

# BRIDGTON ACADEMY

CLASS OF *2016*

STUDENT HANDBOOK

# BRIDGTON ACADEMY STUDENT HANDBOOK FOR STUDENTS AND PARENTS 2015-2016



## MISSION STATEMENT

Bridgton Academy's mission is to provide a program for young men in a unique, one-year postgraduate environment to prepare for the competitive rigors of college and beyond.

## VALUES

- *Bridgton Academy values intellectual vitality* which is characterized by knowledge, creativity, curiosity, and critical thinking.
- *Bridgton Academy values community* which is characterized by a culture that respects ethics and diversity, and which practices caring, empathy, fairness, trust, civility, and collaboration.
- *Bridgton Academy values sportsmanship* which is characterized by fair play, hard work, and mutual respect.
- *Bridgton Academy values personal and institutional accountability* which is characterized by honesty, openness, clarity, and shared ethical standards.
- *Bridgton Academy values excellence in all its endeavors.* A continuous pursuit of quality is essential in achieving excellence.

# THE SCHOOL HANDBOOK

This handbook sets forth the rules, regulations, and philosophy of Bridgton Academy. Students and their families are expected to be familiar with the contents of the handbook and to understand that they and the Academy are bound by its terms and conditions. It is the nature of a dynamic institution that things change from time to time during the school year. The Academy, therefore, reserves the right to alter provisions in the handbook. The Headmaster is the final arbiter of proper interpretation of the language in the handbook.

## Where To Go For Assistance

### What

Absences  
Academic Courses  
Athletics  
Athletic Injuries  
Automobiles  
College Guidance  
Computers  
Culinary Inquiries  
Health Problems  
Laundry  
Lost and Found  
Lost Room Key  
Off-Campus Permission  
Official Transcripts  
Packages/Overnight Deliveries  
Payment of Bills  
Room Condition  
Academic Schedule  
Vehicle Permission

### Who

Department of Student Life  
Dean of Academics  
Athletic Director  
Athletic Trainer  
Department of Student Life  
Director of College Counseling  
Director of Technology  
Director of Culinary Operations  
Nurse  
School Administrative Assistant  
School Administrative Assistant  
Department of Student Life  
Department of Student Life  
Registrar  
School Administrative Assistant  
Business Office  
Dorm Parent  
Dean of Academics  
Department of Student Life

### Where

Student Life Offices  
Humanities Center  
DeSorrento Wing  
Memorial Gym  
Student Life Offices  
Humanities Center  
Humanities Center Library  
Goldsmith Dining Hall  
Student Life Offices  
Hamlin STEM Center  
Hamlin STEM Center  
Student Life Offices  
Student Life Offices  
Humanities Center  
Hamlin STEM Center  
Academy Building  
Dormitory  
Humanities Center  
Student Life Offices

*Student Life Offices are located in the bottom floor of Goldsmith Dining Hall.*

## Bridgton Academy

P.O. Box 292 (mailing)  
11 Academy Lane (shipping)  
North Bridgton, ME 04057  
Phone: 207.647.3322  
Fax: 207.512.5977

[www.bridgtonacademy.org](http://www.bridgtonacademy.org)  
[facebook.com/BridgtonAcademy1808](https://facebook.com/BridgtonAcademy1808)  
[twitter.com/bridgtonacademy](https://twitter.com/bridgtonacademy)  
[youtube.com/BAwolverine1808](https://youtube.com/BAwolverine1808)

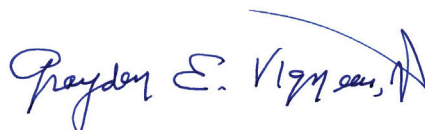
# HEADMASTER'S WELCOME TO STUDENTS

Dear Members of the Class of 2016:

Welcome to Bridgton Academy! You have chosen to become part of a community that traces its beginnings back more than two hundred years. Bridgton Academy's mission is to provide you with an environment in which you may grow and mature in preparation for college.

One of your first tasks, as a member of the Bridgton Academy community, is to read this school handbook. The handbook contains important information about school resources, policies, and procedures. Your transition from high school to Bridgton Academy will be smoother if you have knowledge of our community and its expectations prior to your arrival on campus.

You have made a very important decision to attend Bridgton Academy. Only your complete involvement and commitment will ensure that "The Year That Makes *The* Difference" lives up to its promise. I challenge you to give yourself the opportunity to grow and prosper at Bridgton Academy.

A handwritten signature in blue ink that reads "Graydon E. Vigneau, Jr." with a stylized flourish at the end.

Graydon E. Vigneau, Jr., P '12  
Headmaster

## **SCHOOL SPIRIT**

School spirit is an expression of pride in yourself and in the fact that you enjoy the privilege of attending one of the nation's oldest and most successful prep schools, and the only school devoted exclusively to the education of the postgraduate. School spirit is difficult to define and impossible to prescribe. It is an attitude rather than a fact.

Thousands of graduates throughout the United States and beyond are proud to be alumni of Bridgton Academy. And, in a relatively short period of time, you too will become an alumnus.

The success you enjoy here will be determined by you and your classmates. It is not dependent upon your previous experiences. This can be the "year that makes the difference."

We are proud to be welcoming the Class of 2016 this year; however, 2015-2016 is really **your** year. That fact makes it the most important year of all.

If there exists enthusiasm and cooperation between faculty and students, the success and expectations we mutually seek will be obtained.

It is the goal of the faculty and the administration to make this a year that you will remember and look back upon as one of the best years in your entire life.

## **STATEMENT OF NONDISCRIMINATION POLICY**

In student admission, Bridgton Academy is committed to the principles of full equal opportunity. Bridgton Academy does not discriminate on the basis of race, color, religion, sexual orientation, age, physical handicap, ethnic or national origin.

Candidates for admission are judged on the basis of their application, references, SAT scores, personal interview, and the previous high school program of studies. The Academy seeks students seriously interested in preparing for college who will be mature members of the student body.

# HEADMASTER'S LETTER TO PARENTS

Dear Parents of the Class of 2016:

You and your son have made an important commitment in choosing to attend Bridgton Academy. The transition from high school to college is difficult. The decision to spend a year at Bridgton Academy prior to entering college is recognition of this important transition. You are to be commended for supporting your son's desire to succeed.

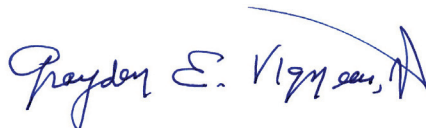
A key component in supporting your son is allowing him to develop a sense of responsibility. One of Bridgton Academy's values (see page 2) states, "Bridgton Academy values personal and institutional accountability which is characterized by honesty, openness, clarity, and shared ethical standards." At Bridgton Academy, students must develop a strong sense of personal responsibility and accountability in all aspects of campus life. We need your support in helping your son develop the strength of character so needed in our society.

Bridgton Academy is not always a comfortable place. The expectations are high, and the demands can seem overwhelming. However, growth only occurs in an atmosphere of challenge and support. The challenges will be many, but our faculty and staff are committed to supporting your son's efforts to triumph over these obstacles, while gaining skills for future successes. I ask that you support us in this endeavor by giving your son the space and independence he needs to discover his potential.

Bridgton Academy does not work for all students. We do not have a magic wand which will enable all students to achieve all their dreams in one short school year. Our goal is to set them on a path to success and to achieve dreams not yet contemplated. Your support for our program and its demands will help your son find that path. Keep your expectations for your son and Bridgton Academy high, but realistic.

A last note on communication: the cliché, "communication is a two-way street," although trite, is true. Bridgton Academy pledges to communicate with you in an open and timely manner. We ask the same of you. If you have a concern, please contact us immediately. What starts as a minor issue can grow beyond measure if left unattended. This handbook provides phone numbers and e-mail addresses for all faculty and administrators.

I am looking forward to getting to know your son and working with you to help him find the path to success.

A handwritten signature in blue ink that reads "Graydon E. Vigneau, Jr." with a stylized flourish at the end.

Graydon E. Vigneau, Jr. P '12  
Headmaster

# **BRIDGTON ACADEMY COMMUNITY CODE OF BEHAVIOR**

The following Code of Behavior is the effort of a student/faculty committee. It is intended to be a guideline for your year at Bridgton Academy.

Members of the Bridgton Academy community:

- shall treat all others with courtesy.
- are committed to the principles of fairness and the practice of empathy.
- work collaboratively toward shared goals and objectives.
- welcome challenges and commit themselves to meeting those challenges.
- pursue excellence in all endeavors.
- respect diversity in all of its manifestations.
- take responsibility for protecting the opportunity for each of his classmates to be himself comfortably and to pursue his goals without harassment or intimidation.
- express their differences in a respectful manner and are committed to the nonviolent resolution of conflict through open and honest communication.
- take responsibility for their own behavior, provide feedback in a supportive, constructive manner, and seek to use constructive feedback by altering their behavior when appropriate.

