come onto the Academy grounds without permission from a member of the Administrative Team.

Movement on Disciplinary Ladder

Within a review period a student being assigned the following terms of suspension will be moved accordingly:

- 1) Six detentions in one quarter = one step
- 2) One day of in-school suspension twice = one step
- 3) Multiple days of in-school suspension = one step
- 4) Out-of-school suspension = one step
- 5) Multiple day out-of-school suspension = may result in more than one step

If you have been placed on either Warning or Probation your status will be reviewed at the next progress/grade reporting period after a minimum of ten weeks. If you have had no further disciplinary experience, the Dean may reduce your status one step (Probation to Warning, Warning to No Status).

ORGANIZATIONS AND ACTIVITIES

Introduction

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

For more information on the teams, clubs, and organizations listed below, students may consult their teacher/advisors, the Dean of Students, or coaches and advisors of the activities.

Activities

Athletics

School-sponsored Interscholastic Teams:

Fall:	Cross Country, Soccer
Winter:	Basketball, Alpine Skiing
Spring:	Baseball, Softball, and Track & Field

School-sponsored Athletic Clubs:

Winter:	Snow boarding
Spring:	Golf, Lacrosse

Athletic Philosophy

The following philosophy was adopted by the Board of Trustees in January 2001:

- * Athletics are a valued part of the diverse Thetford Academy experience, and are based on the Thetford Academy Philosophy and the Academy's five principles: excellence, commitment, caring, cooperation, and respect for diversity. These principles serve as the guidelines for all participants: administrators, coaches, athletes, parents/guardians, and spectators.
- * The athletic program strives to develop the following: physical fitness, self-discipline, motivation, sportsmanship, social development, responsible team membership, and sport-specific motor skills in the context of competitive play.
- * Students are encouraged to participate in the Academy's athletic program. Resources permitting, Thetford Academy will strive for a wide base of participation.
- * The Academy shall seek coaching staff who know the sport, understand student-athletes' developmental needs, are good communicators, promote safety, and serve as positive role models. The Academy shall endeavor to provide equipment and space to facilitate safe and appropriate play.
- * In order to participate, student-athletes shall maintain good academic and social standing as outlined in the Thetford Academy Student Handbook. Team members are expected to make choices that positively affect the health, safety, and well-being of themselves and others.

Athletic Programs and Regulations

Information on athletic programs, regulations, and requirements is outlined in the Athletic Handbook, which will be provided to all athletes. This Handbook will also be available from the Main Office on request.

Clubs and Workshops

Acting Workshop
 Book Clubs (DCF, Newbery, Graphic Novels, as organized by students and advisor)
 Connections: Community Outreach Activities
 Coalition of Conservative Students
 Engineering Club
 Environmental Club
 First Nations Study Group
 Gay-Straight Alliance
 International Travel Groups (associated with school trips abroad)
 Movie Club
 National Honor Society (by invitation and selection)
 Odyssey of the Mind
 Scholars' Bowl
 Student Council (by election)
 Student Representatives to Trustee Committees (by application and appointment)
 TACS: Thetford Academy Community Service
 Welcome Committee
 Wild East Science Club

Organizations

1) Classes

- a) Executive Committee: A recommended way to organize classes is to establish an executive committee including the class president, vice president, secretary, and treasurer. These members work closely with the class advisors. The principal function of the executive committee is to act in the place of the class when it is impossible or unnecessary to have a class meeting. Other functions of the executive committee are: to prepare agendas for regular class meetings, to make suggestions for class projects which carry out the class goals, and to assume other duties as assigned by the class.
- b) Officers: Class officers are elected in the spring for the following year, with the exception of the incoming 7th and 9th grade classes, which hold their elections early in the fall.
- c) Meetings: The first class meeting is held during the early part of September. Future meetings are arranged and announced. All students are expected to attend class meetings.

2) Student Council

- a) Purpose: The Student Council exists for two main purposes: (1) to be representatives of the student body in matters concerning the school and (2) to provide leadership training for the elected members. The Student Council:
 - (a) raises money and distributes it through money requests,
 - (b) holds class elections,
 - (c) does an all school project each year.
- b) Elections: Each class is represented by two students. Elections are held in the spring for the following year, with the exception of the incoming 7th and 9th grade class which holds their elections early in the fall.

