

**FOXCROFT ACADEMY
STUDENT HANDBOOK
2018-2019**

ride on

18

Foxcroft Academy

975 West Main Street

Dover Foxcroft, ME 04426

207-564-8351 (phone)

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www.foxcroftacademy.org

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WELCOME

Dear Student:

I would like to welcome you to a new school year at Foxcroft Academy and it is an honor to be your Head of School. Within the mission and vision of Foxcroft Academy are very important Guiding Principles which the FA Handbook is based upon. The Foxcroft Academy Guiding Principles are:

The Foxcroft Academy Experience...

- builds a global perspective through teaching and learning.
- demonstrates a commitment to serving each student's growth as a whole person.
- prepares students for lifelong learning.
- honors human difference as fundamental to life.
- enhances the educational experience for all students and staff with quality facilities and technology.
- is implemented by a highly qualified and professional community that is dedicated to students.
- is supported by the pillars of integrity, respect, and responsibility.

The Student Handbook serves as a supporting document to help all members of our community achieve the mission and vision of the school and supports the guiding principles of our community. In a community, understanding the expectations is essential! For example, under the principle of honors human difference, the Student Handbook has valuable information about the zero tolerance of harassment or bullying in the Foxcroft Academy community. Please take the time to read the Handbook, discuss it with your parents/guardians, and ask questions to ensure that you understand these guidelines, as this will be the basis of decisions made throughout the year. It is so important that we will require a signed statement from you and your parent/guardian that indicates that you have reviewed the Student Handbook. Because unanticipated situations may emerge, we reserve the right to change this Handbook at any time without prior notice.

I hope you will take advantage of the many opportunities that exist at Foxcroft Academy: academic classes, co-curricular activities, academic support, and the opportunity to develop

lasting relationships with local and international students. If there is an interest the chances are we have an activity! Become involved, try new things, and give it your best effort and you will find that your experiences will be very rewarding.

On behalf of the Trustees, teachers, and staff of Foxcroft Academy, I would like to you wish you a successful experience and I am looking forward to a great year.

So, Ponies..Ride On!

Arnold Shorey, Head of School

ABOUT FOXCROFT ACADEMY

ACCREDITATION

Foxcroft Academy is a member of the New England Association of Schools and Colleges, the Independent School Association of Northern New England, the Maine Association of Independent Schools, and the College Board. The Academy is fully accredited by the New England Association of Schools and Colleges Commission on Independent Schools, and has been approved by the Maine Department of Education as a private secondary school under Maine law.

MISSION, VISION, GUIDING PRINCIPLES, AND VALUES

Mission Statement

Foxcroft Academy is an independent high school founded in 1823 on the principle that knowledge is power. Foxcroft Academy is committed to providing students from central Maine and beyond a rigorous college and career preparatory academic curriculum designed to produce informed and active global citizens. Foxcroft Academy will furnish all students with the underlying skills needed for post-secondary success while embracing its safe community and natural environment.

Vision Statement

Foxcroft Academy fosters relationships that support student excellence through rigorous and relevant experiences that build a global perspective and inspire lifelong learning.

Guiding Principles

The Foxcroft Academy Experience.....

- builds a global perspective through teaching and learning.
- demonstrates a commitment to serving each student's growth as a whole person.
- prepares students for lifelong learning.
- honors human difference as fundamental to life.
- enhances the educational experience for all students and staff with quality facilities and technology.

- is implemented by a highly qualified and professional community that is dedicated to students.
- is supported by the pillars of integrity, respect, and responsibility.

Community Values

The values by which we live:

- Respect
- Responsibility
- Honesty
- Compassion
- Justice
- Loyalty
- Individuality

Non-Discrimination Policy

Foxcroft Academy admits students of any race, color, gender, sexual orientation, gender identity, gender expression, religion, national or ethnic origin, age, physical or mental disability, genetic information or veteran status and extends to them all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, sexual orientation, gender identity, gender expression, religion, national or ethnic origin, age, physical or mental disability, genetic information or veteran status in the administration of its education policies, admission policies, scholarship programs, and athletic and other school-administrated programs.

HISTORY

Foxcroft Academy was established as a private academy in January 1823 and became the first school to be chartered after Maine became a state. In 1825, a building was erected on the lot adjacent to the Congregational Church presently used as a parking lot. This school was operated in that building until 1859, when the structure was moved to the west end of the Foxcroft Bridge.

The town of Dover discontinued its high school in 1903, paying tuition to Foxcroft Academy for its secondary students. In 1905, a three-story front was added to the building through the generosity of Mr. and Mrs. Josiah B. Mayo.

In 1941, Louis Oakes of the Class of 1892 deeded to the Trustees of Foxcroft Academy the Oakes farm on the Guilford Road in Foxcroft where he and his brother, later to become Sir Harry Oakes, lived their boyhood. The buildings were demolished, the land was leveled, and work began on the athletic field. In 1946, Anna Shaw Buck left the Buck House to the Academy to be used as a dwelling for principals and teachers. World War II prevented the continuation of work on the new Academy project at Oakes Field, but it resumed in 1949. This work was financed largely by Mr. Oakes and other members of his family, with lesser contributions from many other alumni of the school. The building was opened for school in February of 1952 and dedicated in August of that year. In 1960, work began on a new gymnasium at Foxcroft Academy. This was financed by gifts from alumni, friends, and local business enterprises. Eunice Lady Oakes donated \$50,000 toward the construction.

A new Industrial Arts building was begun in 1973, as was remodeling of the main classroom building with additional library and classroom space, and the creation of the business education wing. This project was completed and used for instruction at the beginning of the 1974 school year.

A single classroom building was constructed during the summer of 1986, and a double classroom was built in the summer of 1987. In the spring of 1988, ground was broken for a six-room classroom addition and music room complex. The new addition was opened for the 1989-90 school year. Renovations to the 1952 portion of the building continue to take place.

In 1997, the Burton N. Packard Center for Forestry Management was opened and housed advanced computer technology, surveying and digital mapping systems, and CAD/CAM architectural drawing software. Today technology is integrated throughout the Academy and the Packard Center houses the Business and Advancement Offices.

In the fall of 1998, the Academy's capital campaign, Securing the Tradition, was launched with the dedication of the Philpot Multimedia Computer Center. In 1999, two new playing fields opened and the Mildred Hall Ebersteen Art Center was dedicated in October. The Ames Consumer and Family Science Lab was completed early in 2000. The campaign, which raised over \$2.4 million, came to a successful conclusion in the spring of 2001 with the opening of the new track and field/football complex, as well as a new baseball field and the Harold Alford soccer field. The Pride Manufacturing Student Center and expanded dining

hall and newly renovated locker rooms welcomed students to the Academy in the fall of 2001. Due to philanthropic support, two dedications were conducted in August 2002: The Muriel Philpot Watson Library and The John Arnold History Room.

In the summer of 2008, Trustees broke ground on a student residence and faculty complex. The new student residence, which opened for students in the fall 2009 term, houses 30 boys and 30 girls in two separate wings. Three staff apartment units are a part of each wing for a total of 6 staff apartments. The Peakes House next door to the school was also purchased in 2008 and became the home for the Head of School. In 2012, a new dormitory, “The Lodge” was built to house 36 students with four staff apartments, the kitchen was renovated and expanded, and the Burns Johnson Tennis Court complex was renovated and increased to four tennis courts and a half-court basketball court. The on campus student residences are in addition to the Academy’s two smaller honors dorms which house 7 students and 1 staff member each and are located directly across the street from the Academy. During the Fall of 2013, the Academy began the Community Sign Initiative, which pursued the construction of a LED sign on the front lawn of FA’s campus that would promote community interconnectedness through its communications. On November 5, 2013, the town of Dover-Foxcroft voted in favor of permitting LED signs, and construction began in the spring of 2014. The cost of the sign was completely financed by gifts from alumni, friends, and local businesses. The sign, which was unveiled in the summer of 2014, is named in honor of Mary Kammerer Fittig, who donated the naming gift.

Mary Kammerer Fittig also generously gifted \$200,000 towards the construction of the Academy’s humanities wing, which also bears her name. In the spring of 2015, ground was broken on the two-classroom wing that connected the English/Music Wing with the Industrial Arts Building. The Mary Kammerer Fittig Humanities Wing, which created a more connected campus, an innovative learning environment, and two much-needed classrooms, was completed in time for the start of the 2015-16 school year.

Foxcroft Academy takes great pride in their facilities and grounds which have been part of the FA brand throughout our long and storied history!

PUBLIC NOTIFICATIONS

Non-Discrimination

In compliance with Federal Regulation, Foxcroft Academy provides annual “Notice of Non-Discrimination” to area residents. Foxcroft Academy provides equal access to all programs and services regardless of the person’s race, color, gender, sexual orientation, gender

identity, gender expression, religion, national or ethnic origin, age, physical or mental disability, genetic information or veteran status. Anyone who would like more information or wants to know how to file a complaint may do so by contacting:

Mrs. Katy Godley, Section 504-ADA Coordinator

Foxcroft Academy

975 West Main Street, Dover-Foxcroft, ME 04426

Telephone: 564-8351

AHERA Management Plans

As required by the Maine Department of Environmental Protection and EPA, this is the official notification of the availability of AHERA (Asbestos Hazard Emergency Response Act) management plans for Foxcroft Academy. Please contact the Superintendent of Buildings and Grounds for more information.

Pest Control and Pesticide Use

Because pesticides pose risks, the school uses an alternative approach to merely applying pesticides. Control of insects, rodents, and weeds at our school focuses on making the school buildings and grounds an unfavorable place for pests to live and breed. Through maintenance and cleaning, we will reduce or eliminate available food and water sources and hiding places for the pests. We will also routinely monitor the school area to detect pest problems and prevent the pests from becoming established. Some techniques we will use include pest monitoring, sanitation, pest exclusion, proper food storage, pest removal and—as a last resort—pesticides. This holistic approach is often called Integrated Pest Management (IPM).

Sometimes pesticide use may be necessary to control a pest problem. When that happens, the school will use the lowest risk products available. If higher risk pesticides must be used, notices will be posted at application sites.

Parents, legal guardians, and school staff will be notified of specific pesticide applications made at the school. Notification will be given at least five days before planned pesticide applications. Pesticide application notices will also be posted in school and on school grounds. Notification need not be given for pesticide applications recognized by law to pose little or no risk of exposure to children or staff.

The school keeps records of prior pesticide applications and information about the pesticides used. You may review these records, a copy of the School's Integrated Pest Management Policy and the Pesticides in Schools regulation (CMR 01-026 Chapter 27) by contacting our Superintendent of Buildings and Grounds at 564-8351.

Publication Policy

Foxcroft Academy reserves the right to use photos, video, audio and any other recordings or representations of its students and their work in its various publications, website, and news releases. If you need more information regarding this policy, or **do not want your child's photos or videos used**, please [contact the Head of School's office](#).

Annual Notice of Student Education Records and Information Rights

The Family Educational Rights and Privacy Act ("FERPA") provides certain rights to parents and eligible students (18 years of age or older) with respect to the student's education records.

Inspection of Records

Parents/eligible students may inspect and review the student's education records within 45 days of making a request. Such requests must be submitted to the building administrator in writing and must identify the record(s) to be inspected. The building administrator will notify the parent/eligible student of the time and place where the record(s) may be inspected. Parents/eligible students may obtain copies of education records at no cost.

Amendment of Records

Parents/eligible students may ask Foxcroft Academy to amend education records they believe are inaccurate, misleading or in violation of the student's right to privacy. Such requests must be submitted to the building administrator in writing, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the building administrator decides not to amend the record as requested, the parent/eligible student will be notified of the decision, their right to request a hearing, and information about the hearing procedure.

Disclosure of Records

Foxcroft Academy must obtain a parent/eligible student's written consent prior to disclosure of personally identifiable information in education records except in circumstances as permitted by law.

Directory Information

Foxcroft Academy designates the following student information as directory information that may be made public at its discretion: name, participation and grade level of students in officially recognized activities and sports, height and weight of student athletes, dates of attendance in the school unit, and honors and awards received. Parents/eligible students who do not want Foxcroft Academy to disclose directory information must notify the buildings administrator in writing by September 15th or within thirty (30) days of enrollment, whichever is later.

Military Recruiters/Institutions of Higher Education

Military recruiters and institutions of higher education are entitled to receive the names, addresses and telephone numbers of secondary students and Foxcroft Academy must comply with any such request, provided that parents have been notified of their right to request that this information not be released without their prior written consent. Parents/eligible students who do not want Foxcroft Academy to disclose this information must notify the Director of Counseling Services in writing by October 1st or within thirty days of enrollment, whichever is later.

School Officials with Legitimate Education Interests

Education records may be disclosed to school officials with a “legitimate education interest.” A school official has a legitimate educational interest if he/she needs to review an education record in order to fulfill his/her professional responsibility. School officials include persons employed by the School Department as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); members of the Board of Education; persons or companies with whom the School Department has contracted to provide specific services (such as attorneys, auditors, medical consultants, evaluators, or therapists); and parents, students and volunteers serving on an official committee (such as a disciplinary or grievance committee) or assisting a school official in performing his/her professional responsibilities.

Other School Units

Under Maine law, Foxcroft Academy is required to send a student’s education records, including disciplinary records, to a school unit to which a student applies for a transfer.

Other Entities/Individuals

Education records may be disclosed to other entities and individuals as specifically permitted by law. Parents/eligible students may obtain information about other exceptions to the written consent requirement by request to the building administrator.

Complaints Regarding Foxcroft Academy Compliance with FERPA

Parents/eligible students who believe that Foxcroft Academy has not complied with the requirements of FERPA have the right to file a complaint with the U.S. Department of Education. The office that administers FERPA is:

Family Policy Compliance Office

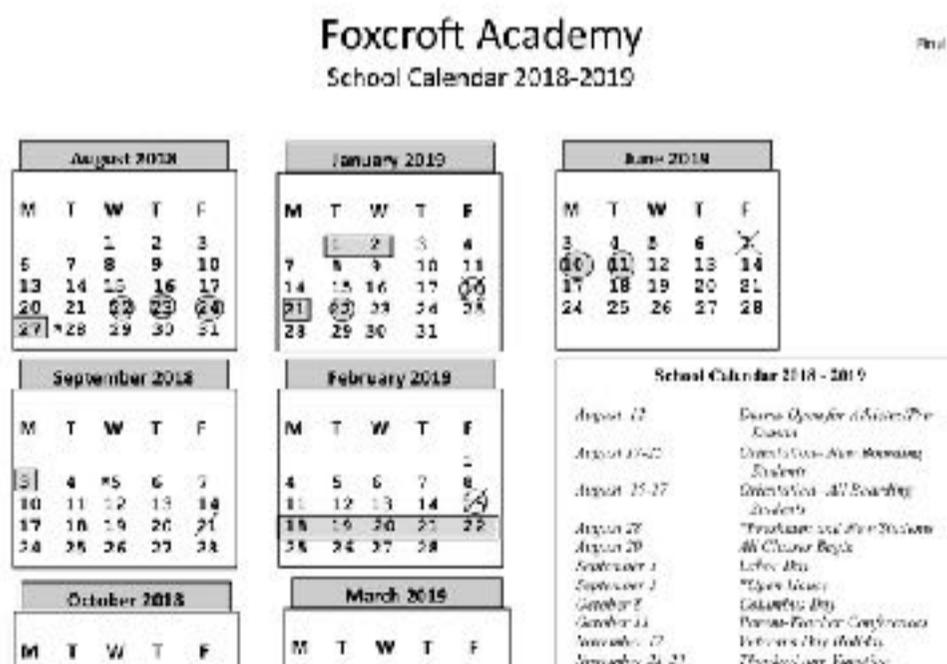
U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202

SCHOOL CALENDAR

In addition to the graphic below, the school calendar is also available as a PDF on the Foxcroft Academy website. Changes to the schedule (for example, cancellation due to inclement weather) will be announced on social media (Facebook, Twitter), local media (various TV & Radio stations), and by phone/text/email through IRIS (our mass-notification system).



Tap to enlarge.

DAILY SCHEDULE

The school day at Foxcroft Academy begins at 8am and ends at 3pm. Students are expected to be in their assigned or directed locations at all times in accordance with the schedule described in Table 1.

Table 1: Daily Schedule

Time	Event
07:30am - 08:20am	Breakfast available in Dining Hall
08:00am - 08:20am	Pony Time (Conference Period)
08:20am - 08:25am	Passing Time
08:25am - 09:30am	Period 1 (does not rotate)
09:30am - 09:35am	Passing Time
09:35am - 10:40am	Period 2 (does not rotate)
10:40am - 10:45am	Passing Time
10:45am - 11:05am	Assembly (Monday, Wednesday, Friday) Advisory (Tuesday, Thursday)
11:05am - 11:10am	Passing Time
11:10am - 12:15pm	Period 3 (rotating period)
12:15pm - 12:20pm	Passing Time
12:20pm - 01:40pm	Period 4 (rotating period, lunch block) * A Lunch: 12:15pm - 12:40pm * B Lunch: 12:45pm - 01:10pm * C Lunch: 01:15pm - 01:40pm
01:40pm - 01:45pm	Passing Time
01:45pm - 02:50pm	Period 5 (rotating period)
02:50pm	Dismissal
03:00pm	Buses depart
03:00pm - 04:00pm	Detention (30 minute assignments end at 03:30pm)
03:15pm	Athletic practices begin

Pony Time

Pony Time is a conference period for students to seek extra help or check on missed assignments. Pony Time takes place every day from 8:00am - 8:20am. Teachers will be in their classroom during the entirety of Pony Time. Teachers may require students to report to them during Pony Time to provide extra help, to check on missed assignments, or to deal with minor disciplinary infractions. On occasion, students may be assigned to Pony Time as an Academic Support Period. Students are required to report as directed - Pony Time is an

official part of the school day. Students who fail to report to Pony Time when required may face disciplinary action.

Schedule Rotation

The daily schedule at Foxcroft Academy varies in two ways: A/B designation, and rotation of Periods 3, 4, and 5.

Each day is assigned a letter designation, A or B, so that some classes can be scheduled on an every-other-day basis as appropriate to the curriculum and/or to accommodate placement in Tri-County Technical Center programming. The A/B designation for each school day is set in collaboration with Tri-County Technical Center before the beginning of each year. The A/B designation of a specific date does not change to adapt to school cancellation.

Class meetings vary from day to day in accordance with a rotation of Period 3, Period 4, and Period 5. Periods 1 and 2 do not rotate. The rotation of Periods 3, 4, and 5 ensures that no individual class will consistently meet at the end of the day when energy levels may begin to fade, nor will school-related dismissals consistently disrupt a specific class. The rotation of Periods 3, 4, and 5 is cyclical from one day to the next and follows this pattern:

Day 1: P1, P2, P3, P4, P5

Day 2: P1, P2, P4, P5, P3

Day 3: P1, P2, P5, P3, P4

The combination the A/B schedule with the rotation of periods produces 6 unique combinations. These combinations are described in Table 2.