In addition:

- Both as athletes and as fans, Bridgton Academy students embody sportsmanship in that they work hard, play fair, and respect their opponents.
- Bridgton Academy students seek to turn mistakes into opportunities for positive change.

## **HARASSMENT AND BULLYING POLICY**

Members of the Bridgton Academy community are expected to treat each other with civility and respect. It is the policy of the Academy to provide and maintain an environment that is safe and conducive to personal growth. Harassment or bullying will not be tolerated. Any form of written, electronic, verbal, or physical conduct (sexual or nonsexual), that has the purpose or effect of unreasonably interfering with another person's school performance or creating an intimidating, hostile, or offensive school or working environment will be cause for disciplinary action as a major rules violation. Conduct of this nature that occurs over the Internet, text messaging, or through any social media service is included in this policy.

Students who feel that any member of the Bridgton Academy community has subjected them to harassment or bullying should report the matter to their advisor, the Dean of Students, or to any member of the faculty with whom he or she feels comfortable. Bridgton Academy will not tolerate retaliation against any person who reports, provides information, witnesses, or cooperates during an investigation of bullying.

# TABLE OF CONTENTS

Mission statement, objective and values .....	2
Where to go for assistance.....	3
The School Handbook .....	3
Headmaster's welcome to students .....	4
School spirit.....	5
Headmaster's letter to parents.....	6
Community Code of Conduct.....	7
Harassment policy .....	7

## ACADEMIC LIFE

Academic Mission Statement .....	11
General Academic Information .....	11
Academic Performance Issues.....	15
Academic Policies .....	17
Classroom/Academic Day Information and Policies .....	18
Academic Support/Academic Support Center.....	24
Technology .....	25

## STUDENT LIFE

DISCIPLINE.....	28
Philosophy.....	28
Levels of discipline.....	28
Discipline process.....	30
Major offenses .....	30
Other offenses.....	31
ON-CAMPUS REGULATIONS/PROCEDURES .....	32
Dormitory .....	32
Fire drills, fire escapes, and fire extinguishers .....	34
Dining hall.....	34
Dress code .....	35
Personal property insurance .....	36
Vehicles.....	36
Bicycles .....	37
Leaving campus during the week .....	37



## **STUDENT LIFE, continued**

WEEKENDS AND VACATIONS .....	37
Weekends/Weekend permission.....	37
Vacations and long weekends .....	38
Special weekends.....	38
Transportation.....	39
STUDENT SERVICES AND SUPPORT .....	40
Communication .....	40
Telephones .....	40
E-mail .....	40
Post office .....	40
Religious worship.....	40
Laundry/linen service .....	40
Student health services .....	41
Advising.....	42
Counseling .....	42
Financial information .....	43

## **ATHLETICS**

ATHLETICS.....	45
Statement of Purpose.....	46
Overview .....	46
Athletic/Academic Eligibility Policy.....	47
Athletic dress code.....	48
Uniforms.....	49
Facilities .....	49
Transportation for teams.....	50
Health and injuries.....	50
Opening the season.....	50
Special trips .....	50
Athletes' code of conduct.....	51
Spectators' code of conduct .....	51
Life After Bridgton Academy .....	52
Staff .....	53
Who's Who at Bridgton Academy .....	54
Bridgton Academy Commencement Awards.....	56
School Calendar .....	59
Campus Map.....	60

# ACADEMIC LIFE



ACADEMIC MISSION STATEMENT  
GENERAL ACADEMIC INFORMATION  
ACADEMIC PERFORMANCE ISSUES  
ACADEMIC POLICIES  
ACADEMIC DAY INFORMATION AND POLICIES  
ACADEMIC SUPPORT/ACADEMIC SUPPORT CENTER  
TECHNOLOGY

# OVERVIEW

## BRIDGTON ACADEMY ACADEMIC MISSION STATEMENT/PHILOSOPHY:

The Bridgton Academy academic mission, supported by all members of the community, is to prepare students for the increased expectations and rigors of college. Our program of study strives to integrate students' existing academic skills with the Academy's curriculum to reinforce the acquisition, retention, and demonstration of knowledge.

To that end, our community supports a curriculum that values, above all:

- intellectual clarity, characterized by knowledge, creativity, curiosity, and critical thinking
- clear communication, highlighted by the ongoing development of strong literacy and oral communication skills
- an appreciation of and tolerance for diverse ideas and experiences
- the ongoing development, in each of our students, of a broad, empathic, and enduring intellectual framework.

## INTRODUCTION

While acquisition of knowledge, development of skills, and level of performance in the academic arena are the clear responsibilities of each individual student, providing the opportunity to pursue these matters is equally the clear responsibility of Bridgton Academy. The Academy takes its responsibilities seriously and expects students to do the same.

Topics in this section of the Handbook deal with many aspects of academic life at the Academy. Any questions about procedures or policies within the academic life of the school are best addressed directly to the Dean of Academics.

# GENERAL ACADEMIC INFORMATION

## GRADUATION REQUIREMENTS

### ACADEMIC GRADUATION REQUIREMENTS

To be eligible to graduate from Bridgton Academy, a student must earn a minimal, cumulative academic grade point average of 1.70 (C-) in courses taken at the Academy during his academic year. Additionally, if a student fails a course in the second semester, the cumulative grade point average in his remaining courses must exceed 1.70. Lastly, all students must, in order to graduate, complete all major assignments, projects, or exams in the fourth quarter. Students admitted at the mid-year point are expected to attain a 1.70 GPA in order to be able to participate in commencement exercises. Any decision regarding graduation eligibility will be made by the Dean of Academics.

### HIGH SCHOOL DIPLOMA REQUIREMENTS

Although the primary mission of the Academy is to provide a year of postgraduate study for young men who hold a high school diploma or its equivalent, some students attend the Academy with the goal of attaining a diploma. For such students, the following requirements apply:

To earn a high school diploma from Bridgton Academy, a student must be enrolled at the Academy for a full academic year as a full-time student, successfully completing a minimum of four full-credit courses per semester which must include English and an appropriate level of mathematics, and must be able to produce from another accredited secondary school an official transcript which shows that he has earned enough credits which, when combined with course credits earned at Bridgton Academy, satisfy the following requirements:

- English 4 years
- Mathematics 3 years (to include one year each of Algebra 1, Geometry, and Algebra 2)
- Laboratory Science 2 years
- History/Social Science 2 years (to include a full year of US History)

Combining the above required courses with academic elective courses, a student must earn a total of 17 credits (Full Carnegie Units or the equivalent) over his entire high school experience. Diploma requirements are established by the Academic Affairs Committee, in consultation with the faculty. Exceptions to the stated requirements may be granted by the Academic Affairs Committee or other groups designated by the Headmaster. The ultimate decision regarding the granting of a Bridgton Academy diploma rests with the Headmaster.

### **ACADEMIC COURSE LOAD AND RIGOR**

The minimal course load for all students is four full-credit courses per semester, which must include an English course and a mathematics course. Students enrolled in pass-fail courses, such as Focused Academic Coaching and/or SAT Prep, must maintain the four full-credit course minimum in addition to any pass-fail courses. Some students may enroll in five full-credit courses with the approval of the Dean of Academics.

Bridgton Academy meets the academic needs of a wide range of student ability levels. Courses offered under the College Articulation Program (CAP) are regarded as the most challenging, since CAP courses require students to perform according to the demands of actual college courses (see section detailing CAP courses, page 11). Other courses at the Academy are demanding, but may be more or less challenging, depending upon the academic background of the student. In order to make the postgraduate year the most meaningful experience possible, a student should carry courses which stretch his ability and force him to work hard to meet their demands. Colleges prefer that postgraduate students take academically rigorous courses that are not a repetition of high school courses already on the transcript.

The Dean of Academics, working closely with a student's Faculty Advisor and College Counselor, offers advice about course selection to a student and has the authority to deny enrollment in a course which, in her opinion, does not challenge a student's ability or which might weaken his chances for admission to college.

### **COURSE/SCHEDULE CHANGES**

Within the first week of first semester and within the first week of second semester, a student who wishes to change a course or the schedule of courses assigned must follow these procedures:

- Discuss the proposed change with his Faculty Advisor and the teacher of the course in question
- With tentative approval of the Advisor, address the change with the Dean of Academics. If the Dean approves the change, the student will be issued an Academic Course Add-Drop Form.

- It is the student's responsibility to take the Add/Drop Form to the persons listed thereon (the teacher of the dropped course, the teacher of the course to be added, the student's Faculty Advisor, and the Dean of Academics) for their approval and signatures before taking the form back to the Dean of Academics to affect the change. A student will be held accountable for attendance and completion of academic work assigned in a course being dropped UNTIL the completed form is submitted to the Dean of Academics and a new schedule is provided to the student.