New Club or Program Proposal

This procedure describes how to petition the Academy for the inclusion/addition of any kind of class, student activity, or co-curricular program. Students interested in proposing additions to Thetford Academy's programs should follow these procedures:

- 1) Draft a clear written proposal describing the program, its purpose, and reasons why such an addition would be beneficial to the school. It is suggested that individuals seek help from

appropriate faculty or staff members with formatting their presentation. An accompanying petition from students, identifying the initial levels of support for the proposed program, may be helpful.

- 2) The final draft should then be submitted to the Dean of Students, by making an appointment to meet with the Dean for discussion about the proposal. Students can expect to leave this meeting with a time-line for a follow-up meeting and an initial response. (See #4 below.)
- 3) The Dean will forward the proposal to the Administrative Team for further discussion. The proposal would then be forwarded to the appropriate department for consideration, as determined by the Administrative Team.
- 4) A follow-up meeting (as noted above) with the representatives of the proposal and the Dean of Students, or the Administrative Team, will address the status of their request. This meeting should identify the plan to move the proposal forward or acknowledgment that the request is being denied. A position of denial will be supported by the reasoning behind the action.

Student Activity Funds

1) Accounting System

As a service to all classes and organizations, the office maintains a school operated "bank." These accounts are audited yearly. It is important that every club and activity select a treasurer who is competent to handle a parallel bookkeeping system.

2) Additional Responsibilities of Treasurers

- a) To see that all monies are deposited into the "bank."
- b) To make the faculty advisor aware of bills so that payment can be authorized.
- c) To encourage classes to raise enough money to support their class projects.
- d) To see that a minimum of \$25.00 is left in the account at all times even after graduation to cover bills that may remain.
- e) To receive approval from the Head of School or Business Manager before withdrawing money from the group's regular account.
- f) To check their class balances regularly against the balances in the office accounting system.
- g) To follow the appropriate procedures for making purchases. (See below.)

3) Purchases

All purchases for class and club activities must be approved by vote of the members of the organization involved. A written request for money must be signed by an advisor and presented to the Business Manager before bills will be paid.

4) Fund Raising Guide

The school and the communities in the area can only absorb a certain amount of solicitation. It is imperative that no requests be made unless there is permission from the Head of School or the Business Manager. This includes raffles or the selling of any services, goods, or products.

Student Activity Posters

Public announcement materials must be pre-approved by the Head of School or Dean of Students. Distribution, placement, and subsequent removal will be the responsibility of the sponsoring group.

THETFORD ACADEMY STYLE SHEET FOR RESEARCH PAPERS, ESSAYS, AND ANTHOLOGIES

You will write formal research papers and essays for many classes during your time at Thetford Academy. These formal papers demonstrate your ability to comprehend information from independent sources and to draw a conclusion. When you get into the habit of writing well-structured research papers and essays, you will be better prepared for the demands of education and profession beyond TA. (There is life after high school!) Each teacher will guide you through the preliminary stages of stating your thesis, assembling source material, outlining your arguments and writing rough drafts. This style sheet sets forth the standards used throughout the school for the final paper.

FORMAT

Middle School

- Type your papers neatly (double-spaced) if your teacher requires that.
- Check your spelling and grammar; it must be correct. On your final draft you may make a few minor corrections using blue or black ink. If you cannot type your papers, write them neatly in blue or black ink. Don't write your final draft in pencil on pages torn from your notebook.
- Sentences must be complete. Paragraphs will be of reasonable length. If required by your teacher, include references and works cited pages according to the forms below taken from the *MLA Handbook for Writers of Research Papers*.

Warning: Spell-checkers will accept words spelled correctly which are not appropriate in context. You are responsible for choosing the correct word. Research papers include references and works-cited pages (according to the forms below). You may not simply copy from an encyclopedia.