Table 2: Schedule Rotation

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
A	B	A	B	A	B
Period 1					
Period 2					
Period 3	Period 4	Period 5	Period 3	Period 4	Period 5
Period 4	Period 5	Period 3	Period 4	Period 5	Period 3
Period 5	Period 3	Period 4	Period 5	Period 3	Period 4

DIRECTORY

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Administration

Contact via e-mail at firstname.lastname@foxcroftacademy.org

Head of School	Arnold B. Shorey
Director of Technology	Robert B. Brown II
Assistant Head of School for Admission and Advancement	Chris McGary
Superintendent of Buildings and Grounds	Thomas Nason
Assistant Head of School for Academics	Jonathan Pratt
Associate Head of School	Timothy Smith
Director of Food Service	Rhonda Tyler
Chief Financial Officer	Daniel White

Faculty and Staff

Contact via e-mail at firstname.lastname@foxcroftacademy.org

Name	Role(s)
Brett Almasi	Faculty - Social Studies Advisor - Grade 10 Leadership Team
Mikayla Andrade	Food Service
Fred Andrews	Study Hall Monitor
Luis Ayala	Faculty - Physical Education/ Health Advisor - Grade 11 Boys Soccer Coach
Jennifer Bickford	Faculty - Alternative Education ASP Coordinator Advisor - Grade 12
Jane Blay	Faculty - Art Advisor - Grade 10
Derrick Buschmann	Faculty - Film & Theater
Laurie Carter	Food Service
Rebecca Casey	Library Assistant
Roxanne Chase	Faculty - Special Services Department Head Advisor - Grade 12
Stephanie Chevalier	Faculty - Psychology
Glenn Clawson	Custodian
Jamey Cooper	Educational Technician III
Ryan Dankert	Faculty - Mathematics Advisor - Grade 9 Football Coach
Darlene DeSouto	Food Service
Brittany Dow	Faculty - Science Advisor - Grade 10
Alyce DuMonthier	Faculty - Special Services Advisor - Grade 12
Cole DuMonthier	Educational Technician III
Jennifer Dunton	Counseling Services - Office Manager

Name	Role(s)
James Fairbrother	Educational Technician III
Sheila Fitzmaurice	Registrar AP Coordinator
Tami Flanders	Educational Technician III
Judy Gilbert	Nurse
Katy Godley	Guidance Counselor 504 Coordinator
Joshua Guthrie	Faculty - Music Advisor - Grade 11
Catherine Hall	Alumni Officer
Vanessa Hall	ASP
Ashley Jenkins	Study Hall Monitor
Roberta Johnson	Receptionist
Vanessa Kelley	Faculty - French Advisor - Grade 10 Cheering Coach French Club Advisor
Brian Krause	Faculty - Science/Math Advisor - Grade 9 Leadership Team
Blaise Laffin	Assistant Superintendent of Buildings and Grounds
Nicholas Lavigne	Faculty - Social Studies Advisor - Grade 10 Leadership Team
Amy Leighton	Educational Technician III
Jessica Levensalor	Educational Technician III
Curt Lombard	Faculty - Mathematics Advisor - Grade 12
Steve Maines	Study Hall Monitor
Kandi Martin	Guidance Counselor
Deb Maynard	Faculty - Music Advisor - Grade 11
Lori McLaughlin	Food Service
Jack McLeod	Faculty - Industrial Technology Advisor - Grade 9
Jillian Merrill	Executive Assistant to the Business Manager
Nicholas Miller	Faculty - English Advisor - Grade 11 Football Coach
Miranda Nelson	Admissions Officer
Toby Nelson	Director of Communication
Donna Newhouse	Faculty - Social Studies Advisor - Grade 11 Leadership Team IB Coordinator
Libby Newhouse	Faculty - English Advisor - Grade 9 Leadership Team

Name	Role(s)
Ryan Nickerson	Faculty - Mathematics Department Head Advisor - Grade 10 Leadership Team
Jay Nutter	Custodian
Michael Orcutt	Faculty - Science/STEM Advisor - Grade 12
Stephanie Parlee	Faculty - Latin/ English Advisor - Grade 9
Susan Ramsey	Faculty - Music
Mirna Reyes-Henderson	Faculty - Spanish Department Head Advisor - Grade 12 Student Council Advisor Spanish Club Advisor
Kathy Richards	Faculty - JMG Advisor - Grade 11 Chess Club Advisor
John Riitano	Technology
George Rolleston	Faculty - Science Department Head Advisor - Grade 11 NHS Advisor Key Club Advisor Cross Country Coach
Morgan Rublee	Faculty - English Advisor - Grade 11 Leadership Team Field Hockey Coach
Peggy Silva	Food Service
Derek Smith	Faculty - English Advisor - Grade 12
Jeryme Smith	Custodian
Karen Smith	Guidance Counselor Testing Coordinator
Tammy Smith	Administrative Assistant to the Associate Head of School
Daniel Straine	Faculty - Special Services Advisor - Grade 12
Wayne Strout	Faculty - Mathematics Advisor - Grade 12 Math Team Advisor
John Sylvester	Faculty - Industrial Technology Department Head - Discrete Advisor - Grade 9
Tina Taggart	Librarian Advisor - Grade 11
William Thomas	Faculty - Social Studies Department Head Advisor - Grade 9
Jaclyn Tourtelotte	Associate Athletic Director/ ATC Faculty - Personal Fitness
Shirleen Vainio	Business Manager

Name	Role(s)
Joseph Veno	Custodian
Pam Weatherbee	Assistant to the Head of School
Robert Weber	Faculty - Science Advisor - Grade 10
Melinda Wentworth	Library Assistant
Andrew Wright	Director of Residential Life
Bridget Wright	Faculty - English Advisor - Grade 10 Civil Rights Team Advisor

ACADEMICS

CURRICULUM

Foxcroft Academy's purpose is the same today as it was when the school opened in 1823: to prepare all students for "the great duties of life". We recognize that the vast majority of our students will require education beyond their time in high school in order to find success later in life. To that end, the Academy's goal is to provide all students with the academic knowledge and skills necessary for success in post-secondary education. While some students may choose not to continue their education, our commitment is to maintain an academic program that makes college an option for every graduate of Foxcroft Academy. Our standards-based curriculum and proficiency-based grading system (explained in detail below) was developed in the late 1990s and implemented for the Class of 2004, and enhances our ability to achieve our long-standing goal of preparing students for life-long learning and success.

Standards: Concepts and Skills

Within modern curriculum design, a standard is an important concept or skill that students are expected to learn within a particular course or subject area. By identifying a standardized set of concepts and skills within courses, the educational experience becomes more consistent, and teachers can provide more detailed diagnostic feedback on student learning. Although it is true to some degree that schools and teachers have always had standards, they may not have always articulated them clearly or implemented them consistently from classroom to classroom. Foxcroft Academy, like many other schools around the state, nation, and world, uses standards to accomplish several goals:

- to identify what students must learn in each course;
- to provide detailed diagnostic feedback on student learning;
- to coordinate consistent and effective implementation of the curriculum.

Each course at Foxcroft Academy includes between three and five subject-area standards. Each course also includes one standard called Academic Initiative that represents the student's class participation and engagement, appropriate use of technology, homework completion, timely completion of extended assignments, and appropriate use of academic resources and supports as needed. All standards are graded and appear on the report card.

Proficiency: Expectations

The modern approach to grading - the process of measuring and reporting what students demonstrate that they know and are able to do - provides clear descriptions of expected outcomes and the grade that will be earned for different performance levels. These descriptions relating the quality of student work to a grade are known as rubrics. Rubric documents are a critical component of standards-based assessment, and provide students with detailed information on what the teacher expects students to be able to do in order to earn a particular grade. Rubrics help students to reach proficiency, and also help teachers to provide consistent and detailed feedback for assessments relative to the standard(s). Rubrics also delineate performance expectations by standard, helping both to ensure that students develop and demonstrate proficiency in all standards and to prevent strength in one standard from masking weakness in another.

Foxcroft Academy expects that students will demonstrate, at minimum, basic proficiency in every standard. Levels of demonstrated proficiency are correlated with letter grades in our grading system. Letter grades of C and better communicate that the student has demonstrated at least the minimum level of required proficiency. When the quality of student work does not meet expectations, the work is graded as “Unmet” (U). Individual standards are, by definition, critical pieces of knowledge and skill, so students do not receive course credit if the majority of work within any individual standard is unmet (not graded C or better). Students must meet performance expectations for all standards, including Academic Initiative, in all courses, whether mandatory or elective. More detailed information is provided in the next section of this chapter.

Flexibility

Foxcroft Academy recognizes that different students have different academic interests and skills. Mandatory courses, as well as some elective courses, are offered at various levels of study ranging from Graduation to Advanced Placement. Students may choose different levels of study for different courses depending upon their interests and skills. Our academic program provides support for students who, for one reason or another, find it difficult to demonstrate the expected level of understanding within a course. Academic support structures include opportunities for replacement assessments, scheduled study halls, Pony Time, academic support periods, standard completion opportunities, and make-up courses.

GRADING SYSTEM

Table 3: Grading System

Grade	Definition	% (Standard)	GPA (Course)
A	Superior proficiency demonstrated	95-100	4.00

Grade	Definition	% (Standard)	GPA (Course)
A-	Superior proficiency demonstrated	90-94	3.67
B+	Advanced proficiency demonstrated	87-89	3.33
B		83-86	3.00
B-		80-82	2.67
C+	Basic proficiency demonstrated	77-79	2.33
C		73-76	2.00
D, D-	Unsatisfactory proficiency demonstrated	60-72	1.00, 0.67
F	No proficiency demonstrated	50-59	0.00

The Foxcroft Academy grading system uses letter grades to provide clear and widely understood diagnostic feedback on student learning outcomes. Grades are issued for individual standards to indicate the degree to which the student demonstrates proficiency in the core concepts and skills addressed within a course. A course grade is also issued in each class to indicate the degree to which the student demonstrates proficiency of the entire set of standards involved. Individual standard grades are recorded on mid-quarter progress reports and on quarterly report cards. Course grades are recorded on progress reports, report cards, and the transcript.

Foxcroft Academy expects all students to develop and demonstrate proficiency in all standards, represented by grades at the C level or above. If a student does not demonstrate proficiency in a standard it will be marked as unmet ("U"). The level of proficiency among individual standards determines the course grade that the student will earn for the class.

If the student demonstrates at least basic proficiency in each standard, the course grade will be the weighted average of the individual standard grades and credit will be earned.

Teachers, through their syllabus, will inform students about the weight each standard will contribute toward the course grade.

If one standard is unmet, the course grade will be a D and the student will have a 9-week period of time immediately following the course to work on improving the unmet standard (Standard Completion). Students may also be eligible for Standard Completion with the combination of one unmet content standard and an unmet Academic Initiative standard (the course grade will be a D-). If the student is successful in remediating the unmet standard(s), the course grade will be changed to a C and credit will be earned. If the student is unsuccessful, the original course grade will remain unchanged and the course will have to be repeated (and passed with a course grade of C or better) in order to earn credit.

If two or more content standards are unmet, the course grade will be an F, and the course will have to be repeated (and passed with a course grade of C or better) in order to earn credit.

For mandatory and elective courses that take place in sequence, students must earn a course grade of C or better in order to progress to the next course in the sequence (i.e.: a student with a D in Geometry may not progress to Algebra II).

Weighted Grades

Table 4: Weighted Grading System

Grade	Definition	% (Standard)	GPA (Course)
A	Superior proficiency demonstrated	95-100	4.33
A-		90-94	4.00
B+	Advanced proficiency demonstrated	87-89	3.67
B		83-86	3.33
B-		80-82	3.00
C+	Basic proficiency demonstrated	77-79	2.67
C		73-76	2.33
D, D-	Unsatisfactory proficiency demonstrated	60-72	1.33, 1.00
F	No proficiency demonstrated	50-59	0.33

Advanced Placement and college-level dual-enrollment courses use a weighted grading system designed to encourage more students to engage with more demanding courses.

COMMUNICATION

Over the course of four years, students and parents will receive up to 32 scheduled grade reports and will have at least 4 opportunities for scheduled parent-teacher conferences. In addition, parents and students are encouraged to communicate regularly with teachers and administrators whenever a question or concern arises. Meetings can be arranged at any point in the year. Students have the greatest chance of success when there is clear and constructive communication between the school, student, and parent. We at Foxcroft Academy appreciate the opportunity to speak with parents and students when you have questions, in order that we have the best chance of finding a successful solution.

PowerSchool

Foxcroft Academy uses a student information system called [PowerSchool](#). One of PowerSchool's many features is called a "web portal". With internet access and a modern web browser, students and parents can connect to our system to get assignment and attendance information. Students access PowerSchool using the account provided to them by Foxcroft Academy. Parents will receive instructions to setup an account and access PowerSchool at the beginning of each school year (or upon enrollment of a new student). Parents with multiple enrolled students may use a single account to access multiple students. Students with multiple custodial parents, guardians, or other approved agents may allow each person a separate account for access.

The URL for the Foxcroft Academy PowerSchool portal is:

<https://foxcroftacademy.powerschool.com/public>

Foxcroft Academy exclusively supports web access to PowerSchool, and strongly discourages student and parent access via PowerSchool's mobile apps.

Upon signing in to the web portal, the system displays a list of currently enrolled courses for the selected student. A grade is presented for that course – please keep reading for more important information on the grades presented in the PowerSchool web portal. The grade is clickable – when you click through, you'll see a list of assignments and the grade for those assignments. Teachers update their gradebooks on a weekly basis, providing new information by 3pm each Thursday for the duration of the course.

Foxcroft Academy provides access to our PowerSchool web portal so that you can stay current with attendance and with performance on individual assignments. **The overall course grade displayed by the PowerSchool portal during the weeks between progress reports and report cards is not an official grade and may not be accurate, because it does not reflect the standards-based analysis that our teachers perform as required by our grading system.** The web portal is for communication about assignments and attendance and not for students or parents to attempt to manage the process, timeliness, or results of instruction and assessment.

Foxcroft Academy understands that internet access may not be available for students and/or parents at home. Students are strongly encouraged to access PowerSchool from a school computer or from their iPad while at school so that they stay up-to-date on their academic standing. Parents without access at home may access the system from any internet-connected computer at any location, such as work or a public library, provided that the owner of the computer and the internet connection permits such access, and that the

computer has a modern web browser installed. If no access is available, parents may contact Foxcroft Academy and a plan for information sharing may be able to be developed that does not require internet access.

Progress Reports

The progress report is issued four times each year, roughly halfway through each quarterly ranking period. The progress report includes the overall course grade at that time, standards grades, and the number of absences accrued in that ranking period. Teacher comments are optional on this report for students who are passing, although they are required for students who are not. Teacher comments are intended to identify the factor(s) limiting student success and to provide suggestions for improvement. Neither the comments nor the course grade issued on progress reports are recorded on the report card or on the transcript.

Progress reports will be issued on the Friday following the mid-quarter. Please refer to the school calendar for specific dates.

Report Cards

The report card is issued four times each year, after the end of each quarterly ranking period. The report card is designed to provide detailed diagnostic information about student proficiency in individual standards and overall status in the course. Beyond just the course grade, providing a grade for individual standards and written comments from the teachers helps students to identify specific areas of strength and weakness in order to facilitate success. The number of absences accrued in that ranking period is also reported.

Grades are issued for each course in which the student is enrolled, while comments are optional for students who are passing. Teacher comments are intended to identify the factor(s) limiting student success and to provide suggestions for improvement. Course grades for each course are recorded on the transcript. Comments are not recorded on the transcript.

Report cards will be issued on the Friday following the end of the quarter. Please refer to the school calendar for specific dates.

Graduation Progress

The graduation progress report is accessible through PowerSchool. The report details the graduation requirements that the student has completed as well as the graduation requirements that have not yet been completed. Students have primary responsibility to track their progress towards graduation throughout each year at Foxcroft Academy. It is

particularly important for students and parents to review graduation progress when choosing courses for the next academic year, and when the class schedule is received during the summer. This will ensure that the student schedule for the forthcoming academic year includes the appropriate required and elective courses to help the student take the right steps at the right pace in order to graduate and to be successful in their pathway after graduation. Any student with a question about their progress toward graduation and goals beyond high school may make an appointment with their guidance counselor.

Transcript

The transcript documents all course enrollments and quarterly course grades earned by students during their time at Foxcroft Academy. Only Foxcroft Academy courses are shown on our transcript; transfer credits and external credits are not shown. The transcript is not mailed home except by request. The transcript document is generally used to provide information on a student's academic experience to post-secondary educational institutions or to potential employers.

Current students enrolled full-time at the Academy may request copies of their transcript from their guidance counselor at no charge; post-graduates must contact the Registrar at (207) 564-8351 or go to the Academics page on the Foxcroft Academy Website to receive information on completing a transcript request form.

GRADUATION REQUIREMENTS

Mission-Driven Academics

Foxcroft Academy has a rigorous set of graduation requirements that must be met in order to earn a diploma, including enrollment, academic achievement, community service, library reading, and a portfolio. In order to graduate, students must complete four full years of attendance at the secondary level. In addition, students must earn at least 19.5 credits in mandatory courses and at least 3.5 credits in elective courses, for a total of at least 23 credits*. Credit is earned when a student demonstrates proficiency in each standard in the course, resulting in a course grade of C or better in a course that meets for 96 hours of instructional time. Half credit may be earned in a course that meets for 48 hours of instructional time, and 1.5 credits may be earned for a lab course that meets for 144 hours. Due to their academic rigor, all AP courses provide students with the opportunity to earn 2 credits. Additionally, students must complete a total of 36 hours of service to their community, read one book for Library Reading per year of enrollment, and create a portfolio that demonstrates proficiency in the Foxcroft Academy Mission Standards.

* Students in the Classes of 2019 and 2020 are not held to the 2.0 credit "STEAM" requirement approved in 2018 for the Classes of 2021 and beyond.

Mission Standards

To ensure that the academic program works toward fulfilling the mission of the school, the following overarching mission standards define what it means to graduate from Foxcroft Academy. ([Adopted from the 2007 Maine Learning Results](#))

To graduate from Foxcroft Academy means you are...

- **...a Clear and Effective Communicator...**
 - ...who understands the attributes and techniques that positively impact constructing and conveying meaning for a variety of purposes and through a variety of modes.
- **...a Creative and Practical Problem Solver...**
 - ...who is skilled at selecting and applying a process of problem-solving to deepen understanding and determine whether redefining the goal is a better way of addressing a problem situation and continuing to consider other alternative solutions until one resonates as the best one.
- **...a Self-Directed and Lifelong Learner...**
 - ...who understands the importance of embracing and nurturing a growth mindset.
- **...a Responsible and Involved Citizen...**
 - ...who understands the interdependence within and across systems and brings to each situation the appropriate actions.
- **...an Integrative and Informed Thinker...**
 - ...who is skilled at using complex reasoning processes to make meaning.

The above overarching Mission Standards serve to guide the specific courses that are required for graduation, and to determine the content standards that will make up those courses. Students must also demonstrate proficiency in the Mission Standards through their portfolio.

Graduation Requirements

- At least 8 semesters of secondary school enrollment
- At least 23 credits from the following courses:
 - English I, II, and 2 credits in 11th & 12th grade Topics courses
 - Three Mathematics credits with a minimum of Algebra II
 - Physics, Chemistry, and Biology
 - Introduction to Global Politics, American History A, American History B or AP US History, and 1 more Social Studies course of choice
 - World Language (1 credit required)
 - Physical Education and/or Personal Fitness (1 credit required)
 - Health
 - Art and/or Music (1 credit required)
 - At least two credits from “STEAM”-designated courses*
 - At least 3.5 credits from elective courses
- At least 36 hours of community service (min 12h in senior year)
- Read 1 Library book per year
- Mission Standards Portfolio & Presentation

* Students in the Classes of 2019 and 2020 are not held to the 2.0 credit “STEAM” requirement approved in 2018 for the Classes of 2021 and beyond.

Enrollment

Students must enroll for a minimum load of 6 credits per year in order to be considered a full time student at Foxcroft Academy. Students and parents should also understand that ten days of consecutive absences may result in dis-enrollment from Foxcroft Academy.

Adding a Course

There will be an add/drop window of four days at the beginning of each semester. Students are allowed up to two schedule change appointments during the add/drop window. No

additions to course enrollments should be made after this time. Exceptions may be made following individual evaluation for transfer students and new students.

Dropping a Course

There will be an add/drop window of four days at the beginning of each semester. Students are allowed up to two schedule change appointments during the add/drop window. Students will complete the “Student Course Drop Form” to drop a course. Any course dropped after the add/drop window may be recorded as a withdrawal failing (WF) regardless of whether or not it is mandatory or elective. Students with minimal course loads should be advised that dropping a course may jeopardize their status as full-time students at Foxcroft Academy, thereby potentially delaying their eligibility for graduation.

Changing Level of Study

Level changes may take place beyond the add/drop period when deemed appropriate for the student. Level changes take place without penalty and are not recorded as a course withdrawal. A level change may not be approved if the student is not demonstrating at least basic proficiency in Academic Initiative. Level changes may not be approved after the course is at/over 50% complete.

If the course at the level requested is not offered during the current semester or that course is already at full capacity, a level change may take place the following semester, even if it occurs in the next school year (when deemed appropriate by the teacher and student involved). This does not apply to students in their senior year. Level changes are recorded on the transcript. Students with minimal course loads should be advised that withdrawing from a course in order to change level of study may jeopardize their status as full-time students at Foxcroft Academy, thereby potentially delaying their eligibility for graduation.

Repeating a Course

Repeat to Earn Credit

Students with a final course grade of D or F must repeat that course and earn a passing grade in order to earn credit. Quarterly grades earned in repeated courses will be recorded on the transcript and will not replace original grades. The final grade will be included in the student’s GPA along with the original grade.

Repeat to Enhance Knowledge

Students with the desire to increase their understanding before advancing to the next course in a sequence (e.g., mathematics, foreign languages) may repeat a course with the permission of the Department Head. All course requirements remain the same and no additional credit will be granted. Both grades will be included in the student's GPA.

Non-Voluntary Withdrawal

Students may be administratively removed from a course and receive a withdraw-failing (WF) due to poor performance and behaviors which are detrimental to the learning environment for others. A student may be removed from a course if any of the following conditions exist:

- The student has compromised the likelihood of meeting course requirements due to poor performance and too little time/opportunity for improvement remaining in course.
- The student has failed to take advantage of available support.
- The student has negatively influenced the classroom environment.
- The student has not responded to multiple efforts to resolve academic difficulties and behavioral modifications made by teacher.

This action is taken in only the most extreme cases. The student should understand the implication of this action seriously jeopardizes the likeliness of graduation in a four-year time frame. If a student enrolls in this course in the future s/he will enter on probationary status. If behavior or effort mirrors that which led to his/her non-voluntary withdrawal from the previous course the student will lose access to this course at Foxcroft Academy. It will be the responsibility of the student to find appropriate external educational programs to replace this course. The Assistant Head of School for Academics must approve this alternative.

Courses and Credits

Foxcroft Academy offers a diverse and comprehensive curriculum. Subject area offerings include English, Mathematics, Science, Social Studies, World Languages, Health and Physical Education, Performing Arts, Industrial Technology, Visual Arts, and Special Education. Students can also access occupational preparation courses through our partnership with Tri-County Technical Center. For detailed information on our course offerings, including standards, course descriptions, and pre-requisites, please refer to our Course Guide.

Transfer Credits

Upon transferring to Foxcroft Academy, students with prior high school experience may submit to the Registrar official transcripts of academic performance in order to earn transfer credits toward our graduation requirements. Transcripts are analyzed by the Registrar and approved by the Assistant Head of School for Academics. Only courses that will assist the student with graduation progress at Foxcroft Academy will be analyzed for transfer eligibility. In most cases, if the prior school awarded credit, that credit will be accepted by Foxcroft Academy even if the accompanying grade would not meet Foxcroft Academy expectations. Partial credit is not awarded for specific graduation requirements - for example, a student transferring in from a school that awarded 0.5 credit for English I will still have to earn a full credit in English I at Foxcroft Academy. As many credits will be transferred as possible to the benefit of the student - to continue the above example, the previously-earned 0.5 credit in English I may not assist the student in meeting the Foxcroft Academy English I requirement, but it could help the student's 3.5 credit elective requirement, so it would likely be transferred as 0.5 elective credits.

In situations where the course title on another school's transcript is not a clear match for a Foxcroft Academy graduation requirement, the student may be required to provide curricular documentation of course content.

Transfer credits are not shown on the Foxcroft Academy transcript, and transfer grades and credits are not considered in the Foxcroft Academy GPA calculation.