Students may **not** add or drop a course after the end of the add-drop periods offered at the start of each new semester.

## **ACADEMIC EVALUATION**

### **GRADING CALENDAR AND GRADE REPORTS**

Bridgton Academy divides the academic year into two semesters, and there are two marking periods (quarters) within each semester. Grades (and accompanying teacher comments) are issued and made available online at the conclusion of the first marking period in late-October; the first semester in late-December; the third marking period in early March; and the second semester in mid-May. The mid-semester grades (issued in October and March) will not appear on the student's official Bridgton Academy transcript and are simply reflections of a student's progress to that point.

### **GRADING SCALE**

Evaluation Guidelines: The following is intended as an outline of our grading breakdowns and a way to gauge student achievement in relationship to those grades.

#### **A 93-100 4.0      A- 90-92 3.7**

Outstanding achievement/performance in all aspects of the course. Student excels in meeting course objectives, and student's performance and measured learning substantially exceed instructor's minimum expectations for the course.

#### **B+ 87-89 3.3    B 83-86 3.0    B- 80-82 2.7**

Satisfactory completion of course requirements and good achievement/performance in all aspects of the course. Student excels in meeting course objectives, and student's performance and measured learning exceeds instructor's minimum expectations for course.

#### **C+ 77-79 2.3    C 73-76 2.0    C- 70-72 1.7**

Satisfactory completion of course requirements and satisfactory achievement/performance in most aspects of course. Student meets instructor's minimum expectations for course.

#### **D+ 67-69 1.3    D 63-66 1.0    D- 60-62 0.7**

Unsatisfactory performance in significant aspects of course and/or failure to complete course requirements. Student falls short of teacher's minimum expectations in terms of course objectives, but progress or achievement is sufficient to earn credit.

#### **F 59 and Below 0.0**

Failure to complete significant course requirements and very unsatisfactory achievement in significant aspects of course. Little progress toward meeting course objectives. Credit not awarded. In determining a cumulative grade, an "F" can be no lower than a 50.

## **LATE WORK POLICY**

Work that is not turned in on time may be accepted up until the following Monday by 3 p.m. for a reduction in credit. After the specified Monday, the work will no longer be accepted and will be given a zero.

## **SEMESTER AND FINAL EXAMS**

Since major examinations have significant impact on most students' lives in college, Bridgton Academy considers comprehensive exams—and preparation for these exams—to be important learning experiences for its students as they prepare for college. Therefore, at the end of both semesters, each course requires a comprehensive examination or project, the results of which will have a measurable impact on the semester and final grades issued. Students are encouraged to begin preparation for semester exams several weeks before the exam period. During the exam period, classes do not meet, enabling students to devote extensive time to studying. Completion of all semester exams and/or major course projects is a condition of graduation eligibility.

## **FIRST SEMESTER AND SECOND SEMESTER EXAM SCHEDULES**

Exams are scheduled at the end of both semesters, with schedules posted well in advance. Exams are intended to give students experience in a collegiate examination period; i.e., exams may be scheduled late in the afternoon or during the evening. Students may have up to two exams scheduled on the same day. Each semester's exam schedule is posted two weeks prior to the start of the exam period; teachers are not allowed to change the established time and date of an exam without permission of the Dean of Academics, and students should not expect teachers to reschedule an exam to allow for an early departure for a vacation.

## **TEACHER COMMENTS**

Written comments about each student's performance and effort are submitted with the grades by each teacher for the first, second, and third marking periods. Teacher comments are included with the grade reports. Copies of the teacher comments are shared with Faculty Advisors, College Counselors, Academic Coaches, and the Dean of Academics, and are available to the student through his Faculty Advisor.

## **ACADEMIC TRANSCRIPT**

Although grade reports are created and made available to parents according to the schedule noted, the only grades recorded on the Bridgton Academy transcript are academic grades in courses completed at the conclusion of a semester. Academy transcripts are prepared for use in the college admission process at the end of the first semester; these transcripts show grades earned through the end of the semester. A final transcript is prepared for each student at the end of the academic year showing final grades for all courses completed at the Academy in both semesters. Final transcripts will not be released by the Academy, however, until all financial obligations have been met. If a student withdraws or is dismissed from the Academy before graduation, the Academy has no obligation to prepare an academic transcript for the student, but may, in certain circumstances, present a transcript showing work completed through the end of the last official marking period prior to the date of departure from Bridgton Academy.

## **CLASS RANK, GPA, and HONOR ROLL**

*BRIDGTON ACADEMY DOES NOT COMPUTE CLASS RANK.* A GPA (Grade Point Average) is calculated for each student at the conclusion of each marking period. An honor roll is posted to reward the efforts and performance of students who maintain at least a 3.0 GPA and earn no grade

below C-. Within this group, Honors are awarded to students earning between a 3.0 and a 3.34 GPA; High Honors are awarded to students with a GPA between 3.35 and 3.74; Highest Honors are awarded to those students who earn a GPA above 3.75.

## **ACADEMIC PERFORMANCE ISSUES**

### **PLAGIARISM AND ACADEMIC DISHONESTY**

Plagiarism is defined as stealing language, ideas, thoughts, or opinions from another person, and representing them as the ideas of the person passing in the work. At Bridgton Academy, plagiarism, like the theft of another's property, is punishable by dismissal. Although some people think that plagiarism only involves the misuse of footnotes or endnotes in research papers, plagiarism is the proper term for copying another's work on a homework assignment or lab report, or for looking over at the quiz paper of the student sitting in the next row and using his answers. Plagiarism is academic dishonesty and is not tolerated at Bridgton Academy or any other academic institution.

The Academy expects that the work each student submits is his own. When a teacher suspects that a student has committed plagiarism of any sort, the incident is reviewed with the Dean of Academics; in turn, the Dean of Academics may bring the case before the Academic Review Committee for investigation and recommendation, in consultation with the Dean of Students, of disciplinary action. A student may also be asked to appear before a judicial board as a result of plagiarism, depending on the severity of the infraction. This is at the discretion of the Dean of Academics and the Dean of Students. Any student who knowingly supplies his work to be copied will be subject to similar disciplinary action as well.

### **ACADEMIC REVIEW COMMITTEE**

The Academic Review Committee, comprised of members of the Academic Affairs Committee and selected faculty members, deals with academic issues, including academic dishonesty, and reviews the progress of those students in academic jeopardy over the course of the year. The role of the Academic Review Committee is to work with students experiencing academic difficulties and their advisors to develop an action plan for improvement. If, however, the student is not able to follow this plan—or if the ongoing results do not reflect appropriate progress—the Academic Review Committee possesses the authority to recommend dismissal from the Academy on academic grounds. Most often, a student's interaction with the Academic Review Committee is precipitated by end-of-quarter grade reports, but a student may be required to meet with the Committee as a result of multiple expressions of concern by one or more teachers at any time during the academic year.

Typically, the Academic Review Committee will meet, following each marking period, to discuss all students whose cumulative academic GPA is in the C- range or below or whose efforts and habits are cause for concern. The Committee, in conjunction with the Dean of Academics, may, following a meeting with the student, simply send, as detailed below, a Letter of Concern or, in more serious cases, place him on Academic Warning or Academic Probation. When a student is asked to appear before the Committee, his Faculty Advisor accompanies him and serves as his advocate. Parents are informed when such action is taken; they will also, following the meeting, receive a copy of the letter that their son will receive as a follow-up, outlining the Committee's recommendations from the Dean of Academics.

The Committee, as part of its remediation protocol, may also require a student to present evidence of improvement between formal marking periods. In such a case, the student's Faculty Advisor will typically serve as the monitoring agent for the Academic Review Committee. Parents are informed when such action is taken. At the end of the first semester, the Academic Review Committee will again

review the progress of any student whose academic average remains at or falls below the C- range or whose general academic performance continues to languish, and will make a recommendation for a Letter of Concern or a status of Academic Warning or Academic Probation. The Committee will require a student and his Faculty Advisor to appear before it to discuss the best plan for improving the student's academic standing, and to direct the Advisor to continue to monitor the student's progress for the Committee. As in all cases that concern the Academic Review Committee, parents will be informed as to the Committee's recommendations. In certain cases, the Committee may recommend to the Headmaster that a student's performance and/or effort have fallen so far below standards that he be dismissed.

As the year progresses, the Committee will continue to review students' progress. At the start of the fourth marking period, the Committee meets with all students whose academic GPA or status in a particular course indicates that they may not be eligible for graduation. The Academic Review Committee then specifies the conditions by which the student may be eligible for graduation, and the Dean of Academics will, in turn, notify the parents of the stipulations required by the Committee. In such cases, the Dean of Academics monitors the student's progress regularly. In addition, parents are encouraged to contact the Dean of Academics for periodic updates.