High School

- Type your papers neatly using a typewriter or word processor (double-spaced). Hand-written papers are acceptable only by prior special arrangement with the teacher.
- Include a title page which contains your name, the name of the course for which the paper is submitted, the date, and the teacher's name. Center the title on the page.
- Use the spell-checker and the grammar-checker but remember that you are ultimately responsible for the correctness of the paper. Paragraphs will be of reasonable length. Research papers use a formal style of English. Include references and works-cited pages according to the forms below taken from the *MLA Handbook for Writers of Research Papers*. There are copies of this book in many classrooms and in the library. The following pages will show you how to document sources correctly.
- Finish your paper three days before it is due. Let your subconscious mind review it critically. Then, after you have been distracted by other classes, sports, social and domestic activities, read it with a critical eye. You may make minor corrections in black ink neatly above the typed lines.

SOURCE MATERIAL

Why should you document your sources of information?

1. You can help your readers with their research: if your readers want to find the source of your quotation to paraphrase, they can locate it exactly.
2. You help your readers distinguish between your ideas and the unique ideas of others, between common knowledge and the unique information that you found in your sources. You must distinguish between these things, otherwise you imply that everything in your paper is your own or that the information in your paper is common knowledge. You show your readers which sources shaped your thinking.
3. You need to give credit to the work of others, because using writers' ideas without giving them credit is theft of intellectual property. It is called "plagiarism," and it is a very serious mistake.

Plagiarism is the act of using someone's unique ideas, information or words without giving credit to your source.

Students at Thetford Academy are reminded that plagiarism is never acceptable anywhere. Submit your own work. For consequences see page 24 in this handbook.

How do you document your sources so that you will not be guilty of plagiarism? You need to use a footnote, an end note, or an in-text citation for each bit of information or quoted material that you use. You also need to use a works-cited page. Your teacher will give you specific information for each project. The formats for in-text parenthetical citations and bibliographies/works-cited are shown on the next pages.

HOW TO DOCUMENT SOURCES IN YOUR TEXT

Parenthetical Documentation

Wherever you use someone else's words, facts, or ideas, you must indicate where you found the material. To do this, place the author's last name and a page reference in parentheses. If an author's name is not available (often true for electronic sources), use the document title. Here is an example of parenthetical documentation using the author's last name:

Medieval Europe was a place both of "raids, pillages, slavery, and extortion" and of "traveling merchants, monetary exchange, towns if not cities, and active markets in grain" (Townsend 10).

Notice that the quotation marks end before the parentheses, and the period goes after. (See the "Townsend" listing on the sample *Works Cited* page to see how the above citation corresponds to it.) Here is an example of parenthetical documentation without using an author's last name:

Amy Lowell developed an interest in Japanese poetry which "led her to collaborate with translator Florence Agscough on *Fir-Flower Tablets* in 1921" ("Amy Lowell").

See the "Amy Lowell" listing on the *Works Cited* page to see how the citation corresponds to it. Remember, as a **rule of thumb**, two items go in the parentheses:

- 1) the term or word that first appears for the source as it is listed on your Works Cited page
- 2) the page number where you found this information, if available

NOTE: Other ways to document your sources are **footnotes** (references at the bottom of the page on which you use the material you have borrowed) and **end notes** (references written in the same form as footnotes and collected numerically at the end of your paper just before your works-cited page). For directions on how to use these properly, consult *MLA Handbook for Writers of Research Papers*.

HOW TO MAKE THE LIST OF WORKS CITED

Once you have finished your paper or anthology, you will need to put together a **works-cited page** where you list the books and sources that you cited in your paper.

Format

Provide the page number in the upper right-hand corner, and center the title, *Works Cited*, an inch from the top of the page. Double-space between the title and the first entry. Begin each entry flush with the left margin; if it runs more than one line, indent the rest of the entry one half inch (or a tab). Double-space the whole list. Be complete and accurate in listing your works cited. Intermingle alphabetically into one list the books, newspaper articles, encyclopedia articles, electronic materials, and other kinds of sources you use. Put the works cited page(s) at the very end of your paper. (See

sample at end of this style sheet.)

NOTE: If you wish to include other sources consulted during your research whose contents are not specifically cited in parenthetical documentation, you may add a **Selected Bibliography** page after the works cited page. Follow guidelines on the TA Style Sheet for each entry.