External Credits

Students enrolled at Foxcroft Academy may earn, at their own expense, up to two credits toward graduation requirements from external, accredited schools. External credits must be approved in advance by the Assistant Head of School for Academics. The student must earn a final grade of C or better for the credit to be eligible to meet a Foxcroft Academy graduation requirement. The student must submit a final, official, printed transcript to the Registrar in order for the external credit to be eligible to meet a Foxcroft Academy graduation requirement.

External credits are not shown on the Foxcroft Academy transcript, and external grades and credits are not considered in the Foxcroft Academy GPA calculation.

Community Service

Faculty and administration alike agree that a community service requirement as part of a high school education is a valuable experience and integral to the fulfillment of the school's mission for its students. Varied experiences in community service teaches and models giving

to others, at the same time it demonstrates the concept of community stewardship. Students develop altruism, learn the benefits of hard work, and have an opportunity to demonstrate selfless behavior. They may become familiar with the agencies and services in their region and may be exposed to a variety of career and professional role models. Many times, community service work has been the deciding factor for gaining employment or admission to college. Many scholarships require community service as a part of their criteria.

Foxcroft Academy requires all students in all grades to perform a minimum number of hours of community service each year totaling 36 hours by graduation, with at least 12 hours in the senior year. Students are responsible for contacting service sites and submitting proof of service performed to their advisors.

Students are expected to perform a minimum number of community service hours each year. The suggested amounts of community service per year are:

Grade	Suggested Community Service Hours
Grade 9	6
Grade 10	8
Grade 11	10
Grade 12	12

Library Reading

The Muriel Philpot Watson Library at Foxcroft Academy provides a vital resource supporting our mission and our academic standards, and the act of reading is integral to the fulfillment of that mission and those standards. Reading is a critical skill necessary for an informed citizenry ready for success beyond Foxcroft Academy, and students who choose a book beyond their coursework demonstrate the ability to be self-directed, lifelong learners and increase their ability to be integrative and informed thinkers. To that end, reading books obtained through the library is a graduation requirement.

All students must demonstrate that they have read at least one self-chosen book per year of enrollment at Foxcroft Academy, approved by the library staff and not part of a course assignment. The library's collection includes a wide variety of books, and its staff will work with students to ensure that books selected to meet this requirement match the interests and reading levels of our diverse student body. Library staff will also work with students to ensure that books selected to meet this requirement are increasingly challenging, so that students demonstrate progress in their reading abilities during their time at the Academy.

Students are responsible for working with the library, selecting and reading a book, then providing clear and effective communication in either written or presentational form that demonstrates sufficient comprehension of the text. Upon students' successful completion of each book, the library will communicate with the Academics Office, which keeps the official record of library reading for all students.

For more detailed expectations, including exemplars and a "Books Not Accepted" list, please visit the [Muriel Philpot Watson Library page on the Foxcroft Academy website](#).

Portfolio

Students will prepare a digital portfolio organized around the 5 mission standards. The portfolio must include diverse types of experiences, artifacts, and/or writings originating from diverse subject areas. The portfolio must include at least two examples from each of the core subject areas (English, Mathematics, Science, and Social Studies), with at least three other subject areas included (such as Technology Education, Visual and Performing Arts, World Languages, etc.). The portfolio must also include examples from outside the curriculum (such as activities, athletics, clubs, community service, etc.). The portfolio will include a minimum of three exemplars for each of the five Mission Standards. Exemplars must address at least three different performance indicators within the standard. Each exemplar must be accompanied by a reflective document connecting the exemplar with one (or more) performance indicator(s) within the standard. Exemplars within a Mission Standard must arise from at least two substantially different subject areas. A public presentation of an executive summary of the student portfolio will be required before the portfolio may be assessed for proficiency in late winter / early spring of the senior year.

LEVELS OF STUDY

Levels of study are not rigid and may be intertwined in a student's individualized educational experience at Foxcroft Academy. Because we do not "track" students, a student may enroll in courses at a variety of levels based upon their confidence in the subject and desire to achieve. Foxcroft Academy recognizes that there are many pathways to career and college readiness, and that all students should plan their own unique experience along one of those paths. In order to ensure the greatest number of options in the future, students are encouraged to enroll in the most challenging courses they can successfully complete that match their interests, abilities, and plans for life after the Academy. A student may change his/her level of study for a course beyond the add/drop period. The standards assessed in courses offered at different levels of study are the same. However, the pace, quantity of

work, level of responsibility for independent effort, and degree of complexity in knowledge and skill increases in the higher levels of study.

Levels progress from meeting graduation requirements (no designation), to preparation for 2-4 year colleges (CP designation), to preparation for selective schools and programs (Honors designation). AP courses are also available for students ready to take on the challenges of college-level work while still in high school. Conferences with guidance counselors are strongly encouraged so that the student experience at Foxcroft Academy can be aligned with future goals.

Advanced Placement

The Advanced Placement (AP®) program at Foxcroft Academy is a cooperative effort among highly motivated students, dedicated teachers, the College Board, and a host of post-secondary academic institutions around the world. AP courses are among the most challenging course offerings at Foxcroft Academy, allowing our students to take college-level courses and exams that may gain them college credit or college course placement while still enrolled here at the Academy. AP exams are given by the College Board annually in early May; participation in the examination is mandatory for all students enrolled in an AP course, and the cost of the exam is borne by the student. We are approved by the College Board to provide students with AP courses in: Biology, Calculus AB, Calculus BC, Chemistry, English Language and Composition, English Literature and Composition, Macroeconomics, Microeconomics, Physics 1, Statistics, Studio Art, and US History.

AP courses are open to all appropriately-qualified students based on documented prior academic performance and maintaining appropriate academic effort while enrolled. Prerequisites for AP courses are identified in the course listings in the department through which it is offered, and specify the course(s), grade(s), and permission(s) that students may need in order to enroll. Students in courses at this level of study may be non-voluntarily withdrawn if the Academic Initiative standard remains unmet after appropriate teacher intervention and attempted remediation.

All AP courses are year-long; students are expected to commit to the full year-long course of study. Any student wishing to drop an AP class after the first semester add/drop period may receive a withdraw fail, “WF”, on their transcript and, if applicable, may lose senior privileges. Any student wishing to drop an AP class after the first semester add/drop period will also be required to contact all colleges to which s/he has applied in order to inform the admissions offices. Possible post-secondary repercussions of dropping an AP class could include the institution withdrawing an acceptance decision.

ATTENDANCE

Foxcroft Academy's mission-driven academic program defines us as a community aspiring, in part, to develop collaboration skills. Collaboration requires attendance, and serves as an essential element in learning both from teachers and from other students. Because community and collaboration are beyond the subject matter of the course, it is important to understand that the attendance policy still applies even when students are in good academic standing in a course. Foxcroft Academy students must, therefore, attend school on a regular basis in order to earn the course credits that symbolize progress toward graduation and thereby demonstrating achievement of the goals of our mission.

Attendance Policy

Non-exempt absence, tardiness, or dismissal may accrue points that prevent earning course credit and generate a WF to be recorded on the transcript. A tardy or dismissal may earn 0.5 point, an absence may earn 1 point, and a cut class may earn 2 points. The amount of attendance points that may prevent earning credit is proportional to the credit value of the course (which is, in turn, proportional to the instructional time for the course). Exceeding the following limits may prevent earning credit: 7.5 points for a 0.5 credit course; 15 points for a 1 credit course; 22.5 points for a 1.5 credit course; 30 points for a 2 credit course.

The criteria for classification of absence as exempt or non-exempt are later in this section.

A non-exempt tardy may be counted as an absence at the discretion of the teacher.

Attendance data are included on progress reports and report cards and are accessible via PowerSchool. Students and parents have the core responsibility to monitor attendance data with respect to this policy.

Students may appeal loss of credit to the Assistant Head of School for Academics.

A student may appeal the decision of the Assistant Head of School for Academics to the Head of School, whose decision will be final.

Absence

It is the regular practice of the school to make telephone calls to the home of absent students. This is a routine method of evaluating the attendance practices of the Academy.

There are two classifications of absence: exempt and non-exempt. Non-exempt absences are sub-classified as eligible or non-eligible for making up missed assessments. Absences not

authorized by the school and/or parents are subject to disciplinary action and if habitual may result in suspension or expulsion.

Exempt Absences

All exempt absences are eligible to make up missed assessments.

All school-related absences are exempt from the Attendance Policy. Examples of school-related absences include missing class due to a field trip or early release for athletes/club members.

All professionally documented medical and mental health absences are exempt from the Attendance Policy. Documentation must be in writing, from the professional, explaining the need for the student to miss a specific and limited range of school days.

Non-exempt Absences

Absences described below count toward the Attendance Policy and may affect the ability of the student to earn credit in a course.

Eligible for make up

Some non-exempt absences are of such a nature that students are eligible to make up missed assessments. To confirm eligibility for make-up, parents must communicate with the school (via phone, e-mail, and/or written note) within 24 hours of the student's return to school to explain the nature of the student's absence from school. Examples of non-exempt eligible absences include:

- Illness not otherwise exempt
- Religious observations
- Family emergency
- Planned absence

Planned Absence forms should be completed and filed with the Main Office no less than 2 days prior to the last day that the student will be in attendance before the absence. The Planned Office form prompts students to meet with teachers to develop a mutually-reasonable plan for missed learning and related work. Appeals regarding teacher expectations for work missed due to planned absence may be made to the Assistant Head of School for Academics.

Non-eligible for make up

Some non-exempt absences are of such a nature that students are not eligible to make up missed assessments. Examples of non-exempt non-eligible absences include:

- Cutting class
- Leaving class and/or school grounds without permission
- Personal

Tardiness

Students are tardy if they arrive after the bell signifying the first class. Any student who is tardy to school is required to report and sign in at the office. The student will be issued a tardy slip for admittance to an assigned class. If a student is tardy to school without an acceptable excuse, the student will be assigned detention. Students who are tardy to class because they were detained by a teacher must get a pass from that teacher to present to the teacher of the next class. A significant tardy to class may be deemed an absence at the discretion of the teacher.

Returning After Absence

Students who have been absent must report to the office upon their return to school with a written explanation from their parent or legal guardian explaining the reason for the absence from school. A student shall be given 24 hours to turn in an absence note. If the student fails to turn in the absence note after the 24-hour period, the student may be assigned detention and the absence may be considered non-eligible for make-up.

Any student who is absent for more than half the school day (arriving after or departing prior to 11:30 a.m.) shall be barred from attending or participating in any scholastic or co-curricular event, rehearsal, or practice taking place on said school day. The Head of School, upon consideration of the nature of the absence and/or the impact on other members of the school community may, however, permit such attendance or participation.

Missed Assessment Guidelines

When a student misses an assessment due to an absence that is above-classified as eligible for make-up, the assessment can be made up with no penalty to the student. The student must make arrangements with the teacher to make up the missed assessment within a reasonable time period. Generally, the student will need to make up the assessment within

five days of the original assessment or within five days of returning to school. Extended time for making up assessments may be granted to students with extended absences and/or a large number of assessments to be made up. If a student does not complete the missed assessment within the time provided s/he will earn a failing grade (F). Exceptions to these guidelines may be made at the request of the Teacher, Department Head, or Administration. It is the sole responsibility of the student to see that all requirements set forth by the teachers and administration are fulfilled regarding make up work.

INTEGRITY

In order for the faculty at Foxcroft Academy to evaluate student learning, students must submit work that demonstrates their knowledge. When students cheat and/or plagiarize, it inhibits the ability of the faculty to assess what the student understands and to facilitate the student's further education. Because academic integrity is a critical component of the Academy's ability to fulfill its academic mission, behavior that compromises that goal is dealt with on a case-by-case basis that is both punitive and educational. Repeated infractions of this policy may be reported.

Cheating Policy

Cheating on academic work is not acceptable at Foxcroft Academy. Cheating is an intentional, dishonest, and deceitful act that may include stealing or copying homework, standardized testing, tests, quizzes, lab reports, essays, etc. Students who allow other students to copy or submit their original work are also considered to be cheating as well as those who submit the work. Cheating may also occur through the use of others' original work obtained on the Internet or other resource material. (See both the Plagiarism Policy and the Internet / Computer Acceptable Use policies.) All students caught cheating will receive a failing grade (F) for the assignment; a disciplinary referral will be sent to the Assistant Head of School for Academics and disciplinary action may be taken. Consequences may range from detention to expulsion.

Plagiarism Policy

Plagiarism is a serious offense that reflects poorly on the character and integrity of the offender. At Foxcroft Academy, plagiarism is taken seriously. Any suspicion or evidence of plagiarism will require the student to rewrite the assignment and may also result in a penalty at the teacher's discretion. Refusal or failure to correct or rewrite the assignment will result in a failing grade (F) and a disciplinary referral sent to the Assistant Head of

School for Academics. Any act of plagiarism may result in disciplinary action being taken, and consequences may range from detention to expulsion.

SUPPORT

Foxcroft Academy takes great pride in providing students with a variety of opportunities for academic success through our diverse curriculum and our multiple sources of support. We have found that there are five factors that strongly affect student performance:

- Attendance
- Participation
- Follow-through
- Self-advocacy
- Family involvement

Student success in school correlates strongly with the amount of dedication and commitment given to academic work. However, while involvement and effort are critical, knowing when help is needed and seeking it out is an important characteristic of successful students. Foxcroft Academy has several support structures in place, including replacement assessments, study halls, the conference period, academic support periods, standards completion classes, and repeated classes.

Replacement Assessments

Assessments may be retaken if a student does not demonstrate proficiency (scores below a C) on the original assessment. Prior to the replacement assessment, the student may be required to meet with the teacher and may be required to complete any associated assignments which have led up to the assessment or which are necessary to prepare for the replacement assessment. Replacement assessment grades above the minimum passing grade of C may be limited at the teacher's discretion. The grade on the replacement assessment will replace the original grade.

The timing of replacement assessments is at the sole discretion of the teacher, who may require, for example, that replacement assessments be completed within a week prior to the next assessment or prior to the last week of the term. Replacement assessments may not be offered if there will be subsequent opportunities for the student to demonstrate their knowledge. Typically, an assessment may be replaced once within a class. Exceptions to

these guidelines may be made at the request of the Teacher, Department Head, or Administration.

Study Halls

Students are expected to engage in academic pursuits during study hall. Students are assigned to study halls by the master schedule. There should be no study hall exchanges. Students must report to study hall with academic work or reading material at the beginning of the assigned period. All students who report to study hall must follow study hall procedure for that period (they may not come and go at will). Students with notes from other classroom teachers must present those notes to the study hall teachers for approval and attendance. Students with notes from home for early dismissal should present those notes at the office at the beginning of the school day. These students will receive a pass dismissing them from study hall, which they will present to the study hall teacher following attendance.

Members of the National Honor Society do not have to report to study halls, but are required to leave a written note with the Main Office denoting where they will be during that time.

Pony Time

Pony Time is a conference period for students to seek extra help or check on missed assignments. Pony Time takes place every day from 8:00am - 8:20am. Teachers will be in their classroom during the entirety of Pony Time. Teachers may require students to report to them during Pony Time to provide extra help, to check on missed assignments, or to deal with minor disciplinary infractions. On occasion, students may be assigned to Pony Time as an Academic Support Period. Students are required to report as directed - Pony Time is an official part of the school day. Students who fail to report to Pony Time when required may face disciplinary action.

Academic Support Period (ASP)

Academic support periods (ASPs) are small groups of students assigned to a teacher in the academic area in which the students need assistance. An ASP may be assigned to students currently enrolled in a mandatory course who are experiencing difficulty. Students and/or parents may request a placement as well. ASPs may be scheduled during Pony Time. Students assigned to an ASP are required to report as they would be expected to report to a class or a study hall; failure to do so is a disciplinary infraction subject to detention. Furthermore, students assigned to an ASP are required to put forth effort in that ASP to

improve their standing in the class in which they are experiencing difficulty. Failure to demonstrate effort in an ASP is a disciplinary infraction subject to detention; if repeated, students may be removed from the ASP and lose access to ASPs in the future.

ASPs provide students with additional scheduled time and the assistance of a teacher to work on assignments from the class in which they are experiencing difficulty. ASPs do not require additional work and the student is not assigned a grade for their ASP. No reference to a student's placement in an ASP appears on a student's transcript. Students will be assigned to ASPs for a minimum of four weeks. When a student's course grade reaches C or above, or when the teacher feels the student has made satisfactory improvement, the student may be re-assigned from the ASP to a study hall.

Standard Completion

Students with one unmet content standard (and/or an unmet Academic Initiative standard) from a previously-taken course (resulting in a course grade of D, or D-) will have a 9 week standard completion opportunity (SCO) in the quarter immediately following to demonstrate proficiency. Students who want to take advantage of the SCO may be assigned to an ASP if possible. However, even if assignment to an ASP is not possible given schedule constraints, it is the student's sole responsibility to coordinate the SCO with their teacher. SCO work must be initiated by the student within the first two weeks of the quarter, and must be sustained by the student throughout the remainder of the opportunity time frame in order to remain eligible for the opportunity.

If the teacher validates that the student demonstrated proficiency at or before the end of the SCO time frame, the student's course grade will be retroactively changed to a C and course credit will be awarded. If the student does not take advantage of the SCO, or does not demonstrate proficiency at or before the end of the SCO time frame, the student's course grade will remain unchanged and course credit will only be earned if (or when) a student repeats the course and earns a passing grade.

Students engaging with the SCO due to an unmet in both Academic Initiative and a content standard must demonstrate proficiency in both standards by the end of the SCO time frame to qualify for a grade change. The student's original course grade will remain unchanged if only one standard is improved.

Repeating Classes

Students who finish a course with a course grade of D, D-, or F may repeat that class. Students repeating a class may receive progress reports and will receive report cards.

Repeated classes and the quarterly course grades earned within them are recorded on the transcript. The course grade earned in a repeated class and the original grade will be calculated in the GPA.

RECOGNITION

Academic Tutors

Participation in the Academic Tutors program is an opportunity to earn recognition while helping others. Tutors will be assigned to an ASP with a specific teacher where they will tutor other students. Tutors will keep a log of their work and meet periodically with the ASP teacher to evaluate their progress. Participation in the program requires strong academic achievement and interest in a particular subject matter and a willingness to share those skills with others. Students who successfully complete a semester tutorial will receive a certificate of recognition from the Head of School and the Director of Counseling Services to include with college applications.

National Honor Society

A faculty selection committee that considers four characteristics nominates students for membership to the National Honor Society. The four characteristics considered for membership are: scholarship, service, leadership, and character. Scholarship considerations include course grades and GPA, level of study, and on-pace status with all graduation requirements (including Library Reading, Community Service, and Portfolio). NHS membership responsibilities include, at minimum, participation in service projects, and benefits include the ability to sign out of study hall periods. Violation of the Co-curricular Eligibility Policy may result in immediate expulsion from the National Honor Society. The decision for expulsion may be appealed to the Head of School.

Honor Roll

The Honor Roll and High Honor Roll are constructed using course grades as issued by teachers at the end of each quarterly ranking period. Placement on the Honor Rolls is also influenced by on-pace status in Library Reading, Community Service, and the Portfolio. Placement on the Honor Roll is earned by full time students with grades of B or better in all classes. Placement on the High Honor Roll is earned by full time students with grades of A- or better in all classes. Students not on-pace for graduation requirements such as Library Reading, Community Service, and/or the Portfolio may be disqualified from the Honor Rolls.

Attendance Awards

The Attendance Award is given to a full time student for outstanding attendance efforts with the following designation:

- Perfect Attendance: fully present* every day in every credit-bearing course enrollment.
- Exemplary Attendance: no more than one tardy, dismissal, or absence* in each of all credit-bearing course enrollments.

*School-required exempt absences (such as athletic dismissals) do not prevent students from earning attendance awards. While other exempt absences do not impact the Attendance Policy, they do count toward Attendance Awards.

Community Service Award

Students who perform, document, and properly submit 100 or more hours of community service (with at least 12 hours from the senior year as per graduation requirements), on or before the end of the third ranking period of their senior year, will be recognized with the Community Service Award. All graduating seniors are eligible for this award.

Academic Awards

Academic awards are determined by either GPA or Rank in Class. Rank in Class is determined by GPA and length of enrollment at Foxcroft Academy. Students must attend Foxcroft Academy for the equivalent of four full semesters to be considered a permanent student and therefore to be eligible for any academic awards that are limited to students with permanent student status.

GPA and Rank in Class

GPA is calculated by finding the arithmetic mean of the grade point values for all final course grades earned at Foxcroft Academy, as per their assigned grade scale, and as impacted by the course credit value. GPA calculations do not include grades earned outside Foxcroft Academy. To encourage students to engage with our most demanding levels of study, grade point values are weighted for AP and college-level dual-enrollment courses; please read the Weighted Grades section in Chapter 2, Section 2 (Grading System) for more information.

Rank in class is determined by the numeric ordered ranking of GPAs of students who will have attended Foxcroft Academy for the equivalent of four full semesters by the time

graduation honors are determined for that graduating class. Rank in class will be reported in the manner that is required by receiving schools.

GPA and rank in class are calculated at the end of each semester*. A relative rank in class will be provided for transitional students as needed for scholarships and college or other post-secondary applications. A transitional student's relative rank in class is determined according to his/her GPA in comparison to permanent students and other transitional students.

** The cumulative GPA used to determine eligibility for academic awards will be calculated at the end of the 3rd quarterly ranking period immediately preceding graduation, and third quarter grades will be prorated as final grades.*

Latin Honors

Latin Honors are awarded to any graduating senior meeting the following criteria:

- *Cum laude*: 3.5 GPA or higher
- *Magna cum laude*: 3.7 GPA or higher
- *Summa cum laude*: 3.9 GPA or higher

Rose Award

The Rose Award is given to the members of the graduating class representing the top 15% of Rank in Class among all permanent students in that class.