### **LETTER OF CONCERN**

A Letter of Concern reflects an emerging level of academic concern and is used to alert a student to a concerning academic performance or trend. In addition, the letter will revisit some of the academic expectations and also recommend steps to follow that will help a student to regain more solid academic standing. The student's teachers, advisor, and parents will receive a copy of this letter as well.

### **ACADEMIC WARNING**

Academic Warning is a status that reflects a strong sense of concern with a student's academic progress. At any time during the year, a classroom teacher, coach, or advisor may express concern about the performance of a student to the Dean of Academics and/or the student's Faculty Advisor. At such point, the Dean of Academics, in conjunction with the Academic Review Committee may, following a meeting with the student and his advisor, place the student on Academic Warning status. This status will require the student to follow various remedial steps in an attempt to regain more solid academic standing. These steps will be monitored by the student's advisor and the Academic Review Committee, and as in all such cases, families, teachers, and advisors will receive copies of any related correspondence.

Academic Warning is an internal status and is not reported on a student's official transcript.

### **ACADEMIC PROBATION**

Academic Probation is the Academy's most serious statement of academic concern and means that a student's eligibility to graduate is in jeopardy. A student may be placed on Academic Probation when his academic cumulative academic GPA falls below the C- range after the first marking period or if there is a significant issue with a particular student's academic preparation and/or classroom comportment. As any probationary status implies, a student will be held to a strict protocol of check-ins and progress updates. Any failure to meet these requirements may result in immediate dismissal from the Academy. As in all such cases, families, teachers and advisors will receive copies of any related correspondence.

Academic Probation is an internal status and is not reported on a student's official transcript.



# GENERAL ACADEMIC POLICIES

## VACATION POLICY

The Academy's annual calendar (inside back cover) provides the framework by which students and parents are to arrange transportation to and from the Academy. The calendar is published before the beginning of the academic year, in order to allow ample time for families to make transportation plans for vacations and scheduled breaks. **Both parents and students must realize that a student is not excused to leave the Academy until AFTER HIS LAST SCHEDULED OBLIGATION (regularly scheduled class, exam, lab, or other appointment).** Following a vacation or weekend, students are expected to return to the Academy in time to meet their first obligations (regularly scheduled evening study hall or dormitory check-in). Absences relating to early departures or late returns will be referred to the Dean of Students. In the event a test, quiz, lab, exam, or similar obligation is missed due to an unexcused absence resulting from travel convenience, the teacher will likely assign the work missed a ZERO. Teachers are not allowed to change the established time and date of an exam without permission of the Dean of Academics, and students should not expect teachers to give an exam early to allow early departure for a vacation.

## MEDICAL LEAVE POLICY

Medical Leaves may also be granted for mental health or substance related issues when symptoms make it too difficult for a student to meet his day to day obligations as a student on campus. Further considerations will include situations when treatment needs can not be met effectively while the student is on campus, or when short-term treatment goals can be met more effectively off-campus. In each case, the goal is to have the student's emotional and psychological needs met, and secondarily make it possible for the student to return to complete his BA program in a time frame that meets the minimum attendance expectations as listed on Page 19.

Medical Leaves for mental health or substance related issues will be granted based on the recommendation of the School Counselor, in consultation with other BA staff, the student, and with permission, the student's parents. Such a leave may also be granted at the request of a student and their parents, based on the recommendation of a medical professional, in consultation with the School Counselor. In each case, the School Counselor, in cooperation with other appropriate Academy staff will determine the student's readiness to return to campus life, based on information provided by the student, their parent(s), and the health professional providing treatment while the student has been off campus. Consideration will be given to reasonable and appropriate accommodations being provided upon the student's return.

## COLLEGE ARTICULATION PROGRAM (CAP) COURSES

Since 1981, Bridgton Academy has enjoyed partnerships with the University of Southern Maine, St. Joseph's College of Maine, and Plymouth State University, which allow various college courses to be offered to qualified students on the Bridgton Academy campus. These courses earn college credits which may be transferable to each participant's college. CAP courses are taught with standards and a level of intensity commensurate with what is expected of students in the equivalent courses at the colleges through which the courses are sanctioned. In order to maintain the level of rigor appropriate for CAP courses, students will take a placement exam upon arrival on campus. Based on the outcome of those exams, students are offered entrance into the CAP courses. The Dean of Academics may allow a student an additional opportunity to gain entrance into a CAP course based upon further evaluations if the entrance exam does not meet the standards required. Additionally students may use their first semester grades as an opportunity to demonstrate readiness for CAP

courses in the second semester. Upon successful completion of a CAP course, a student may expect to earn credit, if he has received a grade of C or better. There is a **non-refundable fee** for CAP courses, which varies according to each course, which must be paid according to the course registration policies of the colleges grading the credit.

## ACADEMIC DAY POLICIES

### Academic Day Calendar

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8-8:50	Faculty	A	A	A	A
9-9:50	Chapel	B	B	B	B
10-10:50	C	C	C	Advisory	C
11-11:50	D	X Block	D	D	D
12- 12:50	E	E	BA Bucket List	E	E
1-1:50	F	F		F	F
2-2:50	G	G		G	G

## ACADEMIC DRESS CODE

At Bridgton Academy we recognize that personal representation can be reflected in a student's personal appearance, language or behavior. The expectation for all students is that they abide by the rules set forth by the Academy and that they show respect for themselves and for others at all times. During the academic day the expectation is that students focus on learning and are committed to the academic process.

From 8:00am through the end of each class day, Monday through Friday, Academic Dress is required.

1. Academic Day Dress Requirements: *(Applies in Hamlin STEM Center, Humanities Center, Academy Building, the Chapel and Goldsmith Dining Hall.)*

- All clothes should be neat, clean and free of holes.
- Clothing should be of proper fit and cover the chest, stomach, hips and underclothes.
- Inappropriate graphics are not permitted on any apparel items, including content pertaining to drugs, alcohol, tobacco, racist or sexist undertones or language, symbols or pictures that could be deemed offensive.
- Tank tops, sleeveless t-shirts, sweatpants, athletic shorts and pajamas are not permitted during the academic day.
- Footwear is required in every building except for dormitories.
- Hats are never allowed indoors except for dormitories, Memorial Gym and The Den.

2. At breakfast, dinner, and Study Hall students are expected to abide by the above Academic Dress requirements with the following exceptions:

- Clean athletic gear, shorts and pajamas are acceptable.

### **Formal Functions:**

There are occasions throughout the academic year where more formal dress is required. There will be special chapel presentations, advisor dinners, awards banquets, athletic events, class presentations and other functions that require a higher standard of dress for all students and faculty.

*The required attire for all formal functions is as follows:*

- Suit coat or blazer
- Dress pants
- Dress shirt; button-down with collar
- Tie
- Dress shoes and socks

## **ATTENDANCE POLICY**

Bridgton Academy expects students to attend all classes and meet all scheduled obligations. Faculty members are required to report all absences. Consequences for missing a class or any other scheduled obligation are detailed below, but the academic penalty is simple: Any work missed as the result of an unexcused absence may be graded as ZERO.

Productive academic time is critical to both students and faculty if they are to be successful in meeting their goals of learning and teaching. Teachers and students have an obligation to meet ALL scheduled classes, study halls, assemblies, meetings, weekend check-ins, and special events. Faculty members are required to report to the Dean of Students those students not present at, or late to, any of the above.

The names of students who are reported absent or late to any scheduled class, study hall, meeting, assembly, weekend check-in, or special event will be posted in the Daily Bulletin and those students will be asked to meet with the Dean of Students. Failure to meet with the Dean of Students within twenty-four hours will be viewed as an admission of unexcused absence. Students who feel they cannot attend an obligation because they are ill must see the School Nurse prior to the obligation in order to be excused.

### **ATTENDANCE CRITERIA**

Multiple unexcused absences will result in disciplinary action from the Dean of Students Office. The following is a description of the types of absences the school records:

**EXCUSED ABSENCE:** Any absence that is excused due to athletic events, admissions tours, or medical reasons. The expectation is that each student will notify his teachers prior to any excused absence. Medical Excuses are granted **ONLY** if a student reports to the Nurse **BEFORE** class. If a student misses a class and then goes to the Nurse, it will be counted as an Unexcused Absence.

**UNEXCUSED ABSENCE:** An unexcused absence is any failure to attend a required commitment during the school week which extends from Sunday Study Hall (beginning at 7:30pm) through Friday at 3:00pm without prior approval. ALL class, chapel, academic or advisor meetings count toward the unexcused absence total.

**PRE-APPROVED ABSENCE:** A pre-approved absence can be obtained by the College Counseling or Student Life Offices. Students must obtain a Special Absence form prior to any early departure or late return. The school's goal is to uphold the integrity of the school calendar. As such

not all requests will be approved. Absences incurred due to travel convenience will be considered unexcused.