Arrangement of Entries

The following samples¹ show formats for some of the most common sources. (Each example is included on the sample works cited page.) Double space throughout. **Use punctuation exactly as shown** in examples. After the first line in each reference, indent the rest of the entry one half inch (or a tab). Do not use the labels on the samples here in your works cited.

BOOKS:

- complete name of the author(s) or editor(s)
- full title (underlined)
- place
- name of publisher
- date of publication

anonymous (no author):

A Guide to Our Federal Lands. Washington: Nat'l Geographic Soc., 1984.

one author:

Bulfinch, Thomas. Mythology. New York: Dell, 1959.

Fairbanks, Carol. Prairie Women: Images in American and Canadian Fiction. New Haven: Yale UP, 1986.

two or more authors:

Brystydzienski, Jill M., and Estelle P. Resnik. Women in Cross-cultural Transitions.

Bloomington, IN: Phi Delta Kappa Educational Foundation, 1994.

an introduction, preface, foreword, afterward:

Johnson, Edgar. Afterward. David Copperfield. By Charles Dickens. New York: Signet-NAL, 1962.433.

a book with editor and author:

Britton, James. Prospect and Retrospect. Ed. Gordon Pradl. Upper Montclair, NJ: Boynton, 1982.

¹Sources for these examples come from Joseph Gibaldi and Walter S. Achtert, MLA Handbook for Writers of Research Papers, 5th ed (New York: MLA, 1999.), Joseph Gibaldi, MLA Handbook for Writers of Research Papers, 6th ed (New York: MLA, 2003), Patrick Sebranek, Verne Meyer and Dave Kemper, Write for College (Wilmington MA: Great Source Education Group, 1997) 312-360; Toby Fulwiler, Alan R. Hayakawa and Cheryl Kupper, The College Writer's Reference (Upper Saddle River, NJ: Prentice Hall, 1996) 356-367.

an anthology or compilation

Diclerico, Robert E., and Allan S. Hammock, eds. Points of View. 3rd ed. New York: Random House, 1986.

Diyanni, Robert, ed. Literature: Reading Fiction, Poetry, and Drama. New York: McGraw-Hill, 1994.

a work in an anthology:

If you are citing an essay, a short story, a poem, or another work that appears within an anthology, you need to provide the following information:

- author's name
- title of the document (if no author's name is available, begin entry with this)
- title of work
- translator (if relevant)
- name of editor, or compiler of anthology
- publishing information (city, publisher, date)
- page numbers of cited piece

Allende, Isabel. "Toad's Mouth." Trans. Margaret Sayers Peden. A Hammock Beneath the Mangoes: Stories from Latin America. Ed. Thomas Colchie. New York: Plume, 1992. 83-88.

Frost, Robert. "The Road Not Taken." The Norton Anthology of Modern Poetry. Eds. Richard Ellmann and Robert O'Clair. New York: W.W. Norton & Company, 1988. 247.

an article in a reference book or general encyclopedia:

Bartlett, John, ed. Familiar Quotations. Boston: Little, 1980.

Jansen, Marius B. "Samurai." The World Book Encyclopedia. 1996 ed.

"Thetford." Webster's New Geographical Dictionary. 1988.

NOTE: Editor(s) are treated exactly like authors, except add the abbreviation "ed" or "eds" after the name.

CITING ARTICLES IN PERIODICALS (print version):

Magazines, newspapers and other media are treated differently. There is a specific format for each type of source. If you have found information in a source which does not look like the examples below, ask your teacher or librarian, or consult the *MLA Handbook for Writers of Research Papers*. You need:

- author's name
- title of article
- periodical, or journal title (underlined)
- series number or name
- volume number
- issue number
- date of publication
- page numbers

an article in a newspaper:

Fuerbringer, Jonathan. "Budgetary Rhythms." New York Times 20 Mar. 1987, late ed.: A8.

an article in a magazine:

Lamb, Douglas H., and Glenn D. Reeder. "Reliving Golden Days." Psychology Today June 1986: 22+.

anonymous article (article with no author):

"Drunk proofing Automobiles." Time 6 Apr. 1987: 37.