Salutatorian

Recognition as salutatorian is given to the member of the graduating class with the second-highest Rank in Class among all permanent students in that class.

Valedictorian

Recognition as valedictorian is given to the member of the graduating class with the highest Rank in Class among all permanent students in that class.

COUNSELING SERVICES

Counseling Services is located on the first floor of the Academy. Three counselors offer academic and post-secondary guidance as well as personal and crisis counseling and referral. A wealth of informative material on summer opportunities, scholarship offerings, job shadows, and travel options are all available in the Counseling Services office. In addition, counselors can help students make appointments with military recruiters, college representatives, or other outside agencies such as Womancare or the Department of Health and Human Services. Students are also welcome to use the various resources in the office such as college catalogues, career information guides, and self-help books on topics like anger management or coping with parents' divorce. Counselors facilitate meetings between students and teachers or between teachers and parents in order to share information and develop positive plans for success.

The Foxcroft Academy student body is divided into three groups and each counselor is responsible for one of the three divisions. All boarding students work with Mrs. Karen Smith while day students with last names beginning with the letters A-La work with Mrs. Martin and day students with last names beginning with the letters Lb-Z work with Mrs. Godley. Each morning, the Counseling Services office includes information for students in the daily announcements for pertinent announcements regarding college and military recruiter visits, deadlines, scholarships, testing information, and more! Students may make appointments with their counselor during Pony Time, study halls, advisory and lunch periods, and before and after school. Students are discouraged from making appointments during a scheduled class. However, if a student appears to be in distress, he/she may meet with his/her counselor during a scheduled class period. The student is still responsible for information missed while in Counseling Services.

Information on confidentiality is provided in the Personal Counseling section below.

ACADEMIC COUNSELING

Counselors review academic progress and meet with students to discuss graduation requirements, progress in courses as well as towards graduation. Counselors facilitate discussions between students and teachers as well as more formal parent/student/teacher conferences. Counselors problem solve academic issues with students and address topics of time management, note taking, test anxiety and other barriers between a student and success in a course. Students are encouraged to make an appointment with their counselor if they are struggling and/or would like to improve their performance in a course. Counselors

are also available during the first four days of the semester for adding and dropping courses. Counselors may also facilitate a change of level in a course after the add/drop period is over.

COLLEGE AND CAREER COUNSELING

Counseling Services facilitates the offering of workshops, information sessions, and individual meetings to address career and college exploration, the college application process, test preparation, essay writing, and financial aid. Workshops and informational meetings are offered in the evening for student and their families and FA's extensive advisory system also provides opportunities addressing college and career readiness.

Standardized Testing

Most colleges and universities require the submission of test scores as part of the application process. Domestic students (citizens of the US) must submit either the SAT or ACT as part of the application process while international applicants (non-US citizens) must submit either the SAT or ACT along with scores from the TOEFL exam. A number of competitive colleges and universities require applicants to submit scores from at least two SAT Subject Tests.

A typical four year testing schedule includes:

- October of Sophomore year - take the PSAT (Preliminary SAT - great study resource for the SAT)
- October of Junior year - retake the PSAT
- Jan - June of Junior year - take the TOEFL (international students)
- May of Junior year - take the SAT
- June of Junior year - take at least 2 SAT Subject Tests
- Summer before Senior year - study for SAT or ACT and TOEFL
- Sept-Oct of Senior year - retake TOEFL if necessary
- October of Senior year - retake the SAT
- November of Senior year - retake 1 or more SAT Subject Test(s) if necessary

PSAT/NMSQT

The PSAT is a 2 hour and 15 minute test that resembles the SAT. All sophomores and juniors sit for the PSAT. Foxcroft Academy recognizes the benefits of taking the PSAT as a junior given it is the best preparation for the SAT and the only means to qualify for a National Merit Scholarship award. The PSAT is always administered at Foxcroft Academy, as it is nationally, on a Wednesday in October.

The PSAT enables students to compare their ability to do college work with the ability of other college bound students. The PSAT provides the best preparation for the SAT and is the first step in entering the scholarship programs conducted by the National Merit Scholarship Corporation. The PSAT Score Report is a credible diagnostic tool that provides individual feedback on critical reading, writing, and mathematics skills as well as suggestions for improvement. Information is provided about each test question, including correct answers with full explanations available online. Students will receive their actual test booklet along with their score report during a score report informational session.

SAT

The SAT is a 3 hour and 45 minute test with 10 sections that address critical reading, writing, and mathematics skills. The critical reading sections consist of sentence completion and passage-based reading questions. The writing sections consist of identifying sentence errors, improving sentences, improving paragraphs, and a separate section requires students to write an essay in 25 minutes. The mathematics sections consist of questions regarding numbers and operations, algebra and functions, geometry and measurement, and data analysis, statistics, and probability. You can learn more at www.collegeboard.com.

The SAT will be administered at Foxcroft Academy in May. Since this is an official test administration, students will receive an official score report and online feedback of their performance as well as have the ability to send test scores to 4 colleges or scholarship programs. Students may prepare for the SAT by using any of a variety of online test preparation services, such as those offered through our Muriel P. Watson Library, Khan Academy, and Naviance.

All college applicants are encouraged to take the SAT more than once. The cost for the SAT is \$60.00 and students may register online at www.collegeboard.com.

SAT Subject Tests

The SAT Subject Tests are one-hour, end of course exams that measure a student's knowledge in specific subject areas. Students may take up to 3 SAT Subject Tests during one test administration. Highly academic, competitive colleges and universities may require

scores from 2 or more subject tests. Please refer to specific college admissions requirements on the official college website or at www.collegeboard.com. SAT Subject Tests are administered on the same dates as the SAT with the same registration deadlines. Students may sit for either the SAT or the SAT Subject Tests on an administration date.

Registration fees and schedule information is available at www.collegeboard.org.

SAT and SAT Subject Tests Dates and Registration Deadlines

Test Date	Registration Deadline
August 25, 2018	July 27, 2018
October 6, 2018	September 7, 2018
November 3, 2018	October 5, 2018
December 1, 2018	November 2, 2018
March 9, 2019	February 8, 2019
May 4, 2019	April 5, 2019
June 1, 2019	May 3, 2019

ACT

The ACT measures skills in four content areas - English, Mathematics, Reading, and Science Reasoning. An additional Essay section is optional. Total test administration time is approximately 4 hours. Most colleges and universities require the essay section. Please refer to specific college admissions requirements on the official college website. Students may register online at www.act.org.

ACT Test Dates and Registration Deadlines

Test Date	Registration Deadline
September 8, 2018	August 10, 2018
October 27, 2018	September 28, 2018
December 8, 2018	November 2, 2018
February 9, 2019	January 11, 2019
April 13, 2019	March 8, 2019
June 8, 2019	May 3, 2019
July 13, 2019	June 14, 2019

TOEFL

TOEFL iBT (Test of English as a Foreign Language) is an internet-based test that measures a non-US citizen's ability to use and understand English at the university level. The TOEFL iBT is a 4.5 hour long test with 4 sections that address Reading, Listening, Speaking, and Writing. Students may register for the TOEFL at www.ets.org. Please check with the Admissions Officer when choosing a test date. Foxcroft Academy is an official TOEFL iBT administration site. Check the Foxcroft Academy website for test dates and times. You must register for the TOEFL iBT 25 days in advance of the test date, please plan accordingly.

Standardized Testing FAQ

The following frequently asked questions, and their answers, are designed to provide information about the standardized testing experience.

When and where is the SAT/ACT/TOEFL administered?

Both the SAT and ACT are administered nationally on selected Saturday mornings. Both the SAT and ACT are administered in the local region depending upon testing date; sites include Bangor, Dexter, Guilford, and Dover-Foxcroft. The May administration of the SAT is at Foxcroft Academy. The TOEFL iBT is administered nationally on select Fridays and Saturdays. Foxcroft Academy is an official test site and you may register to take the exam at FA through the Admissions Office.

How do students register to take the SAT/ACT/TOEFL?

You may register online for the SAT and ACT exams. For the SAT go to www.collegeboard.org. Set up a College Board account if you do not already have one and register. For the ACT, go to www.act.org. Create an account if you do not already have one and register. For TOEFL iBT registration, you must create a TOEFL account at www.ets.org. You will then give the Admissions Officer your ETS ID number and request the date you wish to test. Please remember you must make contact with the Admissions Officer at least 25 days in advance of your desired test administration.

What if I cannot afford the registration fee?

Both the SAT and ACT provide test fee waivers for students who cannot afford the test fee and qualify for free or reduced lunch. Please see your counselor for the forms.

What should I bring to the test center on test day?

- Admission ticket

- Photo ID
- Several sharpened # 2 pencils (for SAT and ACT)
- Approved calculator (for SAT and ACT)
- Healthy snacks for break
- Layered clothing for fluctuations in room temperature

Should I take both the SAT and ACT?

In most cases, students will be required to take either the SAT or the ACT. In your college search, check which tests are required by the schools to which you are applying. Because of the different testing formats, some students will score better on the ACT than the SAT or vice versa. If you are not satisfied with your scores on one test and the school to which you are applying will take scores from either test, you may want to take the other test to see if you score higher.

When should I take these tests?

- Jan - June of Junior year - take the TOEFL (international students)
- May of Junior year - take the SAT
- June of Junior year - take at least 2 SAT Subject Tests
- Summer before Senior year - study for SAT or ACT and TOEFL
- Sept-Oct of Senior year - retake TOEFL if necessary
- October of Senior year - retake the SAT
- November of Senior year - retake 1 or more SAT Subject Test(s) if necessary

Is it possible to take any of these tests (SAT/ACT/TOEFL) more than once?

There is no restriction on the number of times you can take the SAT, ACT, or TOEFL iBT. Most colleges and universities recommend students take the SAT or the ACT more than one time no matter how high or low your initial scores are. There is little evidence of great score increases from multiple testing beyond the second time. Colleges and universities require non-US citizens to submit their highest TOEFL iBT score.

Choosing a College/University

Selecting a college or university is an important and complex decision. A variety of factors contribute to the process. It is important to find a place where the student is both comfortable and motivated to reach his/her potential. Factors to consider when choosing a school include: academic programming; admission requirements; geographic location; size; cost and financial assistance. The ultimate goal is to find a good fit.

College Application FAQs

The following questions and answers are designed to provide an idea of what the college application process entails.

How do I apply to college?

All colleges require:

- a completed application form (preferably online)
- an official transcript from all schools a student has attended in grades 9 - 12
- SAT or ACT scores- many competitive colleges and universities require 2-3 SAT Subject Tests
- TOEFL iBT score (non-US citizen)
- Counselor recommendation
- Two teacher recommendation(s)
- A personal essay (topic is found on college application)
- Certificate of Deposit
- An application fee

When do I apply to college?

Usually students apply to college during the fall of their senior year. Students must be aware of application deadlines since some schools may have early application deadlines. To avoid disappointment, it is recommended that students apply as early as possible. Waiting until the second semester to apply could result in denial of admission because of enrollment restrictions. In general, community colleges accept applications on a rolling basis (there are

no apparent deadlines). However, certain programs do fill quickly and late applications will result in being put on a wait list or denied for programs that are filled. Also, students who apply late may find themselves in jeopardy of finding on-campus housing. It is highly recommended students complete the application process in the fall of their senior year. Students with a January 1 deadline must submit all required material to their counselor no later than December 7.

To how many schools should I apply?

This will entirely depend on you. Here is where a good search, careful planning, and a good knowledge of yourself will make all the difference. Some students apply to only one school while others apply to as many as ten. Remember that there will be a nonrefundable application fee ranging from \$20.00 to as much as \$80.00 or more for selective colleges and universities. You can spend a considerable amount of money in application fees if you don't narrow the field of possibilities.

When organizing colleges in the search and application process, colleges can be categorized as reach, good fit, and safety schools. Reach, good fit, and safety all define the degree to which you meet the admission requirements.

A college is considered a reach if the applicant falls slightly below or on the lower end of the admission criteria.

A school is defined as a good fit if the applicant's GPA, test scores, and activities fall in the center of the admission criteria.

A safety school is where the applicant is at the top or above the admission criteria.

Generally, students apply to 1-2 reach schools, 2-3 good fit schools, and at least 1-2 safety school.

What if I cannot afford the application fees?

If you qualify for free or reduced lunch and received a fee waiver for the standardized testing (SAT, SAT Subject Tests, and/or ACT), you are likely to qualify for up to four application fee waivers. Please see your guidance counselor for the paperwork.

What is an admission selectivity rating?

Generally, colleges and universities have one of five policies for accepting students. The admission selectivity rating for a college can be found on the College Board website- www.collegeboard.com.

Open admissions / non-competitive	Virtually all applicants are accepted regardless of high school rank or test scores
Minimally difficult	<ul style="list-style-type: none"> • Up to 95% of all applicants are accepted • Most applicants were not in top half of class and/or scored below 500 on each section of the SAT or scored below 18 on the ACT
Moderately difficult	More than 75% of current freshmen were in top half of class and/or scored at or above 500 on each section of the SAT or scored above 18 on the ACT
Very difficult	<ul style="list-style-type: none"> • 60% or fewer of applicants are accepted • 50% of current freshmen were in top 10% of class and/or scored above 600 on each section of the SAT or scored above 26 on the ACT
Most difficult	<ul style="list-style-type: none"> • 30% or fewer of applicants are accepted • 75% of current freshmen were in top 10% of class and/or scored above 650 on each section of the SAT or scored above 29 on the ACT

What is the difference between the Common Application and a university system application?

In an effort to simplify the process for prospective applicants, more than 500+ public and private colleges and universities have worked together to develop and distribute a generic application form referred to as the Common Application. Once the Common Application is completed, it can be submitted to any of the participating schools. You can learn more about the Common Application by going to www.commonapp.org.

A number of university systems (Maine, New York, California, etc.) centralize the application process. In these instances, a student may apply to one or more campuses of the state system by completing one application with the central processing office. The central office processes and distributes the application materials to the campuses listed by the

student. For example, the University of Maine system has one application that can be submitted to any or all of the University of Maine campuses.

What is the NCAA Clearinghouse?

If you are planning to enroll in college as a freshman and wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial Eligibility Clearinghouse. The Clearinghouse ensures consistent interpretation of NCAA Initial Eligibility requirements for all prospective athletes at all member institutions. Students must submit an official transcript and SAT scores with the application. Students may learn more about the NCAA Clearinghouse and obtain an application at www.ncaa.org.

How can I prepare for a college admission interview?

First and foremost be prepared: review questions the interviewer might ask you; prepare a list of questions for the interviewer; dress professionally for the setting; manage body language; remember to write thank you letters and emails to the person who interviewed you. You may pick up a packet to help with interviewing and campus touring from your guidance counselor. A few interview tips follow:

- Know the time and place of interview – arrive early
- Have a good attitude about yourself
- Speak positively about yourself
- Be cheerful and friendly
- Refrain from slang (remember, the interview will be in a professional setting)
- Listen carefully to questions asked and answer fully
- Relax and enjoy the interview

How do I request counselor and teacher letters of recommendation?

Students must complete a student data questionnaire and schedule an interview with their counselor for the guidance counselor recommendation. This questionnaire provides the counselor with the most up-to-date information regarding the student to facilitate the writing of an informative and enlightening letter of recommendation. Most colleges/ universities require counselors to complete a "secondary school report" and submit it along with the letter of recommendation. A student must present the required form to his/her

counselor no later than two weeks prior to the application deadline and no later than December 5 for January 1 deadlines.

Students are encouraged to ask two teachers to write letters of recommendation. Students must alert teachers of the application deadlines and allow at least two weeks for adequate preparation of letters of recommendation. Most colleges/universities require teachers to complete a recommendation form to accompany their letter of recommendation. A student must present special forms to teachers no later than two weeks prior to the application deadline and no later than December 5 for January 1 deadlines. It is in the student's best interest to ask teachers for letters of recommendation in September or early October to ensure the teacher has adequate time to write the letter.

How do I have my transcript sent to the colleges where I am applying?

A student must complete and sign a transcript release form for each college application s/he is submitting. If the student is younger than 18 years of age, a parent signature is required. The transcript release form must be presented to the student's counselor at least two weeks prior to the application deadline and no later than December 5 for January 1 deadlines.

What is the expected timeline for the college search and application process?

- Make a list of application deadlines in September of senior year.
- Attend informational sessions regarding the college application process in the fall of senior year.
- Make an appointment for a senior conference.
- Complete or update student data sheet and return it to your counselor by October 1.
- Ask teachers for letters of recommendation by no later than October 1.
- Obtain applications and/or review online applications in September and early October.
- Write essays and have an English teacher edit in October and remain committed to the editing process.
- Submit application prior to application deadline.

Paying for College

There are many forms of financial assistance offered as a means of helping college students meet educational expenses. Financial assistance funds come from state and federal governments, commercial banks, the college institution itself, and outside sources such as local businesses and civic groups. When a student receives assistance, it usually comes in one or more of three forms: scholarships and grants (assistance that will not need to be paid back); loans (assistance that the student and/or family repays); work study (on-campus job arranged for student to cover part of his/her expenses).

Scholarships

Students are encouraged to apply for local, state, and national scholarships. A monthly scholarship listing is given to each senior in advisor group. This listing is not all-inclusive - it just lists scholarship notices that have been received by Counseling Services. Students may peruse the scholarship catalogues in Counseling Services for more leads. Additionally, students are encouraged to complete a scholarship profile at www.scholarship.com or www.fastweb.com. These organizations will alert the student on a daily basis (via email) of scholarships to which s/he may qualify. It is generally true that the more scholarships a student applies for, the more money a student receives in scholarship aid.

The Foxcroft Academy Trustee scholarship form will be distributed to all seniors in early March to be returned to Counseling Services by early April. Seniors will be assembled and presented with the scholarship application packet, criteria, and deadline. Late applications cannot be accepted.

Financial Aid

The most widely required financial aid form is the Free Application for Federal Student Aid (FAFSA). The FAFSA is required for anyone seeking federal financial assistance through the Federal Pell Grant Program, Federal Work Study Program, Stafford Loans, etc. Colleges and universities use the information derived from the FAFSA to determine financial aid packages. You can learn more about the FAFSA at www.fafsa.ed.gov. Many private, selective colleges require additional forms such as the CSS Profile and additional institutional aid forms. Please refer to the official college website for specifics concerning financial aid requirements and deadlines.

Foxcroft Academy hosts a financial aid night in late November or early December. Notices of date and time will be posted and announced at assembly. Both students and parents are encouraged to attend.

PERSONAL COUNSELING

No issue is too big or too small to bring to Counseling Services, and students are welcomed and encouraged to discuss any questions or concerns they may have with their counselor. Counselors may help with personal goal setting, time management, and strategies for problem solving. Students may discuss classroom difficulties, relationship issues, or family problems with their counselor. Students may make appointments to meet with their counselor during study halls, the advisory period, breaks, and before and after school. Students must receive a pass from Counseling Services to present to their classroom teacher in order to go to the appointment.

According to Public Law 1973 – Chapter 1071: Child and Family Services and Child Protection Act, Guidance Counselors “are required to immediately report or cause a report to be made to the Department of Health and Human Services when the person knows or has reasonable cause to suspect that a child has been or is likely to be abused or neglected or that a suspicious child death has occurred.”

CAMPUS POLICIES

PONY PRIDE

We assume that every student knows the difference between right and wrong and that every student has the responsibility to conduct himself/herself maturely as members of the school community. We believe the fostering of individual responsibility is the responsibility of the school. We believe that by placing more obligations in the hands of the student, the student will develop fully the responsibility to handle these obligations. The obligation to respect one another and our school is the most important tradition at Foxcroft Academy.

Pony Pride results when all students refrain from littering and defacing and/or destroying school property...

Pony Pride results when all students wear clothing that expresses individual taste but does not demean other groups or individuals...

Pony Pride results when students use appropriate language both in and out of the classroom and do not rely on language that is harassing, abusive, or profane...

Pony Pride results from sportsmanlike conduct during the games...

- when neither teams nor individuals are singled out for derogatory remarks or booing from the sidelines,
- when the decisions of the umpire or referee are not questioned but accepted as part of the game,
- when good plays by both teams are recognized and applauded,
- and when a friendly relationship is maintained between opposing teams and schools.

GENERAL BEHAVIOR

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

Students and teachers both have the right to be treated fairly and courteously. Foxcroft Academy is committed to creating and maintaining a safe environment in which honesty,

respect for others, our school and ourselves are the day-to-day principles by which we live and work together. In pursuit of this environment, faculty, staff and students are obligated to foster courtesy and self-respect and to bring to the attention of others in the school community instances when inappropriate behavior is observed. Please remember, expected behavior is mostly a matter of common courtesy.

Honesty is an important value at the Academy and is expected in all communications between faculty, staff and students. Honesty and dishonesty in such interactions will be a consideration in all disciplinary decisions and may in the case of dishonest behavior, lead to disciplinary action including suspension and expulsion in serious cases.

A reasonable request should always be met with a reasonable response. If a staff member has to remind you about your obligation to be considerate of others, cooperate immediately. Remember that accepting criticism gracefully is evidence of maturity. A student who feels an adult member of the school community is being unreasonable should speak with a school administrator.

Once a student arrives on campus, whether the arrival is by bus, parent/guardian, or otherwise, the student must remain on campus unless s/he has permission from the office to be dismissed. If a student is seen leaving campus and it is confirmed that s/he has not been given permission to be dismissed, then disciplinary action may follow. The Academy's campus includes all its buildings and grounds and includes the West Main Street sidewalk which crosses Academy property. The nearby woods surrounding the Academy's buildings are owned by the Academy and are off-limits to students at all times during the school day.

During the year, any changes in school rules will be announced in morning assembly or in classes.