The Dean of Students reserves the right to establish a consequence for any absence that affects academic performance.

### **Levels of Disciplinary Action from the Dean of Students Office are as follows:**

Weekly Attendance Reports are released from the Student Life Office every Thursday morning, and consequences will begin the following Monday for Levels 1 and 2. The following are the Levels of Disciplinary Action and the detailed consequences:

#### **Level 1 (5 Absences): Dean's Warning**

- Four-day detention in the Student Life Office, 3:00-4:00pm, Monday through Thursday, consisting of Academy Service and/or Office Detention.
- Letter Home from Dean's Office.

#### **Level 2 (10 Absences): On-Campus Suspension — Begins on the Monday following the notification of the attendance violation**

- Report to detention in the Student Life Office, 3:00-4:00pm, Monday through Thursday.
- Report to Saturday and Sunday morning detention from 8:30-10:30am.
- Student will remain on campus for the entire weekend. (School-sponsored activities are allowed.)
- Loss of participation in athletic events for one week, Monday through Sunday of the following week. (Students should participate in scheduled practices.)
- Letter home from the Dean's Office.

#### **Level 3 (15 Absences): Off-Campus Suspension**

- Suspension off-campus for 3 school days, giving parent and student an opportunity to reevaluate priorities and discuss attendance issues.
- Letter home from Dean's Office.
- Loss of vehicle privileges for the year.
- Probationary status.

#### **Level 4 (20 Absences): Considered chronic and a Major Code of Conduct violation, and as such, is cause for dismissal.**

### **SUPERVISED STUDY**

Throughout the academic year, all students are required to participate in evening study hours. Between 7:30 and 9:30pm, Sunday through Thursday evenings, every student is expected to be focused on academic work in an assigned setting as mandated by Study Hall regulations.

## **STUDY HALL**

During the first semester of the academic year, all students are assigned to a specific seat in SUPERVISED EVENING STUDY HALL. Rules for Study Hall are simple:

- Students arrive before 7:30pm, prepared with all necessary technology, materials, and assignments, ready to begin work promptly at 7:30 and to continue to work without interruption for two hours. Attendance is taken.
- Headphones and tablets/laptop computers are permitted; smartphones are not. Bottled water is allowed; food and any other type of beverage are not. Internet access is permitted, but student use will be monitored closely to ensure that academic priorities are being met. In the event that a student uses technology for any purpose other than academics, the electronic device will be removed by the proctor.

## **ROOM STUDY**

After the first full semester, students with an academic grade average (GPA) of 3.75 or above will qualify for the privilege of studying each evening in their dormitory rooms. Students who earn room study privileges are allowed to complete their nightly supervised study obligation under the following conditions:

- That they are in their own room promptly at 7:30pm, ready to devote two hours to academic work.
- That they don't use cell phones or televisions during these two hours.
- That they don't use computers for recreational purposes (gaming, media, social networking, etc.) during study hours.

As may be expected of any privilege, room study status may be revoked if a student behaves inappropriately or if the quality of his academic work declines.

## **SHUSH STUDY**

Students earning High Honors (a GPA in the 3.35-3.74 range) over the first semester will work, during Study Hall, in what are called SHUSH (Self-Helping, Unsupervised Study Hall) Rooms. In SHUSH Rooms, students will not have direct supervision and can work quietly on their assignments. Having earned High Honors, the faculty believes that these students are capable of working in a less supervised area (although there are no specific faculty members assigned to SHUSH Rooms, there is a faculty proctor nearby, who may check in occasionally to ensure that the room environments are conducive to productive work). As with any privilege, SHUSH Study may be revoked if a student is unable to maintain either the proper decorum or the level of achievement by which the privilege was earned.

## **HONORS STUDY**

Students earning Honors (a GPA in the 3.00-3.34 range) will be grouped together for a somewhat less-structured Study Hall. Quiet group work is permitted in Honors study areas.

## **MISSING AND INCOMPLETE ACADEMIC WORK**

### **MAKE-UP WORK**

When an academic class or other obligation is missed for any reason, it is the responsibility of the student to make up any assigned work. Work which was assigned prior to a scheduled absence is due prior to a student's departure or, with the teacher's permission, immediately upon return to campus.

### **INCOMPLETE GRADE POLICY**

Occasionally, as the result of illness, family emergency, or a similar issue, a student must miss a substantial amount of academic work, and a grade of Incomplete must be submitted at the end of the marking period; this grade will remain in force until the work of the course is completed. Work missed as the result of a substantial, excused absence must be made up in a timely fashion once the student returns to school. During that interim, the student may not have study hall privileges, regardless of current or prior GPA. Unless circumstances warrant otherwise in the judgment of the Dean of Academics, any Incomplete grade not cleared within TWO WEEKS after the date on which it was due will be considered an F and will be posted accordingly. Incompletes are not granted when a student knows, or should have known, that he will be absent from school, or as a result of incomplete or late assignments.

## **COMMUNICATION**

### **DAILY BULLETIN**

Each morning, the Academy publishes a Daily Bulletin. This daily information sheet is printed and distributed in classroom buildings and emailed directly to students. Each student is expected to read the Daily Bulletin before the end of lunch every day and is responsible for meeting any obligation announced therein.

### **ACADEMIC LIFE COMMUNICATION**

A parent's primary point of contact with the Academy about any concern is the Faculty Advisor, whose role is detailed under Programs for Academic Support later in this section. Parents are welcome to contact any of their son's teachers or coaches, in addition to the Advisor, should specific questions or concerns arise. The College Counselors encourage regular communication with parents of their counselees. The Dean of Academics and Headmaster are also ready and willing to respond to calls from parents; however, before calling the Dean or Headmaster, parents should speak to the Advisor about any specific concern.

## **ACADEMIC SUPPORT**

### **COLLEGE COUNSELING**

College counseling is a major component of the postgraduate year at Bridgton Academy. As a result of the intensive nature of the college process at a one-year institution, the bond between students and their college counselor is one of the more significant of those forged during the year at Bridgton. Our experience, drawn from nearly fifty years of counseling and placing postgraduates, demonstrates clearly that there are indeed programs for everyone, and our goal each year is to find the best fit for each of our students, academically, socially, athletically, geographically, and

financially. Students will be assigned a counselor, who will generally handle students of the same sport or interest. This allows synergy and continuity between coaches, advisors, and counselors in support of the student. As the academic year progresses, the counselors schedule a series of meetings with each of their counselees in order to prepare individualized lists and plans, a process which extends throughout the year.

After a student has worked to narrow down his choices and begun the application process, the College Office, along with the student will assemble and submit comprehensive application packets, which include a final high school transcript, a Bridgton grade report/academic transcript, a Bridgton Academy profile, a secondary school report, a letter of recommendation from the student's faculty advisor, and a teacher recommendation. More specific details on the college counseling program and application process are available at the College Office's website, a link to which may be found under the Academic drop-down menu on Bridgton Academy's homepage.

### **COLLEGE ADMISSION TESTING AT THE ACADEMY**

Bridgton Academy is a test site for administration of both the SAT and the ACT tests. Students may take these tests on the Academy campus as follows: SAT Reasoning and SAT Subject Tests — October 3, 2015, November 7, 2015, December 5, 2015 and January 23, 2016. ACT Tests — October 24th, 2015 and December 12th, 2015. Students may also take these tests at other area schools on those Saturdays during the year when Bridgton Academy is not an official test site. Students wishing to receive accommodations on the SAT/ACT must contact the Director of the Academic Support Center at the beginning of the year to transfer accommodations from a previous school.

### **SAT PREPARATION COURSE**

Students who are planning to take the SAT may enroll in the SAT Preparation Course taught on campus. This is an optional preparation that covers both verbal and math preparation as well as test-taking strategies. The fee for this course is \$400.

### **COMPUTER CENTER**

The Computer Center is located in the Hamlin Study Center and offers workstations for general student use. The office of the Asst. Director of Technology is directly adjacent to the Computer Center.

### **EXTRA HELP**

Individual classroom teachers are available for extra help by appointment and through posted office hours. Students are encouraged to take advantage of extra help when needed, rather than seeking help only after receiving a poor grade.

### **THE BRIDGTON ACADEMY LEARNING COMMONS**

Bridgton Academy's Learning Commons, located in the Humanities Center, is available for the use of all Academy students and faculty. The goal of the Commons is to provide a space for students and faculty to learn, work and collaborate. The Learning Commons is the site of the Goepel Writing Center, as well as the math lab. It is home to a collection of 8,000 volumes (books, DVDs and assistive technology resources), and subscriptions to many periodicals.

All students have access to computer workstations that are located in the Learning Commons, including Internet access, word processing programs, and several research databases. Students are

expected to treat the Learning Commons with respect and to maintain an environment conducive to the vision of the space at all times.