INTERVIEWS, UNPUBLISHED WRITINGS/SAYINGS:

- name
- title or description
- date

a writing:

Morton, Julie. Unpublished poem. 4 Dec 1995.

a saying:

Sorenson, Nissa. Hallway conversation. 14 Feb 1997.

Ward, Caleb. Telephone interview. June 1993.

OTHER MISCELLANEOUS PRINT AND NON PRINT SOURCES**a recording (record, tape or CD):**

For a commercially available recording, provide the name of the composer or performer, the title of the recording (underlined), the artist or artists, the manufacturer, and the year of issue.

The Pretenders. Learning to Crawl. LP. WEA Records Ltd., 1983.

Raitt, Bonnie. Nick of Time. Capital Records, 1989.

If you are citing a specific poem or song, place its title in quotation marks.

Frost, Robert. "The Road Not Taken." Robert Frost Reads His Poetry. Caedmon, TC 1060, 1956.

Townsend, Pete. "Won't Get Fooled Again." Pete Townsend and John Williams. The Secret Policeman's Ball. LP. Island records, 1980.

recording liner notes or booklet:

In citing the lyrics, liner notes, or booklet accompanying a recording, give the author's name, the title of the material (in quotation marks), and a description of the material. Then, provide the usual bibliographic information for a recording.

Casablanca, Julian. "Reptillia." Lyrics. Room on Fire. The Strokes. RCA Records, 2003.

Lewiston, Davi. Liner notes. The Balinese Gamelan: Music From the Morning of the World. LP.

Nonesuch, n.d.

a film or video recording:

A film entry usually begins with the title, underlined, and includes the director, the distributor, and the year of release. You may include other data that seem pertinent--such as the names of the writer, performers, and producer--between the title and the distributor.

It's a Wonderful Life. Dir. Frank Capra. Perf. James Stewart, Donna Reed, Lionel Barrymore, and Thomas Mitchell. RKO, 1946.

Like Water for Chocolate [Como agua para chocolate.] Screenplay by Laura Esquivel. Dir.

Alfonso Arau. Perf. Lumi Cavazos, Marco Lombardi, and Regina Torne. Miramax, 1993.

reference on CD-ROM:

"Al Capone." Chronicle of the 20th Century. CD-ROM. New York: DK Multimedia, 1996.

FROM THE INTERNET (electronic publications):

Use the following information in the following order for internet sources. If an item on this list is not available, simply leave it out:

- Author's name (it normally appears at the beginning or the end of the document)
- Title of the document (if no author's name is available, begin entry with this)
- Information about print publication (if the document gives information pertaining to previous print publication, provide information as indicated for books or periodicals above)
- Title of the site (underlined)
- Date of electronic publication or latest update
- Name of sponsoring organization
- Date of access (the date you visited the site)
- URL (electronic address, enclosed in angle brackets)

an internet source with web site title, but no author:

"Amy Lowell." Poets.org. 13 June 2001. The Academy of American Poets. 5 Aug. 2004.

<<http://www.poets.org/poets/poets.cfm>>.

The above entry includes the title of the document ("Amy Lowell"), the title of the web site (Poets.org), the date of the most recent update (13 June 2001), the name of the sponsoring organization (The Academy of American Poets), the date the site was visited, and the url address (enclosed in angle brackets).

an internet source with author, but no web site title:

Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." 12 Nov. 1994: n.p. 5 Dec.

1994. <<http://www.ccs.neu.edu/home/lpb/mud-history.html>>.

a work from an online library subscription service:

Chang, Kenneth. "For Scientists, It's Hard to Love Venus." New York Times. 13 June 2004, WK5.

Gale. Thetford Academy, VT. 16 June 2004 <<http://web1.infotrac.galegroup.com>>.

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Thetford Academy, VT. 16 June 2004 <<http://nbk-ada.grolier.com>>.

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Danford, Tom. "Monday Greetings." E-mail to Terry Craig. 13 Sept. 1993. Lancashire, Ian. e-mail to EXPLORE listserv. 1 Mar. 1994.

Newlist or Newsgroup:

Bruckman, Ann P. "Facts about Tori and Eric," 20 Dec. 1994: n. p. Online posting. Newsgrou

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