Students must report to all assigned classes, Academic Support Periods, study halls, and lunch periods.

Any student who is to be dismissed early from school must present a note to the office explaining the reason for the dismissal. This should be done prior to the student's first class on the day of the dismissal. When actually leaving school, the student should present the dismissal note to the appropriate classroom teacher and report to the office to be dismissed. Failure to sign out will result in detention.

All students are required to have in their possession a pass issued by a faculty member authorizing the student to be out of class during class time. Failure to abide by this rule may result in detention.

Students must let their teachers know that they plan to be absent even when the absence is the result of a scheduled school activity. Planned absence forms are available in the office.

No signs may be posted anywhere on campus without permission from the Head of School or designee.

GOOD SAMARITAN POLICY

The story of “The Good Samaritan” is about individual responsibility and the expectations others have of each and every one of us. The Good Samaritan was not expected to stop by the road to help a suffering traveler. The story continues to be told not as a story about simply doing a good deed but as an instance of an individual “doing the right thing” when others least expect it.

This obligation of students to do right extends to situations where other students may be violating school rules and/or endangering their own health and safety and/or the health and safety of other students and members of the school community. Such situations might involve drugs, alcohol, guns, knives, or explosive devices. Specifically, during the school day as well as at any school-sponsored event, field trip, or athletic contest, home and away, students who are in the presence of other students who are violating the school's drug and alcohol policies, or who may be bragging or threatening to take violent actions against others, or who may be in possession of guns, weapons, or explosives, are required to report this information immediately to a school administrator, teacher, or chaperone.

The primary purpose of this policy is to allow adults to respond in a prompt manner to provide any emergency assistance that these students may need or that these situations may require. Students, who are aware of these potentially dangerous situations to the health and safety of members of the school community and who fail to report these violations, will be subject to the school's disciplinary policies and may be subject to suspension and/or expulsion.

Many of the recent school tragedies that have devastated hundreds of lives and communities throughout the country could have been prevented had individual students contacted a school official or adult member of the community about these potentially dangerous situations. We hope that students will recognize the importance of this policy in helping to prevent such a tragedy from occurring here at Foxcroft Academy.

HARASSMENT AND SEXUAL HARASSMENT POLICY

Foxcroft Academy (“Foxcroft”) does not tolerate any form of harassment or sexual misconduct. Foxcroft takes all claims of harassment or sexual misconduct seriously and follows similar procedures for reporting and investigating all such claims. This policy applies to all members or guests of the Foxcroft community, including students, employees, trustees, volunteers, vendors, or guests. In addition to the consequences that a student or employee may face under Foxcroft’s policy, any person who has harassed another or committed an act of sexual misconduct may also face civil and/or criminal liability.

A. Definitions

1. Harassment means oral, written, graphic or physical conduct relating to an individual’s personal characteristics, including, but not limited to, race, color, religion, national origin, gender, age, sexual orientation, gender identity, gender expression, disability, or veteran status, which has the purpose or effect of substantially interfering with the victim’s education or employment or creating an intimidating, hostile or offensive environment. Prohibited harassment may include, for example, racial, religious or ethnic slurs, negative comments about surnames, nicknames, emphasizing stereotypes, and/or the imitation of a person’s mannerisms, speech or movement. What constitutes prohibited harassment by students may vary depending on their developmental age.
2. Sexual harassment is defined under Maine Human Rights Act (5 M.R.S.A. § 4551 et seq.) as unwelcome sexual advances, requests for sexual favors, sexual contact, gestures, comments or other physical or verbal conduct of a sexual nature. Current law provides that such conduct is unlawful when:
 - a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational benefits;
 - b. submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; or
 - c. such conduct has the purpose or effect of unreasonably interfering with an individual’s academic or professional performance or creating an intimidating, hostile or offensive employment or educational environment.
3. Sexual misconduct encompasses a broad range of activities, including sexual assault, stalking, and dating violence.

B. Complaint Procedures

1. Complaints. A student (or student's parent) who believes they have been a victim of harassment or sexual misconduct by a Foxcroft teacher, staff member, volunteer, another student, vendor, another member of the Foxcroft community, or visitor to the Foxcroft campus should report the incident(s) to a teacher, School Director, Head of School, or any Foxcroft employee.
 - a. All Foxcroft employees must report any such complaint to their supervisor or directly to the Head of School
 - b. Complaints regarding sexual misconduct will be reported by the School to the District Attorney and/or DHHS as may be required in situations that could constitute child abuse under the mandate reporter statute.
2. Investigation of Complaints.
 - a. Scope of Investigation. All reports or complaints of harassment will be investigated by the School. The Head of School will appoint an investigator and, in consultation with him/her, determine the nature and scope of the investigation.
 - b. Protection for Complainant During Investigation. When Foxcroft decides it is necessary, the School will take steps to protect a complainant which may include, but are not limited to, prohibiting or limiting contact by, the reassignment of, or the temporary suspension or removal of the person accused of harassment or sexual misconduct.
 - c. Confidentiality During Investigation. Foxcroft will make every effort to keep confidential the names of accused persons and complainants except to the extent that the release of such information is necessary for an investigation or for Foxcroft to fulfill its obligations under this policy or the law. Confidentiality is important to ensure an objective investigation, to protect the privacy of the complainant and to protect persons against whom an erroneous allegation may have been made. Foxcroft will also strongly counsel and encourage individuals involved in any complaint to keep the information confidential.
3. Retaliation Prohibited. Retaliation against any individual who reports an incident of harassment or sexual misconduct is prohibited, and Foxcroft will take strong responsive action if retaliation occurs.
4. Investigative Findings and Decision. At the conclusion of an investigation, the investigator will determine whether the claims are substantiated and report his/her

findings to the Head of School, who will determine the appropriate actions, if any, including whether additional investigation is warranted.

5. Consequences. If a claim of harassment or sexual misconduct against an employee is substantiated, the consequences will be determined in accordance with the School's personnel policies. If a claim of harassment or sexual misconduct against a student is substantiated, the School may impose such consequences as it deems appropriate, and the Head of School will decide whether a written report of the investigation and findings will become part of the student's education record maintained in a file in the Head of School's Office.

DRESS CODE

The dress code of Foxcroft Academy is taken very seriously as it supports the mission of the school. It is the Academy's strong belief that the dress code will prepare students for life after high school, create an atmosphere that eliminates distractions from achieving the mission, and promote pride in one's self and school. If there is a family that is in a situation that cannot financially support their FA student to meet this standard, Foxcroft Academy will provide the necessary assistance.

FA's dress code is based upon the concept of "business casual," which means a neat and clean appearance. A student will be allowed to wear: pants and jeans (without rips), shorts, skirts and dresses that are an appropriate length (not to exceed 4 inches above the top of the kneecap), shirts with collars, appropriate T-Shirts, blouses and shirts that completely cover the torso front and back up to the armpit (in essence the body is covered from 4 inches above the knee to armpit level with straps at least 2 inches wide on the shoulder with no cleavage showing). Tight, form fitting clothing may be worn under appropriate shirts and skirts but cannot be worn independently.

Clothing that does not fit this standard includes but is not limited to:

- sweat pants (other than for physical education)
- pajama bottoms and tops
- tank tops
- any ripped clothing
- hats, hoods and other head coverings except for religious purposes

- sunglasses, except for medical purposes
- skirts or shorts that do not meet the appropriate length
- any article that displays tobacco, alcohol, other drugs, weaponry, sexual statements or messages of hatred or intolerance
- slippers and any footwear that constitutes a hazard
- articles of clothing that are considered offensive or disruptive to the learning environment will not be allowed and is at the discretion of the administration.
- see through clothing

Dress code is part of a life-long curriculum with the intent to teach students about the proper attire for the proper time and place. Students who find themselves in violation of the policy will be asked to rectify their dress immediately. Students who repeatedly violate this policy will face disciplinary measures at the discretion of the administration.

AFFECTIONATE BEHAVIOR

Students are to refrain from acts of romantic affection that may embarrass others while on school property. Holding hands is acceptable, but hugging and kissing are not acceptable.

STUDENT LOCKERS

Student lockers and locks at Foxcroft Academy are school property. Being the property of the school, lockers may be inspected by school personnel at any time. Lockers should be neat and clean at all times. The student assigned to the locker will be held responsible for its contents. It is each student's responsibility to see that his/her locker remains locked. If not kept locked, items can be taken from or placed in the locker without permission or knowledge. The only student using the locker should be the student assigned to that locker. Students are not to change lockers without authorization from the main office.

A \$6.00 refundable deposit is required for the use of an Academy lock and locker. Deposits are refunded to students at the end of the school year after the locker is cleaned and the lock is returned. No locks other than Academy locks may be used.

CLASSROOM RESOURCES

Classroom Resources include, but are not limited to, iPads, textbooks, calculators, etc. The teachers of various courses issue resources. Keeping the resources in possession and in good repair is solely the responsibility of the student to whom they are assigned. Fees for damaged or lost resources or materials not returned by the student will be assessed as necessary upon the completion of a class.

PERSONAL PROPERTY

Non-school items of personal property including but not limited to water pistols, mobile devices, laser pointers, playing cards, skateboards, hacky sacks, Frisbees, and all items not necessary for classes should be left at home. Personal items may be properly stored in a student's locker. Personal property used during the school day may be confiscated and returned to the student at the end of the school day (3 p.m.). Skateboards, water pistols and laser pointers are not to be used on school grounds.

BACKPACKS

When not on your person, backpacks should be secured in lockers, which should be kept closed and locked at all times. At assembly, backpacks should be placed in the designated areas in the gym lobby.

DAMAGE TO SCHOOL PROPERTY

Damage to school property, whether it is unintentional or intentional, will be the financial responsibility of the student. Disciplinary and/or legal actions may also apply.

CONSUMPTION OF FOOD AND DRINK

To maintain a clean learning environment, all student lunches and snacks are to be consumed in the Pride Manufacturing Student Center/Dining Hall complex. Food and drink brought from home must also be consumed in one of the designated dining areas. Food and drink are not allowed in the classroom, during morning assembly, or in the hallways or gym lobby during regular school hours from the first bus arrival in the morning until 3 p.m. Students may bring water in a clear, see-through container to individual classrooms during the school day. Individual faculty will set their own classroom policies for acceptable student use of gum or candy.

TOBACCO AND VAPING USE AND POSSESSION

Foxcroft Academy prohibits smoking and the use by students, employees, parents, vendors, trustees, and guests of tobacco, tobacco products, vaping and e-cigarettes anywhere on school grounds, including residence halls, or at school sponsored events. Using or carrying such products on campus will result in progressive disciplinary measures including suspension and expulsion. Students who are in violation of this policy will have the offending products confiscated by school personnel. Students caught in possession of or in the act of using such products will be given a five-day suspension, which may be reduced to three days if the student begins a tobacco cessation program. All violators may be reported to local authorities for legal action if appropriate. Repeat violations will be cause for possible expulsion from school.

MEDICATION POLICY

Effective the first day of school, all medications to be taken at school must be cleared with the health center nurse and must have a form filled out by the student's physician. Whenever possible, the scheduling of medication should be altered to allow the student to receive all doses at home. It is the responsibility of the parent/guardian to know and follow these instructions.

MANAGEMENT OF SEVERE ALLERGIES

The Academy has guidelines for the management of severe allergies that are designed to provide a safe environment for students with severe allergies through education and awareness, establishing protocols and training. Student safety is a shared responsibility; parents of students with severe allergies must complete and update as necessary and allergy treatment plan in consultation with their physician and provide any medication that their child requires for emergency treatment, such as Benadryl, EpiPen or asthma inhaler in accordance with the requirements for prescription medications. A copy of the Guidelines is available from the Academy Nurse's office.

DRUG AND ALCOHOL OFFENSES

Any student found to have used drugs and/or alcohol prior to arrival at school, during the school day or during his/her attendance at any school function or co-curricular activity, or who is in possession of drugs and/or alcohol, drug-related paraphernalia during the school day or during his/her attendance at any school function or co-curricular activity will be, at a minimum, suspended from school for up to ten days and placed on school probation. This suspension may be reduced to five days if the student seeks services offered through the Director of Counseling Services at Foxcroft Academy. All violators will be reported to local

authorities for legal action. Violations of this nature may result in immediate expulsion. Any prescribed drug/medication must be dispensed through the Health Center or designee. Failure to do so may result in disciplinary action.

PROHIBITED PROPERTY

Lighters, explosive and incendiary devices such as fire crackers, or cap guns, and weapons, including but not limited to pocket or hunting knives, B-B or pellet guns, firearms, any item that may appear to be a weapon, or any item used in a threatening manner, are expressly forbidden on school grounds. Students who are in violation of this policy will have their property confiscated by school personnel. The student may be placed on indefinite suspension so that the incident may be reviewed. Based on the severity of the violation, and the student's actions and intent, the disciplinary decision of the administration may result in continuing the suspension or immediate expulsion. The violation may also be reported to local authorities for legal action. Repeated violations may be cause for expulsion from school.

TECHNOLOGY AND INTERNET USE RULES

All students are responsible for their actions and activities involving Foxcroft Academy computers, iPads, network and Internet services, and for their computer files, passwords and accounts. Students should understand they have no expectation of privacy when using Foxcroft Academy computers, iPads, network or internet service. The school may view any and all activities and history on these devices and services. These rules provide general guidance concerning the use of Foxcroft Academy's computers and examples of prohibited uses. The rules do not attempt to describe every possible prohibited activity by students. Students, parents and school staff who have questions about whether a particular activity is prohibited are encouraged to contact the Assistant Head of School for Academics. These rules apply to all Foxcroft Academy computers and iPads wherever used, and all uses of Foxcroft Academy's servers, internet access and networks regardless of how they are accessed.

Acceptable Use

Foxcroft Academy's computers, iPads, network and Internet services are provided for educational purposes and research consistent with Foxcroft Academy's educational mission, curriculum and instructional goals.

Students must comply with all Foxcroft Academy's policies, rules and expectations concerning student conduct and communications when using Foxcroft Academy's computers and iPads, whether on or off school property.

Students also must comply with all specific instructions from staff and volunteers when using computers and iPads.

Prohibited Uses

Unacceptable uses of Foxcroft Academy's computers and/or iPads include, but are not limited to, the following:

Inappropriate Materials

Students may not access, submit, post, publish, forward, download, scan or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying and/or illegal materials or messages.

Illegal Activities

Students may not use Foxcroft Academy's computers, iPads, network and Internet services for any illegal activity or in violation of any Foxcroft Academy policy/procedures or rules. Foxcroft Academy assumes no responsibility for illegal activities of students while using Foxcroft Academy computers or iPads.

Violating Copyrights or Software Licenses

Students may not copy, download or share any type of copyrighted materials (including music, movies or literature) without the owner's permission. Unauthorized copying of software is illegal and may subject the copier to substantial civil and criminal penalties. Foxcroft Academy assumes no responsibility for copyright or licensing violations by students.

Plagiarism

Students may not represent as their own work any materials obtained on the Internet (such as term papers, articles, music, etc.). When Internet sources are used in student work, the author, publisher and web site must be identified. NOTE: Please refer to Plagiarism Policy in the Academics chapter.

Misuse of Passwords/Unauthorized Access

Students may not share passwords, use other users' passwords, access or use other users' accounts, or attempt to circumvent network security systems.

Malicious Use/Vandalism

Students may not engage in any malicious use, disruption or harm to Foxcroft Academy's computers, iPads, network and Internet services, including but not limited to hacking activities, creation/uploading of computer viruses, and denial of service attacks.

Avoiding School Filters

Students may not attempt to or use any software, utilities or other means to access Internet sites or content blocked by the school filters.

Unauthorized Access to Blogs/Social Networking Sites, Etc.

During the school day, students may not access blogs, social networking sites, etc. to which student access is prohibited, except under the direction of Foxcroft Academy staff.

Games and Music During School Hours

Students will not be allowed to play games or listen to music on their iPad during the academic day unless it is part of a teacher's lesson and/or permission is given. If a student is found to be playing games/listening to music during the school day, consequences may be issued.

Compensation for Losses, Costs and/or Damages

The student and his/her parents are responsible for compensating Foxcroft Academy for any losses, costs or damages incurred for violations of Foxcroft Academy policies/procedures and rules while the student is using Foxcroft Academy computers and iPads, including the cost of investigating such violations. Foxcroft Academy assumes no responsibility for any unauthorized charges or costs incurred by a student while using Foxcroft Academy's computers.

Student Security

A student is not allowed to reveal his/her full name, address, telephone number, social security number or other personal information on the Internet while using a Foxcroft Academy computer or iPad without prior permission from a teacher. Students should never agree to meet people they have contacted through the Internet without parental permission.

Students should inform their teacher if they access information or messages that are dangerous, inappropriate or make them uncomfortable in any way.

System Security

The security of Foxcroft Academy's computers, iPads, network and Internet services is a high priority. Any student who identifies a security problem must notify his/her teacher or the Assistant Head of School for Academics immediately. The student shall not demonstrate the problem to others or access unauthorized material.

Additional Rules for iPads Issued to Students

iPads are loaned to students as an educational tool and may be used for purposes specifically authorized by Foxcroft Academy staff.

Students who are meeting academic and other types of expectations (such as completing and turning in start-of-year paperwork) will generally be afforded the privilege of installing self-chosen apps (from the official App Store) other than those blacklisted by Foxcroft Academy on their school-issued device. Students who are not meeting expectations may be restricted to the set of school-related apps selected by Foxcroft Academy.

Both the student and his/her parent must sign the school's acknowledgment form before the iPads are allowed to go home with the student.

Students and their families are responsible for the proper care of iPads at all times, whether on or off school property, including costs associated with repairing or replacing the iPad. Foxcroft Academy offers an iPad protection program for parents to cover replacement costs and/or repair costs for damages not covered by the iPad warranty. **Parents who choose not to purchase insurance should be aware that they are responsible for any costs associated with loss, theft or damage to an iPad issued to their child. iPads not covered by the iPad protection program must remain on campus at all times.**

If an iPad is lost or stolen, this must be reported to The Director of Technology immediately. If an iPad is stolen, a report should be made to the local police.

Foxcroft Academy's policy and rules concerning computer, iPad and Internet use apply to use of iPads at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of iPads issued by school staff.

Upon request by Foxcroft Academy administration, students must grant all access to the iPad. Violation of policies or rules governing the use of computers and iPads, or any careless

use of an iPad may result in a student's iPad being confiscated and/or a student only being allowed to use the iPad under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Foxcroft Academy's policies/procedures or school rules.

- Parents are responsible for supervising their child's use of the iPad and Internet access when in use at home.
- The iPad may only be used by the student to whom it is assigned.
- All use of Foxcroft Academy-loaned iPads by all persons must comply with Foxcroft Academy's Acceptable Use Policy and Rules.
- iPads must be returned in acceptable working order at the end of the school year or whenever requested by school staff.

Additional Rules for Use of Privately-Owned Devices by Students

The student is responsible for proper care of his/her privately-owned device, including any costs of repair, replacement or any modifications needed to use the computer at Foxcroft Academy.

Foxcroft Academy is not responsible for damage, loss or theft of any privately-owned device.

Students are required to comply with all Foxcroft Academy policies, administrative procedures and rules while using privately-owned devices at school.

Students have no expectation of privacy in their use of a privately-owned device while at school. Foxcroft Academy reserves the right to search a student's privately-owned device if there is reasonable suspicion that the student has violated Foxcroft Academy policies, administrative procedures or rules, or engaged in other misconduct while using the device.

Violation of any Foxcroft Academy policies, administrative procedures or rules involving a student's privately-owned device may result in the revocation of the privilege of using the device at school and/or disciplinary action.

Foxcroft Academy may confiscate any privately-owned device used by a student in school if there is reasonable suspicion that the student has violated Foxcroft Academy policies, administrative procedures or rules, or engaged in other misconduct while using the device.

TELEPHONES AND CELL PHONES

The office and classroom telephones are for school business and must be reserved to receive incoming calls. Students should not expect to be allowed to use office or classroom telephones for convenience. Students will be allowed to use office telephones when reasonable need exists. Students may not use personal cell phones during the school day unless given permission by a staff member. If a cell phone is taken due to improper use, the phone will be sent to the office and returned to the student at 2:55 p.m. Repeated offenses may result in loss of the privilege of bringing a cell phone to school.

LUNCH CHARGING POLICY

Foxcroft Academy will not let students go hungry; however we discourage our dining services employees from letting any student "charge" more than two meals. If the debt is not satisfied in a reasonable time that debt will be reported to the business office for resolution. Should a student approach a dining service employee for a third "charge", that student will be directed to the CFO for resolution.

LIBRARY POLICY

Mission

The Mission of Muriel Philpot Watson Library is to Create a stimulating, caring environment that supports the mission statement of Foxcroft Academy. The Library will provide quality materials for curriculum and leisure reading that encourages literacy in a welcoming and respectful atmosphere.

Purpose

The purpose of the Muriel Philpot Watson Library is to provide all individuals in the school community with selected books and other materials to aid the individual in the pursuit of information, education, research and pleasure. The Muriel Philpot Watson Library will endeavor to:

- Select, organize and make available necessary books and materials.
- Provide guidance and instruction to assist students.
- Implement programs and displays that inform and appeal to faculty and students.
- Obtain requested information by means of Purchase, interlibrary loan or state resources such as MARVEL database.

- Review, regularly, library services being offered.

Goals

The Goals of Muriel Philpot Watson Library are:

- To serve the teachers in curriculum support and information literacy.
- To acquire requested material either through interlibrary loan or purchase.
- To make available materials, in various forms and formats, for teachers and students to be well-informed, imaginative and able to enjoy leisure reading.