The Learning Commons are open from 7:45am until 3:45pm Monday through Thursday and from 7:45am until 3:15pm on Friday (the Learning Commons are closed for a half-hour each day at lunch). The library is also available during specified hours on weekends. Students are expected to treat the Learning Commons with respect and to maintain an environment conducive to study at all times.

## **ACADEMIC SUPPORT CENTER**

### **FOCUSED ACADEMIC COACHING**

The Focused Academic Coaching process enhances quality of life, improves performance, and supports growth and change. Coaching provides new support, structure and accountability. Coach and student explore strengths, talents, tools and new learning to increase self-awareness and personal empowerment. Together they design strategies and actions and monitor progress by creating accountability in line with goals and aspirations. Most of the students who participate in Academic Coaching have a diagnosis of ADHD or a learning difference—but a diagnosis is not required. Tuition for FAC is \$5500.

### **DISABILITY SERVICES**

The Office of Disability Services is also responsible for overseeing accommodations, both in the classroom and with the College Board and ACT. Following the college model, eligible students will be provided with an accommodation letter which they may share with their teachers.

### **ARTHUR P. GOEPEL '66 WRITING CENTER**

The Writing Center, located on the second floor of the Humanities Center as part of the Learning Commons, is staffed by faculty members who are available to students for assistance with any writing assignments, either as drop-ins or by appointment. Students may be required by their teachers to use the Goepel Writing Center for assistance with various writing assignments.

### **MATH LAB**

Although individual teachers of math courses offer extensive extra help specific to their courses, students are also encouraged to use the Math Lab, which is generally staffed by student volunteers during Study Hall hours. Students who have proven themselves capable and who have been approved by their teacher(s) may volunteer as peer tutors in the Math Lab.

## **TECHNOLOGY**

The Bridgton Academy computer network is designed to complement and expand the academic program. All members of the Academy community have access to the network.

### **THE iPad INITIATIVE**

Bridgton Academy is a 1:1 iPad school. All students as part of their enrollment agreement will receive an iPad during orientation for use while on campus. Each student will receive one iPad, charger, case and Bluetooth keyboard. The devices will be required for all classes. If a student arrives to campus with an iPad, the device must adhere to the policies and procedures dictated by the Technology



Department, including the Acceptable Use Policy and policies set forth during the orientation process. Upon graduation, the iPad is the students to keep but while they are on campus, certain school related apps and functions are required to be installed on the iPad itself. Personal devices will also have to adhere to the rules and regulations of the school or the iPad will not be allowed on the BA network. More iPad policies and procedures will be discussed further at orientation.

### **ITUNES ACCOUNT MANAGEMENT**

**All students will be required to have a personal iTunes account upon entering the orientation. Please be advised that these accounts are connected to a personal email and should have a credit card associated with them for optimal functionality. There should never be a school-initiated reason for the students to use the credit card, but sometimes the functionality of the iTunes store is limited when there is no credit card account attached. All account activity would be initiated by the student so if there are any unwanted charges, the student would be the first person to contact.**

### **IPAD SERVICE POLICY**

If an iPad is defective or is broken over the course of the year, it is the student's responsibility to initiate a service request. All school iPads come with an extended year service agreement. The devices are covered for two full years from purchase, but there is a \$50 deductible for student related damage (i.e. dropped and broken screen). There is a website at [expresslane.apple.com](http://expresslane.apple.com) that will initiate the service request and determine if the iPad was broken or defective. Once the determination has been made – the student is responsible for the \$50 charge and must pay that charge at the time of the service request. The school does not cover any service charge to any iPad whether defective or broken. Once the device is shipped out, the Technology Office will provide the student with a loaner while their device is getting fixed.

### **ACADEMIC COMPUTING**

Use of a device at Bridgton Academy is essential for academic success. Students are required to have all papers typed. In addition, much of the research needed for major essays and research papers is done on databases accessed through the network and on the Internet. Various classes use different forms of online storage for assignment functionality. Printing is currently available in designated areas of campus for the iPads so no personal printers are needed for use. Instructions on how to print will be given at orientation.

### **E-MAIL AND THE WEB**

- Each student will have a BA e-mail account through the Google Education Platform. Addresses will be available during orientation. Students are strongly encouraged to check their school account daily. All school, college and athletic correspondence is directed to that account, including outside sources for athletic recruitment.
- In addition, all faculty and administration can be reached through their e-mail addresses.

## **COMPUTER NETWORK ACCEPTABLE USE POLICY**

The use of the Bridgton Academy computer network (BA NET) is a privilege. All members of the Bridgton Academy community have full access to the Internet, including e-mail. In addition to the Internet, BA NET users have access to library resources and approved academic software or iPad apps. This privilege brings with it responsibilities. Any action performed or initiated through the network must reflect integrity, honesty and compliance with Bridgton Academy's rules of conduct.

The following policies exist to ensure the ethical use of the Bridgton Academy network. The network is defined as all devices (computers, smart phones, tablets, gaming consoles, hardware appliances) that are connected either through hardwired or wireless connections.

- Interfering with the normal operation of the network is prohibited.
- Use of another person's login credentials on BA NET or any cloud-based system without permission is prohibited.
- Users must respect the need of others for access. Academy use (bandwidth or hardware) has priority over personal use.
- Using the network to harass others is prohibited. Students accessing the network are representatives of Bridgton Academy and are expected to act in a manner appropriate that is defined by the Student Handbook.
- Bridgton Academy network resources are considered property of Bridgton Academy and may be inspected at any time. Accounts will be investigated when suspicious activities occur on the school network or originate from the network.
- Using the network for commercial purposes is prohibited.
- All members of the school community will respect the equipment and physical environment of BA NET.
- Downloading or distributing material that would offend others is prohibited.
- Using the network to access pornography is prohibited.

# STUDENT LIFE



DISCIPLINE  
PHILOSOPHY  
LEVELS OF DISCIPLINE  
DISCIPLINE PROCESS  
MAJOR OFFENSES  
OTHER OFFENSES

## ON-CAMPUS REGULATIONS/PROCEDURES

DORMITORY  
FIRE DRILLS, FIRE ESCAPES, AND FIRE EXTINGUISHERS  
DINING HALL  
DRESS CODE  
PERSONAL PROPERTY INSURANCE  
VEHICLES  
BICYCLES  
LEAVING CAMPUS DURING THE WEEK

## WEEKENDS AND VACATIONS

## STUDENT SERVICES AND SUPPORT

COMMUNICATION  
(TELEPHONES, VOICE MAIL, E-MAIL, POST OFFICE)  
RELIGIOUS WORSHIP  
LAUNDRY/LINEN SERVICE  
STUDENT HEALTH SERVICES  
ADVISING  
COUNSELING  
FINANCIAL INFORMATION

# DISCIPLINE

## PHILOSOPHY

This handbook makes references to offenses which may result in disciplinary action, including possible expulsion. Each student is responsible for reading the Handbook and complying with the Academy's rules and regulations. Failure to know the rules and regulations is not an excuse.

Bridgton Academy acts on the assumption that students enter the school with a serious purpose and on the belief that their conscience and good sense are sufficient guides to behavior. The discipline of the Academy is not adapted to students who require severe restrictions. Faculty attempt to lead students to cultivate a deep sense of responsibility for their own conduct and achievement, and for the well-being of the larger community of which they are a part. While the Academy encourages freedom, it distinguishes between freedom and license. Freedom does not mean complete liberty for the individual to do as he pleases regardless of the effect of his actions on others. It is understood that reasonable limitations and rules defining them are necessary to maintain relative freedom for all. The guiding principle is that the welfare of Bridgton Academy and the welfare of the students are inseparable.

Bridgton Academy stresses the concept that students are responsible for their own behavior and so must accept the consequences of that behavior. For students to succeed they must view disciplinary action as an opportunity to improve and make changes in their lives.

When an individual does not live up to established expectations, he meets with the Dean of Students or his Faculty Advisor. By dealing with misbehavior quickly and fairly, we hope students will understand that, although there are times when we cannot support their behavior, we do care about them as maturing young adults.

The following statement is printed on the Enrollment Agreement which is signed by parents and their sons: ***We understand and agree to abide by the rules and regulations of Bridgton Academy. We accept the academic and disciplinary standards and actions of the Academy as stated in the Handbook.***

## LEVELS OF DISCIPLINE

### **Level 1: Dean's Warning**

Warnings will be administered by the Dean of Students in cases serious enough to warrant a warning. Students and parents should note that a warning usually proceeds further disciplinary action in both academic and behavioral areas. All official warnings are kept on record in the Dean of Students' office. A Dean's Warning may include, but may not be limited to, the following:

- official meeting with the Dean of Students, and/or faculty advisor
- letter home
- afternoon detention
- any other disciplinary actions recommended and approved by the Dean of Students.

### **Academy Service**

In addition to, or instead of, a Dean's Warning, offenders may, at the discretion of the Dean of Students, be assigned service either on campus or in the broader community.

## **Level 2: On-Campus Suspension**

Any on-campus suspension may include, but may not be limited to, the following:

- afternoon detention
- required attendance at meals
- assigned morning study period, Saturday and Sunday 8:30-10:30am
- loss of athletic or activity participation
- campused weekends
- assigned Academy service
- any other disciplinary action recommended and approved by the Judicial Committee or Dean of Students.

Any student serving an on-campus suspension is responsible for checking in with the Administrator on Duty in the designated area and at the appropriate time.

## **Level 3: Off-Campus Suspension**

The purpose of an off-campus suspension is to allow the student and his parents time to review and reflect on the actions which led to this decision. The length of suspension can vary depending on the individual case.

*Note: The student and/or family is responsible to pay for all expenses incurred in the process of leaving the Academy and returning to the Academy.*

*Those students who reach a Level 3 disciplinary event will be placed on Probationary Status.*

## **Probation**

Probation is an upper level stage of discipline. It indicates that a student is one step short of separation from the Academy and describes a condition rather than a penalty. Probation indicates to the student that his position is insecure. It also gives him a period of time in which to prove that he can meet the standards of the Academy and, therefore, should be allowed to remain. Probation is usually recommended by the Judicial Board or the Dean of Students.

Probation may involve any or all of the following:

- loss of vehicle privilege
- regular meetings with the Dean of Students, Advisor, or School Counselor
- random drug testing in cases of substance violations
- any other disciplinary action recommended and approved by the Dean of Students.

A student who violates school rules while on probation can expect more severe disciplinary action up to and including expulsion.

## **Expulsion**

Expulsion is the permanent dismissal of a student from Bridgton Academy. Dismissed students are expected to leave the campus as soon as possible.

In order to graduate from the Academy or to participate in graduation activities and ceremonies, a student must be eligible for the diploma or certificate and be free of pending major disciplinary action.

*Note: The student and/or family is responsible to pay for all expenses incurred in the process of leaving the Academy and returning to the Academy, including, but not limited to, transportation and shipping of personal items.*

## **DISCIPLINE PROCESS**

Whenever the Dean of Students becomes aware of a possible violation of any of the listed offenses, he investigates the matter in such manner as he determines is appropriate.

In all regular cases, the Dean of Students makes the final decision. In all major cases, involving possible expulsion, the Dean of Students makes a recommendation to the Headmaster, and the Headmaster makes the final decision, with or without an informal hearing before the Judicial Board. The Headmaster reserves the right, in all major violations, to call a Judicial Board hearing.

The Headmaster is not bound to follow the recommendation of the Judicial Board, and the Headmaster retains final authority in all major cases involving possible suspension or expulsion.

Once a disciplinary investigation has begun, a student and his family may decide to have the student withdraw from school and waive his right to appear before the Dean of Students or the Judicial Board.

### **Judicial Board Hearings**

The Board is composed of five faculty members and two students. The faculty members are elected by the faculty and are voting members. The students are appointed by the Dean of Students and are non-voting members.

The Dean of Students presents the case to the Board. After hearing the case, the Board determines whether or not the student has committed the offense(s) as charged. If the student is found to have committed the offense, the voting members of the Board then decide on their recommendation as to the most appropriate disciplinary action. The Board then immediately advises the Headmaster of its recommendation and the reasons for its recommendation.

## **MAJOR OFFENSES**

Violation of the major offenses listed below is completely contrary to the aims of the Academy, and will result in expulsion from school or, at a minimum, the imposition of a suspension. A student who commits any of these major offenses while already on disciplinary probation may be dismissed from school. These behaviors, even on a first offense or for a student who otherwise has a good record, call into question whether it is appropriate for a student engaging in them to remain at the Academy. They include:

- Possession or use of alcohol. The legal age for possession and use of alcoholic beverages in the State of Maine is twenty-one. The law is strictly enforced by local, county, and state police.
- Bridgton Academy is a tobacco-free campus. The Academy does not endorse smoking or condone the use of any tobacco products, i.e. cigarettes, chewing tobacco, etc. It recognizes the health risks associated with tobacco use and therefore upholds the policy of a tobacco-free campus.
- The use of electronic cigarettes is strictly prohibited.
- Any major act of dishonesty such as theft, fraud, or stealing. Theft is grounds for immediate expulsion.
- Sexual or other unlawful harassment of others.
- Harm to character, or slander.
- Any act that intentionally or recklessly compromises the safety of oneself or others.
- Transportation, misuse or abuse, unlawful possession, sale or distribution of: illicit drugs,

prescription drugs, alcohol, steroids, or drug related paraphernalia. Also prohibited is the misuse of over-the-counter drugs and other legal substances misused to achieve an intoxicating effect. Further, it is a violation of Bridgton Academy policy to be in the presence of any of the above items or situations.

- Smoking or setting fire to any substance inside a building. Flammable materials such as paint removers, lacquers, gasoline, and other fuels may not be stored or used in student rooms.
- No open flames of any kind are permitted anywhere on the Bridgton Academy campus.
- Possession or use of a firearm or other weapon, firecrackers, or explosives of any kind.
- Insubordination, or any use of threatening or intimidating language, actions, or physical contact directed at a member of the Bridgton Academy community.
- Chronic absenteeism: Defined by excessive absences from classes, advisories, chapels, study halls, or other required events.
- Misuse of technology: any use of technology in a manner that is unlawful, disruptive, abusive, or other purposes inconsistent with the dignity and well-being of Bridgton Academy.
- Leaving the village of North Bridgton, Monday through Friday, without permission
- Returning to campus after signing out for the weekend without checking in with the AOD.

***While a student at Bridgton Academy, personal technology may be confiscated or searched by any faculty or staff member at any time.***

## **OTHER OFFENSES**

The offenses listed below are examples of other conduct considered very serious and detrimental to the aims of Bridgton Academy. Violation of any of these offenses, depending on the circumstances, may lead to suspension or expulsion, or less severe discipline. They include:

- Abuse or destruction of school property
- Unauthorized possession of keys to school buildings
- Tampering with fire prevention equipment or alarm systems (see page 34)
- Disruptive dormitory behavior
- Off-campus conduct that reflects discredit on the Academy
- Persistent violation of standards for day-to-day conduct
- Violation of Bridgton Academy Computer Network Acceptable Use Policy (see page 26)
- Presence at the violation of any major offense

Note: The Academy reserves the right to respond to any inappropriate off-campus behavior as if it had happened on campus including, but not limited to, activities that occur when a student has weekend permission.

# ON CAMPUS REGULATIONS AND PROCEDURES

## DORMITORY

Dormitory behavioral standards are based upon reason and respect for other persons, property, and academic regulations.

- All students must be in their dormitories no later than 10:30pm Sunday through Thursday nights, at which time the dormitory is expected to be quiet so that students and faculty may sleep or study.
- All campus lights out in dormitory hallways follows the dorm check-in at 11:00pm. The Academy's internet is scheduled to go off at midnight and turn on at 6:00am.
- Smoking or chewing of tobacco in dormitories is strictly prohibited.
- The use of electronic cigarettes is strictly prohibited.
- Rooms will be inspected weekly. Occupants are directed to clean the room, if necessary. Failure to do so will result in loss of weekend privileges and/or Academy Service.
- When damage occurs in a dormitory, the person(s) involved will be charged the amount of damage. When the person(s) responsible cannot be identified, the damage will be charged to all occupants of the dormitory.
- Dormitory room searches — Bridgton Academy maintains the right to check students' rooms at any time for illegal materials, dangerous items, or stolen articles. Whenever practicable, such checks will be conducted only when due cause exists, and whenever possible, in the presence of the room's resident(s) and/or a student dorm representative. Canine searches for illegal drugs and paraphernalia may be conducted at random times throughout the year.
- Tampering with fire extinguishers, fire hoses, or fire alarm systems is a serious offense that may lead to suspension or dismissal and a minimum of \$100 fine on the first offense.
- Personal locks are not permitted on dormitory room doors. If a door lock is broken or does not secure, notify the dorm parent immediately, and the lock will be repaired or replaced.
- Cooking appliances are not permitted in dormitory rooms.
- Space heaters, microwaves, refrigerators, irons, hot plates and anything with a heating element are prohibited in dorm rooms.
- During study hours in the second semester, students who have earned room study privileges are expected to stay in their rooms with doors open. Failure to comply may result in forfeiture of room study privilege.
- Ball playing, stick hockey, etc. are not permitted inside the dormitories.
- Room wastebaskets are to be emptied into the large trash cans located centrally in each dormitory.
- Students are not permitted to have pets.
- Female visitors are not permitted in dormitories. Overnight male guests must have permission from the dormitory director and Office of Student Life. When permission is granted, visitors are expected to comply with Academy rules.
- Any acts of an intimate or sexual nature with others are not permitted.
- Room changes can only be made through the dormitory director with final approval by the Office of Student Life.
- Lounge furniture is for the use of the entire dormitory and is not to be removed.
- Writing on room walls and doors is prohibited. Name tags should not be removed from doors.
- Room lights and electronic equipment should be turned off when a student leaves his room



- Only school-issued furniture is allowed in the dorms.
- Except in case of fire, students are not to be on roofs or fire escapes.
- No alcohol bottles or cans may be in the rooms.
- The burning of incense or candles is prohibited.
- During the December and March vacations, and shortly before graduation, dormitory rooms will be inspected for damage and for property not belonging to the occupants.
- Items left behind and unclaimed become the property of Bridgton Academy after the student leaves school.