The goals and objectives of Muriel Philpot Watson Library will be reviewed and, if necessary, revised to meet the demand of a changing world. The library serves all regardless of race, color, gender, sexual orientation, gender identity, gender expression, religion, national or ethnic origin, age, physical or mental disability, genetic information or veteran status. Muriel Philpot Watson Library embraces diversity.

Code of Conduct

It is each student's responsibility to maintain appropriate standards of behavior. This behavior must respect the rights of other patrons, staff and the use of materials/equipment. The librarian and staff reserve the right to restrict the privileges of a student who is creating a disturbance or becomes a public nuisance in the library. A student who refuses to leave after being asked will be reported to the Associate Head of School.

All students are encouraged to use the library for homework and recreational reading. Staff realizes the library may be noisy at busy times; however, students who are being continually disruptive will be given a verbal warning. If the behavior continues, the student will be asked to leave. If the student refuses to leave, he/she will be referred to Associate Head of School.

Selection of Materials

Selection of books and other library materials is the responsibility of the librarian. Knowledge of the needs of the curriculum and the existing collection is the first consideration. The librarian will use peer-reviewed journals to determine the quality of material. The lack of a review, or an unfavorable review, shall not be the sole reason for rejection of a title in demand. Consideration is, therefore, given to requests from library

patrons and books discussed in public media. Materials are judged on the basis of the work as a whole, not on sections(s) taken out of context.

Criteria for material selections:

- Importance to curriculum.
- Suitability of materials for clientele.
- Existing library holdings.
- Popular appeal/demand.
- Budget.

Because of limited budget and space, the library cannot provide all materials that are requested. Therefore, interlibrary loan is used to obtain from other libraries materials that are not currently available.

Deselection of Materials

An up-to-date, attractive and useful collection is maintained through a continual withdrawal and replacement process. Weeding the library collection is a necessary tool in providing the best possible service to the school community. Weeding shall be the responsibility of the librarian. Out of date reference materials, subjects of short term interest, and books in poor condition shall be withdrawn from the collection. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials. Books may be offered to the student body before being permanently discarded by such means as is convenient for the library.

Gift Materials

Books and other library materials are accepted as gifts. Gift materials are judged by the same standards as our purchased materials and are accepted or rejected according to those standards. Donated materials that the librarian can not use in the library collection will be disposed of by the librarian. The librarian will not appraise or place a dollar amount on donated materials. The Muriel Philpot Watson Library encourages and appreciates gifts and donations.

Challenged Materials

It is recognized that occasional objections may be raised by community members over certain library materials. We hold that parents shall be responsible for what their children read, and the library personnel do not have responsibility for what a student chooses to read. In the event a complaint is made, the following procedures will apply:

1. Complaint should come from someone from the community served by the Muriel Philpot Watson Library.
2. Complaint should be heard first by the person providing the materials in question.
3. The written “request for Review of Library Materials” form must be filed with the librarian. A copy of the completed form will be forwarded to F.A. Administration.
4. Head of School, Associate Head of School, and Assistant Head of School for Academics shall:
 - a. Read and examine the material referred to them.
 - b. Check general acceptance of the material by reading reviews.
 - c. Weigh values and faults against each other.
 - d. Make decisions based on the materials as a whole and not on passages or portions pulled out of context or subject of the material.
5. The decision of F.A. administration shall be forwarded to the complainant within 60 days.

No materials shall be removed from the collection until the final decision is made by the Foxcroft Academy administration.

MOTOR VEHICLE POLICY

Permission to drive to school and park a vehicle at Foxcroft Academy is a privilege. To keep this privilege, parking and driving rules and laws must be followed. Student parking is permitted in the parking area adjacent to the football field. Areas immediately surrounding the Academy buildings and the parking area on the east side of the Academy are reserved for faculty and working personnel. Students are required to park their cars, lock the cars, and go directly into the school building. Students are not permitted to sit in their cars during the school day. Students are expected to follow all driving rules and laws. The allowable driving

speed is 10 mph. and proper entering and exiting onto the main road is expected. At the end of the school day buses have priority to exit. Unsafe driving will not be tolerated.

Remember, permission for a student to park his/her vehicle in the Academy parking lot is a privilege, not a right. Violating the above requests may result in losing the privilege.

STUDENT INSURANCE

Student insurance is available through local insurance carriers and will be offered through the school at the opening of the year. All student athletes are required to be covered by some type of insurance. All boarding students must show proof of health insurance or it will be purchased for them at their expense.

CAMPUS PRIVILEGES

Campus Privileges are granted to qualified seniors with a study hall at the beginning and/or end of the day. Seniors will be in school when they have a class scheduled, must report to mandatory teacher conferences before and/or after classes, and may not be dismissed for study halls that occur between scheduled classes. No student is permitted to leave campus without permission.

- To be eligible for this privilege, seniors must have had course grades of B- or higher in his/her previous quarter. To continue these privileges, a senior must maintain a B- or higher in his/her present classes. These scores will be based on interim grades. Any senior receiving a D or lower in any class will not be granted campus privileges for the remainder of the quarter.
- To be eligible for Campus Privileges a student must be on track with their Library Reading, Community Service, and Portfolio requirements.
- In April, seniors who have not completed their Community Service, Library Reading, and Portfolio will lose their privileges until the May interim. If the senior completes his/her Community Service, Library Reading, and Portfolio by the interim s/he may have privileges reinstated at the interim marking period.
- Any senior receiving a written disciplinary referral may lose privileges.
- No dropping of classes or changing of schedules will be permitted due to the commencement of campus privileges.

- The only excuses for being late to school are medical reasons or family emergencies – all of which need a note to be excused.
- Unexcused absences, skipping class, or violation of the drug/alcohol policy or tobacco policy will result in the loss of campus privileges.
- During the time a senior has privileges, s/he has access to the library, gym lobby, and the stairs immediately in front of the gym lobby entrance. Seniors may not loiter in other building areas or the parking lot; failure to comply will result in loss of privileges.
- Seniors may leave school grounds by signing out in the Campus Privileges book in the office. Seniors must sign in upon return before the start of the next class.
- Seniors who wish to use the library area must obtain a pass from the appropriate classroom teacher. Seniors who report to either a study hall or the library must follow study hall and/or library procedure for the remainder of the period.
- Campus privileges may be withdrawn at the discretion of the administration.

SENIOR PRIVILEGES

Senior privileges may be granted to seniors for the fourth quarter of their senior year. Senior class representatives must prepare a proposal and present it to the Head of School or his designee. All such proposals must receive administrative as well as Superintending Committee approval. To be eligible, seniors must meet all of the above requirements for Campus Privileges, and will be allowed to sign out at any time during the school day when an academic class is not in session.

GRADUATION CEREMONY

Marching Practice

Graduation marching practice will be scheduled for the week prior to the graduation ceremony. Participation in marching practice is a mandatory pre-requisite for participation in the graduation ceremony.

Tickets

If Graduation is held outside, no tickets will be needed and there will be no limit on the number of guests for each graduate. If graduation is held in the gymnasium, each senior will

receive 10 tickets for the graduation exercises; five white reserved tickets for seats on the floor and five red tickets for general seating in the bleachers. Any senior requiring additional tickets may place a request with my Assistant, Pam Weatherbee, for unclaimed tickets. Guests without tickets will be seated ten minutes prior to the start of the graduation ceremony, if space is available.

Student Dress Code for Graduation

The following faculty resolution was adopted on March 22, 2000:

Graduation is an important moment in all our lives, particularly all seniors, but it is one of conflicting emotions. We celebrate the accomplishments of our students who have grown into maturing young adults. Yet we are saddened by the loss of those who have filled every moment of our daily lives with joys and tears for over seventeen years. It is a time that deserves reflection as well as celebration and, just as importantly, a respect for tradition, for one last moment, before stepping into a new world of adult challenges and opportunities. On behalf of the faculty and trustees of Foxcroft Academy, thank you for your assistance in helping make graduation a day we can all be proud to remember. This ceremony is part of the tradition at Foxcroft Academy. Taking part in the graduation ceremony is a privilege. You are reminded that proper attire should be worn during graduation. Proper attire does not include jeans, shorts, t-shirts, sandals, or sneakers. Because you are wearing an academic cap and gown, the following dress is appropriate:

- Women: Dresses or dress slacks, hosiery (suggested), and dress shoes.
- Men: Dress shirts and slacks, ties, socks and dress shoes.

The only sashes to be worn are those awarded by the school. There will be no decoration of the academic caps and the only flowers that may be worn or carried into the ceremony are those given to all members of the graduating class from its own treasury or by donation to the entire class.

Additional Clarification from the Administration

In order to participate in graduation and baccalaureate exercises held at Foxcroft Academy, students must be properly attired. Students who do not meet the guidelines for proper attire cited above will not be allowed to participate in the ceremonies. The faculty supervisors for the senior class will be able to answer any questions that a graduating senior may have about the proper clothing to be worn with the academic gown. Any student who anticipates

having difficulty in obtaining the proper clothing due to financial hardship should contact the Head of School's Administrative Assistant, Pam Weatherbee, for help.

On graduation day, should a student or his/her family question the judgment of the faculty supervisor, the final decision regarding a student's eligibility to participate in the graduation ceremony will be made by the Head of School of Foxcroft Academy. Students who are not allowed to participate in the graduation ceremony may receive their diploma on graduation day immediately following the ceremony by reporting to the main office. All students, regardless of their attire, may attend the reception on the Academy lawn immediately following the graduation. This reception is also a more appropriate moment to present flowers or other gifts to your graduate than prior to the actual ceremony itself.

On behalf of the faculty, staff, and Trustees we would like to thank you in advance for your cooperation and support.

VISITORS

Visitors are welcome during the school day; however, all guests must secure a visitor's pass from the office. Students must have written permission from parents and prior approval from the Assistant Head of School to bring a visitor to school.

RESIDENCE HALLS

The Academy operates two residence halls as part of its Boarding Program. These residence halls house international students as well as students from the United States, who attend the Academy for up to four years. The student body should recognize the residence halls as school property and that all school rules referenced in this handbook are applicable to all Foxcroft Academy students at any time they should be present on or in these properties.

Day students visiting the residence halls must always sign in and notify the dorm parent(s) that they are visiting. Although day students are encouraged to visit, they may not enter the dorm if adult supervisors are not present. Failure to abide by this procedure may result in suspension from school.

Those students residing in the residence halls as well as host homes have additional rules and responsibilities listed in Chapter 7: Residential Life. All Academy day students also have some specific responsibilities as they relate to the Boarding Program.

DISCIPLINE

All students who attend Foxcroft Academy must sign an enrollment agreement in which they agree to “conform to all regulations of Foxcroft Academy.” Ignorance of the regulations may not be used as a defense or excuse. In order to establish compliance with school regulations, it is necessary to implement certain disciplinary measures. The kind of action is totally dependent upon the seriousness of the infraction of the rules. Four levels of action are considered.

DETENTION

Detention is an administrative disciplinary procedure that detains the student beyond the normal school day and is assigned by the Associate Head of School. Students are assigned 30 or 60 minutes of detention for various minor disciplinary infractions. Normally, a student’s assigned detention will be served between 3:00 - 3:30 p.m. or between 3:00 - 4:00 p.m. As a courtesy to students and their families, an assigned detention may be rescheduled to the next school day in order for the student to make arrangements for transportation. All assigned detentions must be served either on the assigned day or the next school day. Additional detention is assigned to students who cut detention or fail to report to a rescheduled detention. Students who accumulate more than four hours of assigned detention may receive a Saturday detention. A repeat failure to serve detention according to these guidelines may result in an additional suspension and/or expulsion. It is the student's responsibility to reschedule an assigned detention that was missed due to an absence.

Teacher Assigned Detention

Teachers may require students to report to their classroom during Pony Time for minor disciplinary infractions that occur during class time.

Detention Rules & Regulations

All students must be present at 3:00 p.m. Students who report late will be sent to the Main Office to get a pass from an administrator.

- Students must be actively engaged in academic work or appropriate reading material and must remain seated and not talk during their assigned detention.
- Students may not leave until they are dismissed upon completion of assigned detention.

- Any students not willing to conform to the detention hall rules and regulations will be asked to leave immediately and report to the office. Students who are dismissed for a rules violation will not receive any credit for the time served that day and will be assigned an additional hour of detention, and a disciplinary referral.

SUSPENSION

Suspension, which is the removal of a student from school for a specific time period, is utilized when a student has continued to exhibit unacceptable behavior. Suspension may also be used for more serious infractions of school rules. Upon the student's return to school, s/he may be accompanied by a parent for a conference with the Associate Head of School. The decision to suspend a student will be made by the Head of School or the Head of School's designee.

PROBATION

School probation is utilized as a warning when all other methods of discipline have been exhausted. Students who have been suspended may be placed on probation. If there is additional misconduct after all other methods of discipline have been exhausted, a conference will take place with the student, parents, and the administration of Foxcroft Academy. Violations of school rules while the student is on school probation may result in expulsion from Foxcroft Academy.

EXPULSION

Any serious offense may result in immediate expulsion. Example of such offenses include but are not limited to: acts of vandalism, theft, violence or assault; threats of personal harm, intimidation, or bombs; possession, use and/or sale of drugs or weapons of any kind. Students may also be expelled if previous disciplinary actions are not effective in changing unacceptable behavior. During the time between the expulsion and the hearing, the student will be considered expelled (barred from attending school and school events) until a decision is made. An expulsion hearing with the student and parents will take place. After the meeting, the decision will be conveyed to the parent/guardian via a telephone call and letter from the Associate Head of School. A student may then choose to appeal to the Head of School. During this appeal process, the student is still considered expelled. Parents, teachers, counselors, and a support person from Foxcroft Academy may be invited to attend the appeal. A parent and the student must attend the appeal. No relevant information is barred from the appeal.

CO-CURRICULAR ACTIVITIES

ATHLETICS

The Academy offers a wide variety of sports activities to students in all grades. We are proud that our school has one of the highest levels of student athletic participation in the State of Maine. We urge all students to participate. Although the work is hard, the rewards are great.

Fall	Winter	Spring
Cheering	Boys Basketball	Baseball
Football	Girls Basketball	Softball
Field Hockey	Cheering	Track & Field
Golf	Indoor Track	Boys Tennis
Cross Country	Wrestling	Girls Tennis
Boys Soccer	Swimming	
Girls Soccer		

STUDENT ORGANIZATIONS

Foxcroft Academy's club and activity program is an integral part of our school and offers unique opportunities to all who participate. The following is a partial list of student organizations:

- Art Club
- Asian Culture Club
- Chess Club
- Environmental Club
- French Club
- Key Club
- Latin Club
- Math Team
- National Honor Society
- Peer Mediators
- Photography Club
- Spanish Club
- Student Council
- Student Tech Team

ELIGIBILITY POLICY

All co-curricular activities are covered by this regulation including athletic teams, select choir, dramatics, club activities, as well as any and all co-curricular school field trips. A student is eligible to participate in any co-curricular activity provided s/he complies with the following:

1. The student earns course grades at the C level or above in all but one of their scheduled courses, with no Fs, as reported on progress reports and report cards.
2. The student has not been placed on school probation during the season of the activity.
3. The student practices abstinence from alcohol, drugs, tobacco, and any other drugs outlined in MRSA Title 17A, from 1101 and including 1116, during that activity season.
4. Students who are in the presence of other individuals engaged in the illegal use, sale or possession of alcohol, drugs, tobacco, smoking of any kind, and any other drugs outlined in MRSA Title 17A, Sections from 1101 and including 1116, shall be considered in violation of this policy.

The eligibility policy does not pertain to preseason. Ineligibility will begin the first 5 days following preseason.

Length of Season

- In each of the athletic seasons, the length of the season is defined by the periods of practice, performances and school-sponsored, end-of-the-year awards presentations.
- In the case of dramatics, the length of the season will be the length of one performance with rehearsals.
- In the case of clubs and other activities, a 9-week ranking period will be considered a season.

Academic Suspension

A student will be suspended from all co-curricular activities for violation of #1, but may be reinstated once work is completed such that the violation has ended. Students in violation of #1 at the end of one (or more) course(s) will remain ineligible for 5 school days. With an incomplete grade, eligibility may be restored as soon as the work is made up and approved by the appropriate teacher.

Drug and Alcohol Suspension

A student is in violation of the alcohol or drug provision of #3 at any time during the length of the season as defined in this policy, either through the direct use, sale or possessions of or from being in the presence of other individuals engaged in the illegal use, sale or possession of drugs, tobacco, smoking of any kind, and any other drugs outlined in MRSA Title 17A, Sections from 1101 and including 1116.

A student will be suspended from all such activities upon the first violation of #3 for a period of 2 weeks. During this two week suspension the student may be required to participate in an alcohol education program which may be administered in house. If the program is completed successfully in the two week time frame the suspension will be lifted. During such period of suspension the student must attend practices as scheduled for each activity involved. If such counseling as above is not set forth, the suspension shall continue as to all activities during the remainder of their respective seasons in which the violation took place. Where the violation involves use of tobacco, the student may choose to participate in an intensive no smoking program as approved by the Head of School or his authorized agent in place of counseling. Violation of #3 makes a student ineligible for any post season individual recognition in that activity.

In the case of clubs and other activities, the length of the season coincides with the school year. A second violation by any student during the same school year will result in a suspension from all activities during the remainder of the current season and the next two respective seasons including the next school year as well as required counseling which will need to be paid for by the student or their family.

It is the responsibility of the athletic coaches and/or co-curricular advisors to implement this policy by reporting infractions to the Head of School and/or the Athletic Director as appropriate. Appeals regarding student eligibility shall be directed to the Head of School or his designee.

CONCUSSION POLICY

Step 1: Sideline Assessment

- Identification of concussion signs and symptoms by the student athlete, coach, Athletic Trainer, teammate, other school personnel
- Removal from the athletic participation
- Immediate evaluation of the athlete by a trained medical professional (Physician, school Registered Nurse or Athletic Trainer)
- Student athletes suspected of sustaining concussions will be referred to a physician on the day of injury if: there is a loss of consciousness, amnesia lasts longer than 15 minutes, or meets any of the criteria as recommended by the National Athletic Trainers Association Position Statement: Management of Sport- Related Concussion

Step 2: Neurocognitive and Vestibular Testing

- Post-concussion Neurocognitive testing with the ImPACT program should take place within 24-72 hours (or as soon as symptoms allow)
- Student athletes vestibular control will be assessed with the BESS test (appendix B)

Step 3: Return to School

- All teachers of the injured student athlete will be notified of the injury prior to returning to school
- Attendance to classes and other school functions may be modified based on the individual's symptoms
- The student athlete may need to avoid sensory stimulation to prevent worsening of symptoms
- The student athlete should be allowed more frequent breaks from cognitive activity
- Major assessments should be delayed until after the student athlete has shown, through ImPACT scores or other testing, that their cognitive abilities have returned to their baseline scores
- The students' health care provider may restrict school attendance and classroom participation further than is stated above

Step 4: Monitoring Symptoms

- The individual's symptoms will be closely monitored until they report a symptom score of seven or fewer (appendix C)
- ImPACT testing will be performed again once the student athlete has been asymptomatic for seven (7) days
- ImPACT testing will continue to be performed as recommended by the ImPACT Neuropsychologist (concussion specialist) that reviews the test data

Step 5: Stepwise Return to Play

- Once the student athlete is symptom free, has resumed a full course load, complete all outstanding assessments, and they have been cleared through ImPACT, and by a physician, they may begin a progressive return to participation

- Stepwise protocol (McCrory et al., 2009):
 - Stage 1: Complete rest (physical and cognitive).
 - Stage 2: Light aerobic exercise at <70% maximum predicted heart rate. No resistance training.
 - Stage 3: Sport specific exercise (running drills, patterns, no contact).
 - Stage 4: Non-contact training drills (passing, progressive resistance training).
 - Stage 5: Full contact practice (with final medical clearance).
 - Stage 6: Unrestricted game play.
- If the student athlete experiences any symptoms during the stepwise return to play protocol, activity will stop for a period of no less than 24 hours
- If after 24 hours the student athlete is asymptomatic then they may return to participation at the previous stage

References

McCrory P, Meeuwisse W, Johnston K, Dvorak J, Aubry M, Molloy M, Cantu R. Consensus Statement on Concussion in Sport: the 3rd International Conference on Concussion in Sport held in Zurich. *Br J Sports Med.* 2009;43:i76-i84.

Center for Disease Control and Prevention NCFIPaC. *Heads Up: Brain Injury in Your Practice. A Tool Kit for Physicians.* January 15, 2010. http://www.cdc.gov/concussion/HeadsUp/physicians_tool_kit.html

RESIDENTIAL LIFE

PROGRAM OVERVIEW

Residential Life Mission

Foxcroft Academy is committed to developing boarding students who demonstrate self-reliance, independence, and accountability while learning to appreciate diverse perspectives in a safe environment.

Key Personnel

Head of School	Mr. Arnold Shorey
Associate Head of School	Mr. Timothy Smith
Assistant Head of School for Admission and Advancement	Mr. Chris McGary
Assistant Head of School for Academics	Mr. Jonathan Pratt
Director of Residential Life	Mr. Andrew Wright
Admissions Officer	Mrs. Miranda Nelson
Director of University Counseling	Mrs. Karen Smith
Chief Financial Officer	Mr. Dan White
Director of Technology	Mr. Robert Brown

Program Overview

At Foxcroft Academy, students are not only scholars; they are a member of a living and learning community. Lifelong friendships are formed and the responsibility of everyday life is placed squarely on their shoulders. Students live in dorms, manage the use of their time, and are accountable for their actions. This combination of enjoyment and responsibility transforms boys and girls into young men and women prepared to handle the entirety of their university experience. Students learn to balance structured and unstructured time. They also get the priceless advantage of friendships based on time spent far beyond the classrooms and hallways of their academic experience. Our residential program fosters a safe environment where students live with one another and learn how to best conduct their own lives.

This guide represents an effort by the administration as well as students to gather together school rules and policy information that may be useful to students and parents. This handbook is not an exhaustive listing of all the Academy's policies and rules, which may impact a boarding student's life. The rules and policies apply to all students living in Academy dorms and in a limited way to any student in a host home. The statements and

policies in this handbook are subject to change without prior notice. Parents of students acting in reliance on information contained in this handbook should always confirm with an authorized administrator that the information is accurate and up to date.

Goals

The goal of a safe, cooperative, and educational residential life program is to help each student learn to:

- Independently manage his/her time and studies through monthly interactions with mentors and dorm parents;
- Live respectfully and responsibly with others;
- Develop individual strength of character and understanding of others through guided and unguided peer-to-peer interaction and recreational programming;
- Become prepared to function confidently and competently in a less-controlled college environment.

Staff Expectations

Residential Life Staff working with the Assistant Head of School for Admissions and Advancement and/or Residential Life Director have the responsibility to deliver a residential life curriculum that meets the goals of the program.

Residential Supervisors and Directors

During the school year, except for vacations or those weekends when residential students are signed out, the dorm staff functions as parents. Dorm staff members have the key responsibility of ensuring that all students have a safe living environment that encourages personal and academic growth. The staff is charged with promoting and enforcing all school policies and state laws. There may be situations in which the residential supervisor or director has concerns with permission given by a student's parents. The Assistant Head of School or Residential Life Director will follow up with the parents and or designated agencies. Because of the importance of these responsibilities, students are expected to cooperate with all residential supervisors and directors in establishing and maintaining a healthy and safe living environment.

SCHEDULE

Breakfast Check-in

To ensure prompt class arrival and breakfast, dorms will close at 7:45 a.m. each morning. Breakfast will be served beginning at 7:30 A.M. until 8:20 A.M.

The Academic Day

During the academic day students are required to be in the academic buildings for their classes. In order to ensure greater interaction between the day and resident community, students are encouraged to eat lunch with day students. Students are not allowed in the dorms at any time during the academic day. Dorms will be locked during the academic day.

Afternoon Activity

Following the academic day students may meet with faculty members for additional academic support, study in the library, participate on sports teams, attend club meetings or participate in any number of the school's music programs. All resident students are required to participate in a least one extracurricular activity (sports, club or music) during each semester. The activity may be limited to one semester as in the case of a sports team, but all students must participate in at least one. Students may return to the dorm no earlier than 3:00 P.M.

Evening Community Chores

A clean living environment enhances the spirit and the morale of the community. Each evening students, on a rotating basis will be required to spend 15 minutes in cleaning some area of the dorm or dining area as needed. Evening chores are assigned and monitored by student leaders. Evening chores may include such things as: recycling, sweeping walkways, and vacuuming common areas and hallways or helping in the dining hall.

Study Session

Study session time will be observed in each dorm Sunday through Thursday nights from 8:30 p.m. to 10:00 p.m. Once study session has started, the dorms will remain quiet for the remainder of the night. Respecting other students' needs at this time is important to the community as a whole and we hope all students will assist in the management of quiet times. A quiet study space will be available on weeknights and weekends.

During study session time room doors will remain open. The expectation is that students will be focused on school work. Sophomores, Juniors and Seniors with a 3.5 average and above may use the common study areas during their study session time; however, the

expectation remains that it is a quiet study session. During this time students may not play computer games, email friends, make phone calls or do anything else that distracts them or others from their studies. We realize students may be easy to reach during the hours of study hall; please honor the request not to phone during study hours. Phone calls may be disruptive to others. **Visitors are not allowed during study session hours unless permission has been granted by the dorm parent on duty.**

Proctored Study Hall

Students with any unmet standards as of the first marking period of each quarter must attend Proctored Study Hall (PSH) in rooms 201 & 202 every Wednesday from 6:00pm to 7:00pm. All students must continue to attend PSH until their teachers have changed their PowerSchool grade to reflect that they have no unmet standards and the student has shown this to the PSH proctors or the Director of Residential Life. This is a quiet time of study that allows students that are struggling an extra opportunity to get the help they need to be successful. Therefore, the Director of Residential Life or Assistant Head of School may schedule a student to attend PSH at any time during the year as needed.

In-Room Study

Returning students with a GPA between 2.8 and 3.5 may study in their rooms or designated study rooms of the dorm. They must spend this time focusing their energies on homework and school related projects. With permission, they may seek help from peers or dorm parents.

Honors Study

Sophomores, Juniors, and Seniors who have earned a GPA of at least 3.25, have no C's and have no incompletes are eligible for Honors Study Session. Honors study eligible students may sign out with the dorm parent on duty and go to the library Monday through Thursday until 9:00 p.m. Students must sign in at the library and back in at the dorm when they return.

Homework

Homework is a crucial part of classroom preparation. Students must do their homework if they want to be adequately prepared for classroom discussions, quizzes and exams. There is a direct relationship between the diligence shown in completing homework assignments and a student's ability to perform well in class. It is the responsibility of dorm parents to check in with students each evening to make sure they are attending to their homework

responsibilities. This may include checking with a classroom teacher when a student continually claims they have no homework or when a student’s performance falls below a C. In some cases, students may have restricted use of T.V. and the internet for game playing and/or have an earlier weekend curfew (these are only examples) until their grades show an improvement and level of restrictions will be established in conjunction with Assistant Head of School or designee. When a student’s grade falls below a “C” the dorm parent may provide additional structured study sessions in the evening (except for Friday’s) and for up to two hours on Saturday and Sunday afternoons until grades improve. Dorm parents on duty will be present and available for questions.

Check-in Curfew

Curfew is 8:00pm on nights before classes and 11:00pm on nights before there is no class scheduled, all students must be in the dorm that they are assigned. Curfew is in effect from the starting time until 7:00am the next morning. Each student must check in with the dorm parent on duty in their dorm at Curfew every evening they are on campus.

Any exceptions, such as a Open Gym or the Library, must be approved by the dorm parent on duty prior to Curfew and the student leaving the dorm. That student must sign out in Boardingware. Once Curfew is in effect, the students are not allowed to travel back and forth freely between dorms, Open Gym, the Library, or any other place they may be at that time. Once a student returns to their dorm after Curfew they are to stay in their dorm for the remainder of the night.

Severe consequences will result in students leaving their dorm after Curfew, including up to dismissal from Foxcroft Academy. All visitors who are not staying in the dorms overnight, including Foxcroft Academy day students and family of any boarding students, must leave the dorms at Curfew.

In-room Curfew

Students should be in their rooms at 10:45 p.m. on school nights.

Boarding Schedule

Time	Monday-Thursday	Friday	Saturday	Sunday
07:30am - 08:20am	Breakfast, School Check-in (Mandatory)			
08:00am - 03:00pm	School			
10:30am - 12:00pm			Brunch	

Time	Monday-Thursday	Friday	Saturday	Sunday
03:00pm - 08:00pm	Sports, Clubs, Music, and Activities			
05:00pm - 06:45pm	Dinner			
06:00pm - 07:00pm	Proctored Study Hall (Wednesday in Room 201 & 202)			
06:45pm	Community Chores			Room Inspection
08:00pm	Curfew			Curfew
08:00pm - 10:00pm	Study Session			Study Session
10:45pm	In Room			In Room
11:00pm	Lights Out	Curfew		Lights Out
12:00am		Lights Out		

* Times in this schedule may vary based on needs and circumstances as determined by dorm parents and administration.

** Students are not allowed in the dorms during regular school hours except with special permission from the dorm director.

COMMUNITY GUIDELINES

Residences & Rooms

The furnishings in a student's room are provided on the assumption that they will be used carefully. A security deposit is charged at the beginning of the year. Money will be deducted to cover payments owed to the Academy with the remainder. Ordinary wear and tear is to be expected, but unnecessary or intentional damage to the room and/or school furnishings will be charged to the occupants of the room. Missing furniture will also result in a charge to the occupants of the room. Rooms will be inspected by Residential Life staff at the beginning and end of the school year to assess room damages. Tampering with the thermostats or breaking the cover of the thermostats (heat control) is a \$150 fee. Furnishings not provided by Foxcroft Academy are not permitted unless authorized by the Director of Residential Life.

At times, administration and/or Residential Life Staff may have to search a room for contraband or items of potential harm. In the event a search must be conducted, students will not have previous notice, yet will be notified afterwards that a search has been conducted. This type of activity will only take place when a reasonable suspicion or evidence has been brought forward that would mandate such activity. This search will be conducted in a team as to provide security that personal items will not be disrupted or an invasion of privacy has not occurred.

Room Keys and Security

You will be issued a room key or an electronic card. Keep it with you at all times. Keep your room locked even when making a brief visit to another room. Rooms will be locked when not in use and always unlocked when occupied.

Room keys or electronic cards are provided to each student, these keys and other matters of security are not to be shared with other students at any time. Lost keys or cards should be reported immediately; there is a \$50 key replacement fee. Each student residing in a FA dormitory will be provided with a personal safe. Rental for this personal safe will be deducted from your personal account. The safe should be used for all personally valuable possessions, as the school will assume no liability for lost/stolen items. The safes are school property and damage to them is unacceptable. Each student is responsible for the appropriate use of the safe. If there is ever a malfunction of the safe it should be reported right away to the Dorm parents or Director of Residential Life.

Though this is an honor school, it is recommended that students lock their room whenever they are not present and to use the provided safes. The school cannot assume responsibility for the loss of money, computers, stereos, or other valuable items.

Windows and Screens

The windows in each room can be opened and closed to regulate air flow and temperature. The screen in the window opening should only be removed in case of emergency. Furthermore, the windows should not be used as an alternative method for entering and leaving the room. If a screen is removed from a window the matter will be referred for disciplinary action.

Sound Devices

Entertainment equipment such as radios, CD players and other amplified instruments may be used when it does not interfere with others' rights to study, sleep or peace and quiet. Stereos must be inaudible outside the student's room. Radios or players should be kept in individual student's rooms and never be played loud enough to be heard outside of the room and never placed in an open window for the entertainment of those outside of the building. Those who violate this rule will lose their privilege to use their equipment, which could include confiscation by Residence Life staff. Any music, whether played within a dorm or outside, must be kept to a volume that can be heard only by those in the immediate vicinity. There is an obligation not to impose one's choice of sound on others (this includes language

that others may find personally offensive). You may not walk through buildings or around campus while playing a radio or music player unless you are using headphones.

Lights Out and Late Lights

In order to assure that each student receives adequate rest in order to be alert and attentive in class, 11:00 pm lights out is enforced on each academic night. On Friday and Saturday nights students need to be in their own rooms, in bed, with the lights out by 12:00 midnight. For the purposes of our residences lights out will be defined by the main light in the room being turned off. This is the time for students to go to bed. This is not the time for showering, laundering or other chores. On Sunday evening through Thursday evening the common areas of the residences will be closed at 10:30 pm to promote student study and making preparations for sleeping. Friday and Saturday evenings the common areas will be open until 11:30 pm.

If a student has been unable to complete assignments, he or she will be allowed to stay up, in the study area, after hours with the prior permission of the dorm staff member on duty that evening. If a student needs late lights frequently, residential faculty will discuss other alternatives that may be more appropriate.

Dorm Parents Entering a Student's Room

Dorm parents will need to periodically enter a student's room for such things as bed checks at "Lights Out", during study hours to help students with studies, to help students with an assignment outside of study hours, while students are sick to check on their wellness or administer medication, deliver a message or other similar times. When a dorm parent needs to enter a student's room they will:

- Knock once – Call student's name, if no response then....
- Knock twice – Call student's name, if no response....
- Open the door slightly (6-12 inches and call for student) – if no response
- Open the door fully to see if student is in the room.
- If door is locked dorm parents will use their master key (after steps 1 and 2) to enter the room to make sure you are safe.

Your responsibility as a student is that if someone knocks on the door you need to say, "Please enter" or "Please wait". You need to speak immediately and loud and clear. To help

ensure a student's privacy students should dress or change clothing in shower area or with their dorm room door locked (you may lock door for a short period while you change).

Since dorm parents often need to check on students to ensure their safety and their wellness dorm parents will often be in the hallways; therefore, student's clothing should always be modest.

If you have a concern you should speak to a dorm parent or the Assistant in the Admissions and Residential Life Office.

Food in the Dorm Rooms

Students may keep food items in their own personal refrigerator, if they choose to purchase one through the school. There may only be one refrigerator per room. To avoid confusion, food items should be clearly marked with the student's name. Students are expected to dispose of perishable items in a timely manner. Many students keep non-perishable snacks in their room. This can be done as long as it poses no health hazard. Should a Residential Life staff member notice insects or other vermin, the food will need to be removed and the area cleaned, with the student covering the costs of the extra cleaning. **There is no cooking in rooms, bathrooms or other non-common areas of the dorms. Cooking is only permitted by use of microwaves, hot pots, rice cookers at designated areas of each dorm.** Personal refrigerators are not permitted and the owner will be responsible for any / all disposal fees. Microwave/refrigerator/freezer combination units are available for rent. Please see the Director of Residential Life for details.

Room Standards

Students are expected to keep their room and living area tidy and neat. Keep clothing put away on a hanger or folded in dresser drawers. Laundry to be washed should be stored out of sight. The floor should be swept and/or vacuumed on a regular basis, emptying the dustpan into the trash container. All trash should be placed in the trash container and when the bag is full it should be tied shut, a new bag put into the trash container and the full bag placed in the dumpster outside the dorms. Keep your room free from clutter and be sure no dirty dishes are lying about. And, beds should be made each morning. Each evening from 6:45 p.m. to 7:00 p.m. students should take time to clean rooms.

Personalizing Your Living Space

We want you to feel as much at home in the dormitories as is possible. Residents are encouraged to appropriately decorate their rooms in a respectable and comfortable fashion.

Vulgar, sexually exploitative and/or harassing comments toward any persons or groups, or drug or alcohol related posters, pictures or suggestions are not allowed. Nails or other attachments that will cause damage to school property are not allowed.

Room Inspections

Prior to the arrival of resident students, each room will be inspected by a Residential Life staff member. A Room Inspection Form will be completed for each student moving into the room, noting any damages or problems. While moving in the student and a staff member will review the form and each will sign it. This is an agreement with the student and the Academy regarding the condition of the room. When it comes time for the student to move out of the room the same Room Inspection Form will be used to complete a final inspection of the room. Costs associated with any damage or excessive wear will be assigned to the student.

A member of the Residential Life staff will inspect all rooms and the dormitory each Sunday evening to be sure that the Sunday community cleanup has taken place efficiently, and that students' rooms are clean and neat. Students whose rooms do not pass inspection will receive special instruction on how to maintain a clean and neat room. There are three major areas of emphasis during room inspection:

- Bed is made
- Room and desk clear of trash and clutter
- Clothes picked up and either put away in a closet or in a dirty clothes bag

Prior to departing for the weekend, students must make sure their rooms are clean. This includes students participating in Foxcroft Academy activities. Every room is inspected, and students are responsible for the cleanliness of their rooms, regardless of their weekend obligations.

Students who continue to fail room inspection will receive individual attention that could include extra instruction, disciplinary sanctions as well as completion of room cleaning at time of inspection. Residential Life staff may enter resident rooms for inspection whenever it is appropriate and/or necessary. The administration reserves the right to search rooms at any time without notice.

Room Care and Maintenance

Though the maintenance staff periodically clean the bathrooms and common areas of the residences, students are expected to take an active role in maintaining the cleanliness of their rooms and the common areas. If a student notices a maintenance problem either in his or her room, bathroom, problem with laundry facilities, kitchens, or commons rooms, he or she should immediately report the problem to the Residential Life staff on duty. The on duty staff will submit maintenance requests to the Maintenance Department. Maintenance issues that are not emergencies are typically addressed on the following business day.

Community Gatherings, Formal Dinners and Celebrations

It is important for a community to celebrate the events in the lives of its members. Foxcroft Academy provides many opportunities for students to gather and celebrate special occasions, holidays, birthdays, and the like. Please contact your dorm advisor if you have a special celebration or occasion that you would like to honor. Residential Life staff will hold a monthly birthday party for any students having a birthday during that month.

All residential students will be expected to participate in the formal dinners, unless excused by Director of Residential Life or Assistant Head of School on a monthly basis.

Common Areas

The residence common areas are for all residential students and their guests to enjoy. Please show respect for your schoolmates and the lounge itself. Respect others who are using the lounge. Do not disturb those watching TV. Maintain the TV and computer game volumes at respectful levels. Use English to communicate with others at all times. Use the Common Areas for quiet indoor activities. Physical activities and sports can be played outside on sports fields, not in the residence.

Affectionate behavior should be appropriate. Holding hands and sitting side by side are acceptable. Sitting on laps, kissing, are not. Excessive physical contact is not acceptable and will be addressed by Residential Life staff and can be a cause for disciplinary action.

Speaking English

An underlying reason for many attending Foxcroft Academy is to gain greater command of the English language in various living and learning situations. Residential students who are not native English speakers should speak in English in the common areas of the residences, in the school buildings and when on school trips. Forcing yourself to speak English at every opportunity will greatly improve your English speaking proficiency and make your experience here at Foxcroft Academy much more valuable to you and your family.

Room Assignments

New students are assigned to rooms by Residential Life staff. The usual strategy is to make the best attempt to assign students from different nations and cultures to be roommates, although this is not always possible. This is done to foster the use of English in conversation.

Every effort will be made to honor returning students' room and roommate requests. The residential faculty recognizes that the beginning of the school year is a time of adjustment, so room changes are not allowed until students have made an effort to develop compatibility with their roommates. If roommate problems persist, students should address their concerns to their dorm advisor. At the close of the school year returning students will be allowed to request specific rooms and roommates, in accordance with established criteria. Students will be informed of decisions of Residential life staff no later than July.

Roommate Changes

When a student is concerned about his or her relationship with a roommate, he or she should take the following steps before expecting that any changes will be made.

The student can and should raise the concern with a dorm parent, Director of Residential Life, dorm supervisor, counselor or academic advisor so that the school and the dorms understand that there is a concern.

The student and his or her roommate should meet separately with the Director of Residential Life, dorm supervisor or counselor in order to explain their individual perspectives on the situation.

Once the adult feels that he or she has a sense of what the concern is, the roommates should meet either separately or together at least two more times to problem solve before the dorms will consider making a roommate switch. These meetings should occur weekly for a couple of weeks.

Any consideration of a roommate switch will happen after these meetings have occurred and with the consultation of the dorm supervisor and the Director of Residential Life. The dorm supervisor and the Director of Residential Life may decide that a roommate switch is not necessary.

Television Hours

Each dorm has a television and VHS/DVD player for student viewing. The volume should, of course, be held to a reasonable level; and good taste in choice of programs is expected. The dorm parents reserve the right to turn off a program that may be offensive. Also, the televisions may be on only during the hours listed below. Violation of these hours will cause televisions to be turned off for a period of time. Televisions are not permitted in dorm rooms.

MONDAY THROUGH THURSDAY: 3:00–7:45 p.m.

WEEKEND: 3:00 p.m. on Friday thru 6:45 p.m. on Sunday

Residence Dorm Meetings

Residential life dorm meetings will be on Sunday evenings as scheduled by dorm staff. Additional meetings may be scheduled as needed.

COMPUTERS AND ELECTRONICS

All electronic devices on campus must be registered to the Foxcroft Academy network by their owner. Any devices being used on the Foxcroft Academy network must follow the Acceptable Use Policy outlined during the registration process, and set forth in this handbook.

ACADEMIC EXPECTATIONS

Effective

August 1, 2017

Purpose

To ensure that private day and boarding students at Foxcroft Academy are meeting academic expectations in accordance with preparation for and acceptance to post-secondary educational institutions.

Definitions

Academic Expectations

Boarding students must maintain an overall GPA of 2.00 or better at Foxcroft Academy. Students must not earn more than one final course grade of D and must not earn any final course grades of F.

Exempt

Boarding students in their first marking period (quarter) of enrollment at Foxcroft Academy.

Non-Exempt

Boarding students in or beyond their second marking period (quarter) of enrollment at Foxcroft Academy.

Boarding students not meeting expectations for academic initiative.

Private Day

Student that is continuing high school studies at Foxcroft Academy and is not a district mandated student.

Boarding Student

Student that is residing in a Foxcroft Academy operated dormitory, or house, or is housed by a Host Family while studying at Foxcroft Academy.

Policy

All private day and boarding students who do not meet academic expectations will be notified, as will their parents and/or consultants.

Non-exempt private day and boarding students who do not meet academic expectations may be placed on academic probation.

Private day and boarding students on academic probation who do not meet academic expectations may be dismissed for one semester from Foxcroft Academy.

Boarding students dismissed from Foxcroft Academy for failure to meet academic expectations may appeal the decision to the Head of School.

If a private day and/or boarding student dismissed from Foxcroft Academy for failure to meet academic expectations wishes to be eligible for re-admission, they must continue their education during the semester in which they are dismissed. Education must focus on English as a Second Language and/or a specific subject area in which the student has experienced difficulties.

Upon successful completion of appropriate educational experiences, dismissed students may request re-admission by sending documentation of success in their educational experience

and a letter of request addressed to the Assistant Head of School for External Affairs, who will consult with the Assistant Head of School for Academics.

Students re-admitted following dismissal that do not meet academic expectations may be permanently dismissed.

Regulation

The Assistant Head of School for Academics and the Assistant Head of School for Admissions and Advancement, in consultation with teachers and residential staff, will determine whether student academic initiative meets expectations.

Determination of student academic initiative may affect academic status determination.

RESPECT, SAFETY, AND SECURITY

Residential Life offers a safe and secure environment in which students acquire knowledge, skills and experience in communicating with, understanding, and respecting people of diverse backgrounds, ideas and perspectives.

Residential Life encourages everyone to be actively creating an equitable, hospitable and inclusive environment that values the contributions of all of its members. Residential Life expects all members of the community to address and report harassment in any form.

Security

All outside dorm doors are locked during the school day and at 10:00 P.M. most school nights. If a student becomes locked out of their dorm they should call the duty phone. Students may not prop main or side entrance doors open for any reason. Doing so is compromising the safety of everyone in the building. Individual rooms can be locked by students. For safety reasons they may not lock the individual dorm doors while the rooms are occupied.

Foxcroft Academy works with local law enforcement officers to patrol the school grounds on weekdays and weekends throughout the night. We want to keep and maintain a safe campus. We hope that students and staff will help keep in mind that safety and security is everyone's job.

Dorm parents carry a master key to all rooms and reserve the right to enter any room with that key. Only in unusual circumstances would a dorm parent exercise this right, without

the permission of the occupant. Administration also has the right to conduct room searches at any time if there is evidence to believe that such action is necessary.

Safety

Students are required by fire regulations to limit the number of appliances or electronic equipment used at any one time. The electrical system of the buildings cannot sustain more than one or two appliances per room. Electric heaters, toaster ovens and other such appliances are too taxing on our circuits, and are not allowed. In maintaining safety students are not permitted to cook in dorm rooms.

The safety of our residential students is a high priority. Jeopardizing the health and safety of fellow students is a major offense. Intentionally leaving a residence hall door open, allowing access after curfew endangers all the residents. Blocking doorways and hallways also poses serious problems during emergencies. Your room must be arranged in a manner that completely facilitates emergency exits or the entrance of emergency response professionals. Halogen lamps create large amounts of heat. For this reason they are considered a safety risk and this use is not allowed in the dormitories.

During the first three months of the school year, safety will receive particular attention. Fire drills can be expected. Each dorm has fire drill procedures and a location to convene outside of the building. Residential students will receive instruction early in the year. When you hear the alarm, please respond promptly.

SERVICES AND FACILITIES

Health Services

A full-time registered nurse provides health assessment, education, and treatment during the school day. When a student requires further assessment and treatment by a primary care provider, the nurse will assist in scheduling an appointment, communicating concerns with the care provider, arranging transportation, and coordinating care with the provider. The Assistant Head of School for External Affairs will notify a student's parents whenever a student seeks or requires any form of medical treatment outside of Foxcroft Academy. With the student's awareness, the nurse will ask the Admissions office to discuss ongoing medical concerns with parents and/or sending agencies. Insurance reimbursement for services will be obtained when possible by cooperation with medical providers and insurance companies. Parents will be responsible for any bills refused by insurance. These bills will be deducted from the student's Personal Reserve Account with the student's awareness.

During non-school hours, dorm parents will monitor and provide for student health needs, under the direction of the Academy's nurse. Arrangements have been made with the Dover Family Medicine Center to provide medical triage 24 hours a day to Foxcroft Academy staff and students. In an emergency, students will be taken to Mayo Regional Hospital.

Missing School

When students are feeling too sick to attend classes, they need to check-in for breakfast no later than 7:45 and then see the nurse by 8:00 a.m. in order to get excused from their classes. ALL STUDENTS MUST REPORT TO THE NURSE IF NOT FEELING WELL ENOUGH TO ATTEND CLASSES. If a student is unable to attend classes due to sickness they must stay in the nurse's office.

Medication Policy for Boarding Students

To promote the health and safety of our boarding students, Foxcroft Academy asks that students and their parents follow these guidelines concerning medications in the residential setting.

In order to monitor students' health closely, prescribed medications will be dispensed by the nurse or designee. Students should make dorm parents aware of all over the counter medication and medicine from one's country which they are taking so it can be registered with the Health Center. Any medication not reported upon arrival, OTC or prescribed, may not be used or in possession of as this is a violation of the Drug and Alcohol Policy (Section 4.15).

Medications will be dispensed by trained staff. Medications allowed in our standing orders will continue to be distributed by nurses; and dorm parents as authorized:

- Prescription medications will be in possession of adults.
- If students are in possession of prescription medications without authorization of staff, they will be asked either to include them in the nurses' daily medication distribution or to seek authorization from staff. Repeated or deceptive possession of unauthorized medications may be treated as a disciplinary matter.
- Emergency medications such as, but not limited to, asthma inhalers and Epi-Pens may be kept with the student at all times.

- All prescribed, over-the-counter, herbal, or any other medications must be in the original bottle with English translation. If these conditions are not met, the student will lose access until further information can be provided in accordance with the Medication Policy.

To prevent harmful medication interactions, please provide the medication name, ingredients, and directions for use in English.

Counseling

School counselors are available to residential students on a regular basis. Student information is handled with care and shared as needed to provide appropriate support for each student. If necessary, students may be referred to an outside professional agency, in which case parents will be notified as a means of keeping them fully aware of the health of their student.

Campus

Students may use parts of the campus after school hours. The school offers tennis courts, playing fields, and extensive natural areas. The gymnasium, the weight room, student center and other areas are available, under certain guidelines and with adult supervision, for student use. Please refer to campus dormitory postings for times.

Laundry

In each dorm there are laundry machines. Students are expected to do their own laundry. Clothes should be well marked with the students' name for easy identification. Please empty the machines when the cycle completes and remove the laundry from the room once you have finished folding it. All members of the dorm should help keep the laundry facilities clean and neat. If you have not done your own laundry before, do not worry, your dorm parents are here to help.

FINANCIAL MATTERS

The Business Office is located in the Packard Center.

Student Reserve

Foxcroft Academy does not disburse funds for allowance or personal use. All school-related costs will be billed directly to parents. Fees for SAT, TOEFL, college applications, school pictures, medical expenses and other school related special needs will be deducted from the student's personal reserve account. Student should ask their parents to maintain a

minimum balance in their Student Reserve Account at FA. Any unused portion of these funds after graduation will be returned after applicable fees are assessed for any incidental expenses.

Bank Accounts

Students may open a savings account at a local bank. Those over 18 years old may open a checking account or make use of a debit card. Students under 18 have use of ATM machines. There are two banks within walking distance of the School. Students do have many expenses while at school: phone calls, haircuts, weekend travel, stamps, clothing, snacks, etc. Parents should help students with their personal finances. You should anticipate between \$30 and \$100 a week. Students may obtain wiring information from their bank and wire money to their US savings account. Some parents provide students with credit cards with monthly spending limits on them.

Students should never have large amounts of cash in their room. The school cannot be responsible for personal loss. Theft can be an issue at a boarding school, so students should take care not to expose themselves unduly. All rooms have locks on the doors and safes.

Medical Insurance

All boarding students, including international students, are required to have insurance coverage to assist payment of medical expenses. If a student does not have insurance at the start of school, he or she will automatically be billed for the policy recommended by the school.

RESIDENCE DORM RULES

These rules have been framed to make the School and Boarding community a place of which we are all proud and within which we can live happily, safely, and productively. The rules of behavior at Foxcroft Academy are generally more stringent than those of society as a whole or as may be enforced at home. Students should arrive prepared to abide by all expectations and rules.

The rules of the Boarding Program have been established to:

- ensure the safety of students
- preserve harmony so that energy can be directed toward studies, extracurricular activities, and the development of friendships

- provide quiet times so students can study and relax from the stresses of the day
- maintain an attractive, clean environment in which students can be comfortable

It is important to remember that these rules were made for teenagers living in a group situation. The dorm parents strive to maintain a balance between flexibility and consistency in enforcing rules. Although consistency is usually desirable, it will not always be the principle governing matters of discipline. Discipline will be handled clearly and justly. In addition to penalties, the disciplinary process provides support and counseling for the student.

School Rules

Dorm students are expected to follow both the dorm rules described in these pages and the rules stated previously in this Student Handbook. Any behavior which may be deemed detrimental to the Foxcroft Academy community or any member of that community (self or others) is subject to disciplinary action by the Residence Staff, Administration team members and/or Head of School. The action taken will necessarily reflect the seriousness of the violation. Underlying all school rules is the requirement that all students will be present and on time for all classes, activities, and other school obligations.

Rules exist for the well-being of the individual as well as the community. As a college preparatory school we hold high expectations for all of our students. Expectations are a positive reflection of the standards on which all students should focus. **Consequences result from breaking rules.** No rule book or manual could possibly cover all contingencies or inappropriate behavior. We hope to achieve a balance that sets limits to what is acceptable. There are times when a student's actions go beyond what is written here. Foxcroft Academy will provide consequences for any behavior deemed unacceptable, whether specified or not.

Major Dorm Rules

- We expect students to honor the curfew hours. Being out of the dorm after curfew is a serious breach of trust and safety. Repeated violation of this rule could lead to the student's immediate expulsion.
- We expect every student to exercise restraint with respect to sexual activity. Students should refrain from intimate touching including kissing and close cuddling while on campus and in the school dorm rooms or lounges. Students may not lie down together.

- We expect students in co-ed dorms to only be in their designated wing and common areas. In co-ed dorms boys are not permitted in girls' wing and girls are not permitted in boys' wing. Any violation of this rule will lead to severe consequences, which could include expulsion.
- We expect all boarders to respect the automobile policy. Resident students are not permitted to bring motor vehicles to school or to maintain motor vehicles in the local area while they are residing in the dorms. They are not permitted to drive motor vehicles at any time except in the company of their biological parent or guardian. Residential students are not permitted to ride or travel with other student drivers unless explicit permission has been granted by their parents/guardians and received on file in the Admissions/Residential Life office.
- We expect students to abstain from the use of incense, candles, or other incendiary items, including any smoking products in the dorms and buildings at Foxcroft Academy. Any violation of this rule could lead to the student's immediate expulsion.
- We expect there will be no possession, use, distribution or display of alcohol, beverages containing alcohol (or the containers), nicotine, drug paraphernalia, marijuana, and/or other illicit or dangerous drugs of any kind on or off campus. Any over-the-counter or prescription drug used for a purpose other than its primary indication will be considered illicit. No smoking at any time on campus or off campus. Any violation of this rule could lead to the student's immediate expulsion.
- Foxcroft Academy is a violence-free campus. Acts or threats of violence, including hazing or harassment, will be treated with utmost seriousness, including expulsion.
- Signing in and Out: Each time a student leaves their residence home or host family, except for classes and meals, they must sign-out. This includes students attending any co-curricular activities. Destination, time and estimated time of return must be noted in the sign-out book. When a student returns they must sign in. If a student requests to leave Dover-Foxcroft for the day, permission from the dorm parent on duty is necessary.

Other rules include, but are not limited to:

- Fire equipment such as extinguishers and sprinklers are located in residence homes. Any obstruction or misuse of this equipment is forbidden. It is imperative that this fire-fighting equipment is in working order at all times.

- Empty alcoholic beverage containers may not be displayed as decoration and will be considered the same as possession of alcohol.
- All travel documents (i.e., passports, I-20's) should be given to the Assistant Head of School for Admission and Advancement or designee upon arrival. All documents will be kept in a safe. The school will not be responsible for any documents a student wishes to keep.
- Foxcroft Academy is not responsible for lost personal items. Residents should keep expensive jewelry, large amounts of money, and important papers or documents in the safe. Other personal items should not be left in any common areas.
- When departing FA at year's end or upon withdrawal, residents must complete a "Residential Student Check-Out Form", residents are expected to leave their residence rooms in the same condition they were found, a minimal cleaning fee will apply for all students. An "excessive cleaning" fee of \$200 or more will be charged to each occupant for rooms left without being cleaned.
- Residents are to remain in the room assigned to them by the school. Any unauthorized moves will result in disciplinary action. Residents may request room changes through the Residential Life Director (see Section 3).
- Dorm parents will follow the outline of consequences for various rules that are broken. These consequences could range from weekend grounding to loss of Internet for an individual or an entire group and could even include being assigned to a different dorm. Major infraction of rules or repeated breaking of rules can lead to expulsion from the school.

VISITORS

Co-ed Visitation

Co-ed visitation may take place in the common area (entrance way lounge) of the dorm only. The boys' wing of the dorms are restricted to boys only and the girls' wing of the dorms are restricted to girls only. Violation of this rule will have serious consequences, including possible dismissal.

Day Students

Day students are allowed to visit the dorms after school if they are accompanied by a resident student and must sign in. Dorm students are responsible for informing their guests

of dorm rules. A day student violating a dorm rule may not be welcome in the dorms. A day student visiting a dorm student of the opposite sex may do so only in the student lounge/common area.

Overnight Guests

Students wishing to host a guest should fill out the Permission to Stay Overnight form in the Admissions/Residential Life Office and submit the form by end of school on Thursday. Though the visitor must agree to obey all Dorm and School rules, the host or hostess will be held responsible for the actions of the guest and will be expected to be with the guest at all times. Unless otherwise approved, visitors are not allowed during school nights.

TRAVEL

Weekend Absence Outside of Dover Foxcroft

To obtain permission to be absent from the residence dorm for the weekend outside of Dover-Foxcroft, a student must complete the following process:

1. Create a new Leave in Boardingware at least four days prior to the date you plan on leaving FA campus.
2. Provide the necessary information, including address of where you will be staying, contact information for the adult that will be accompanying you on this trip, and parent permission.
3. All students must meet all school-related obligations (classes, sports, work, etc.) and be free from discipline before leaving the Foxcroft Academy campus.
4. All students must return to FA campus no later than 7:00pm the last night prior to classes and are not permitted to miss classes for weekend travel.

Weekend Absence In Dover Foxcroft

To obtain permission to be absent from the residence dorm overnight in Dover Foxcroft, a resident student must abide by the following procedures:

1. Students may visit with families of faculty or staff members once they have signed out. They may also visit with day student families, if dorm parent receives a call or email from the day student's parent requesting your visit and with the permission of their dorm parents.

2. Students should have approval from their host emailed to their dorm parent by Thursday night. Once the email has been received by the dorm parent, he or she will sign the overnight permission form.
3. Students must meet all school-related obligations (classes, sports, work details, etc.) and be free from disciplinary actions before leaving the School, as reported by teachers and advisor to the dorm parent.

Students who are signed out for the weekend or any other overnight stay may not come and go from the home to dorm without permission from the dorm/residential house supervisor on duty. For weekday overnight you must obtain permission through the Residential Life office at least one week in advance.

Hotels

Residents are not allowed to stay in a hotel unless accompanied by one of their parents or another approved adult. Any exceptions to this rule must be approved at least two weeks in advance by the Assistant Head of School for Admission and Advancement who will need written consent of the biological parents or guardian.

In the case of an emergency or change of weekend plans, the dorm parent should be contacted immediately.

Flights/Bussing

FA will provide free transportation to and from the Bangor International Airport (BGR) or any of the Bangor bus terminals upon arrival and departure, when travel plans are submitted on time, at no cost to the student. FA will provide transportation to and from the Portland Airport for a \$350 fee each way. Students arriving in Portland after 11 p.m. will need to stay at the airport hotel and will be picked up by 9:00 a.m. the next morning. Students departing before 9 a.m. from Portland, will need to spend the night before. Once students arrive or return to campus, they must sign in with the dorm parent on duty in person and abide by all dorm rules.

If students arrive earlier or later than the designated arrival date, Director of Residential Life will arrange transportation at the students' expense.

Educational Testing

Foxcroft Academy is an official ETS TOEFL test site. Students will be assessed a fee for transportation to "off-site" TOEFL test sites, per rate schedule listed below.

Students needing to travel to other test centers or who do not turn in their travel plans (SAT Testing and offsite TOEFL Testing) on time will need to coordinate their own transportation with local taxi services. There may be times when Foxcroft Academy can help to arrange for a private driver to transport students to their destination. In those cases, students will be charged \$80.00 per trip to Bangor and \$300 to Portland and \$450 to Boston. These rates may change based on the cost of fuel at the time of the trip. *These rates apply for 1-14 students.

It is the responsibility of the student and their parents/guardian/agent/consultant to coordinate travel arrangements and details with Foxcroft Academy. Note: Bus service to and from Portland / Boston and beyond are also available at the student's expense \$50 and up each way, but still carry a transportation fee to Bangor (\$50 round trip).

School Breaks

Students must inform the Admissions/Residential Life Office of travel plans (beginning / ending of school year or vacations) by the established deadlines below. Students who need to make travel arrangements can do so with the assistance of their dorm parent or the Admissions/Residential Life Office. The deadlines for submitting travel plans to the Admissions/Residential Life Office are as follows:

School Break	Departure (after 3pm)	Travel Plans Due	Arrival Back
November 21 - 23	November 16	November 2	November 25
December 24 - January 2	December 21	December 7	January 2
International travel allows 1 day of missed classes with planned absence. Students may not leave any earlier for international travel and may not miss any classes for weekend or domestic travel.			
February 18 - 22	February 15	February 1	February 24
April 15 - 19	April 12	March 29	April 21
June 7 (Last Class Day - Mandatory)	June 10	May 25	TBD

If you leave prior to date of departure you must obtain a Planned Absence form from the Assistant Head of School's office (only applicable at Christmas break and for international travel) and have the form filled out and signed by all of your teachers as well as the Assistant Head of School for Academics. If granted, a planned absence does not excuse you from academic work you may have missed, and you must, on your own time, make up work and or tests. **This is your responsibility, not that of the teacher(s).**

** Any days missed beyond the outlined dates above or without written consent from the Assistant Head of School for Admission and Advancement and the Assistant Head of School

for Academics will be UNEXCUSED and you will not be able to make up work missed on those days (this might be a test!).

School vacations

When the dorms are closed for vacations, all students must make arrangements, with the consent of their parents or guardians and the dorm parents, to spend the vacations off campus. The dorm parent will contact the parents to verify a student's plans if there is concern. It is expected that each student will be spending their vacation time with an adult who is over 21 years of age and who is approved by parents.

Dorm Closure

We ask that students plan ahead and return vacation travel forms with their itineraries at least four weeks before the departure date (see schedule above).

It is important that students be aware of vacation dates so that travel plans can be made well in advance. It is our expectation that students refrain from leaving early and that they return to school on time after vacations.

Returning to School

Students returning to school from vacation should plan to return to the dorms on the day the dorms open no earlier than 12:00 p.m. Students arriving before that time will need to make arrangements to stay elsewhere until the dorms open. When students return to campus they must check in with the dorm parent on duty and notify them that they have returned to campus.

DINING SERVICES

Allowances

Boarding Students are offered a comprehensive 19-meal plan. On days of academic classes, students are offered breakfast, lunch and dinner. On non-academic days, students are offered brunch and dinner. Each academic day students will have an \$8.00 allowance for food purchases. This \$8.00 is a sufficient amount of money to cover all nutritional needs during break time and lunchtime. Food costs exceeding \$8.00/day, in combination of break and lunch, will have to be paid in cash at time of purchase.

Hours of Operation

Academic Days

Breakfast: 7:30am – 8:20am

Lunch: According to student schedule

*\$8.00 allowance applies

Dinner: 5:00pm – 6:30pm

*In-room study time begins at 8:00pm

Non-Academic Days

Brunch: 10:30am – 12pm (noon)

Dinner: 5:00pm – 6:30pm

General Responsibilities

Boarding students are expected to clean up after themselves at all meal times. This means clearing your tables and adjacent floor areas of all dishes, paper, and food waste. In addition, at dinner times students should place utensils, plates and cups in the appropriate locations for cleaning and sanitizing by the Dining Services staff. Students will wipe down their tables with a sponge or wet cloth to finish the clean-up process.

Boarding Students will be granted an allowance for food each academic day to be used at Breakfast and Lunch times. This allowance is intended and designed to permit each of you to get the appropriate level of nutritional value necessary. Purchasing food on this allowance to share with non-boarding students is not permissible, and is subject to disciplinary action.

Please be mindful of the quantities of food in which you take for consumption. As primarily an American-style cuisine you will be offered the opportunity to try new food choices. It is understandable that you may not “love” the food in which you are trying yet do not be wasteful. If you are unsure if you will like a food item, do not purchase excessive amounts of it and throw it away.

Visitors

Visitors at Foxcroft Academy are always welcome (friends on approved visitation, alumni, family, etc.). The cafeteria is open to all visitors free of charge for breakfast, brunch, and dinner. Lunch will require payment by the visitor and may not be charged to a student account.

WEEKEND ACTIVITIES

Weekends are a time to relax, play, or participate in some of the activities one is unable to do during the busy week. As a small rural community the weekend activities are different than some of those you might find in a large city. At the same time our weekends provide a wide range of activities including everything from climbing Borestone Mountain and snowboarding and skiing on Sugarloaf Mountain to shopping at outlet stores in Freeport and attending theatre and musical productions at the Maine Center for the Performing Arts.

If you have any ideas for weekend activities, please see the Director of Residential Life or a member of the Activities council.

Dorm students are encouraged to participate in cultural activities each semester. In addition, Foxcroft Academy offers Jazz Band, Choir, Chamber Ensemble and a musical productions each year. Some students also perform in the Bangor Youth Philharmonic Orchestra. Remember all activities lead towards achieving your Res Life Curriculum goals!

STAYING IN TOUCH

Mail should be sent to students at the School's address (see below). All campus mail is delivered first to main academic building (Oakes Hall). Student mail is distributed after school by proctors (except packages) during the week.

Students may be reached by telephone by calling the student's phone number in their respective dorm. You may check with the Admissions and Residential Office for any additional messages. The dorm parent on duty can be reached through a cellular phone during the following hours:

- Monday–Thursday, 3 p.m. to 11 p.m.
- Friday 3 p.m. to Monday 8 a.m.

If you want to have care packages sent to you, the address below is the address they should be mailed to. Give this to your family and friends. It is a special feeling to get a package during the school day.

Foxcroft Academy

Student's Name

975 West Main Street

Dover-Foxcroft, ME 04426

** All mail will be picked up by proctors and/or residence hall designee for distribution.
Mail and packages are not to be picked up during the school day.

FOXCROFT ACADEMY

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