**Parents and students should take special note that the Academy campus and dormitories are closed and cannot accommodate students at the following times during the year: November 21-November 29, December 19-January 11, and March 4-March 20.**

**Campus will close at 3:00pm following the Commencement ceremony on May 7, 2016.**

#### ROOM EXIT INSPECTION

At the end of the year, students are expected to leave their rooms in the condition in which it was when they moved in. Rooms not left in this condition are subject to a cleaning fine of up to \$250.

#### DRUG TESTING

Bridgton Academy maintains the right to conduct random drug testing and/or to request the use of a Breathalyzer at any time during the year at the discretion of the Dean of Students.

#### SWIMMING AND THE BEACH

Bridgton Academy is fortunate to have the use of our private beach on Long Lake available for all faculty and students. Students who wish to swim on campus must do so at their own risk and must abide by the following rules:

- Swimming and beach use must only happen during daylight hours
- Students must use the "buddy system"; swimming alone is strictly prohibited.
- Students must keep to the beach area.
- No diving off rocks or surrounding points.
- Do not disturb any objects or wildlife on or around the beach.
- Life jackets are required at all times when using canoes/kayaks.

# FIRE DRILLS, FIRE ESCAPES, AND FIRE EXTINGUISHERS

It is imperative that fire escapes be used only in case of fire or during faculty-supervised fire drills, and under no circumstances should students handle or tamper with fire alarms, extinguishers, and hoses. It is critically important that this equipment be available and usable in case of fire.

Tampering with fire extinguishers, fire hoses, or fire alarm systems is a serious offense and may lead to suspension or dismissal on the first offense and a minimum \$100 fine to individuals or all individuals in whole dormitories.

The Academy holds regular fire drills in all buildings on campus. Anyone in a building when an alarm is sounded must assume that there is a real fire and leave the building.

## General Fire Procedure

1. Remain calm.
2. Remain quiet and be orderly.
3. Close windows and doors to contain fire.
4. Follow faculty directions, or follow your practiced methods to the nearest exit.
5. Meet at known place of assembly.

## DINING HALL

Our dedicated cooking staff recognizes and accommodates all kinds of food allergies and intolerances. We offer healthy, nutritious, carefully prepared meals and menu options. We invite further dialogue with parents, faculty, staff and students. Our staff exemplifies values, fairness, trust and civility. We engage the students daily and encourage collaboration with our culinary staff, and strive to have an "open kitchen" where our influences will help guide our students to achieve their own personal goals.

### Sustainability

Our kitchen crew focuses on locally grown food. Our chefs firmly believe we have a duty to the students to get the highest quality foods, as locally as possible, at a fair and reasonable price. We are constantly making new relationships with local purveyors, and build on those relations to the point that we will hopefully be able to have what we need grown specifically for the students' needs with cost in mind. We want our students to eat healthy!

*From the Culinary Department:*

- Our passion is quality food prepared healthily. Please help limit waste.
- There are no limits on food, but students are expected to be responsible gentlemen and only take amounts of food they are planning to consume.
- Respect the person dining after you. Please return all utensils, plates and glasses to the dishwashing area.
- In an attempt to limit our water usage and reduce our footprint, students are asked to limit the number of glasses they use.
- All plates and utensils should remain in the dining hall at all times.
- Be accountable for your actions: if you spill it, you clean it.
- Dining is a social time, but be mindful to speak in low, appropriate tones of voice.
- No hats are to be worn in the dining hall. School dress codes are enforced.
- A gentlemen respects himself, respects others and respects the food as he fuels both body and mind.

***GOLDSMITH DINING HALL***  
**Monday - Friday**

Breakfast	7:30 - 8:30
Lunch	11:00 - 12:30
Dinner	5:30 - 6:30
<b>Saturday and Sunday Brunch</b>	
Brunch	10:30 - 12:00

***THE WOLVERINE DEN STUDENT CENTER***  
**Monday - Thursday**

3:00 - 5:00pm & 9:30-10:30pm

**Friday - Sunday\***

1:00 - 10:30pm

*\*Closed 5:00-9:30pm Sunday*

*The Dining Hall will be open for "grazing" between meals with the exception of 30 minutes after meals and 1 hour before meals to allow for cleaning.*

## **DRESS CODE**

### **ACADEMIC DRESS CODE**

At Bridgton Academy we recognize that personal representation can be reflected in a student's personal appearance, language or behavior. The expectation for all students is that they abide by the rules set forth by the Academy and that they show respect for themselves and for others at all times. During the academic day the expectation is that students focus on learning and are committed to the academic process.

From 8:00am through the end of each class day, Monday through Friday, Academic Dress is required.

1. Academic Day Dress Requirements: *(Applies in Hamlin STEM Center, Humanities Center, Academy Building, all classrooms, the Chapel and Goldsmith Dining Hall.)*

- All clothes should be neat, clean and free of holes.
- Clothing should be of proper fit and cover the chest, stomach, hips and underclothes.
- Inappropriate graphics are not permitted on any apparel items, including content pertaining to drugs, alcohol, tobacco, racist or sexist undertones or language, symbols or pictures that could be deemed offensive.
- Tank tops, sleeveless t-shirts, sweatpants, athletic shorts and pajamas are not permitted during the academic day.
- Footwear is required in every building except for dormitories.
- Hats are never allowed indoors except for dormitories, the gym and The Den.

2. At breakfast, dinner, and Study Hall students are expected to abide by the above Academic Dress requirements with the following exceptions:

- Clean athletic gear, shorts and pajamas are acceptable.

### **Formal Functions:**

There are occasions throughout the academic year where more formal dress is required. There will be special chapel presentations, advisor dinners, awards banquets, athletic events, class presentations and other functions that require a higher standard of dress for all students and faculty.

*The required attire for all formal functions is as follows:*

- Suit coat or blazer
- Dress pants
- Dress shirt; button-down with collar
- Tie
- Dress shoes and socks

## **PERSONAL PROPERTY INSURANCE**

The Academy disclaims any responsibility for personal property of students. By the enrollment of a student at the Academy, parents or guardians agree to free the Academy from any claim for any loss or damage to personal property.

In view of this disclaimer on the part of Bridgton Academy, parents and guardians are strongly advised to add coverage on their own insurance policies for "property away from the premises" for students' personal property.

Students are responsible for keeping their dormitory room doors and windows locked. Large sums of money and supplies of prescription medication should never be kept in the dormitory room.

## **VEHICLES**

**• Vehicles must be parked in the student parking lot at all times. Vehicles must be returned to the student parking lot before supervised study hours on Wednesday and Sunday evenings. Illegal parking on campus may result in a fine and/or the loss of vehicle privileges.**

- It is a privilege for students to have motor vehicles on campus.
- Students must have written parental permission prior to having a motor vehicle on campus. Parents assume complete responsibility for the vehicle.
- Student vehicles are permitted on campus prior to the first open weekend in September, however students are not permitted to use their vehicle until the first open weekend.
- All vehicles must be registered with the Office of Student Life and must carry a Bridgton Academy parking decal on the rear bumper. There is a \$250 fee to register a car.
- Unless permission is received from the Office of Student Life, the student parking lot will be open during the following periods (subject to change): Friday 11:00am - Sunday 7:30pm; Wednesday 1:00pm - 7:30pm

- Situations such as lack of parental permission, unauthorized use of vehicle during the academic week, illegal parking on campus, use of vehicle during a campus restriction, traffic violations, speeding, and transporting alcohol or drugs may result in a loss of motor vehicle privileges.
- Students may use their vehicles after their last scheduled school commitment or class prior to weekends and vacations.
- Student vehicles must be parked in the designated Student Parking Lot overnight on weekends.
- Student vehicles may be subject to random searches.

## **BICYCLES**

Bicycles are welcome on campus. However, NO bicycles are allowed in any Academy building. Bicycles must be stored in bike racks or in designated storage areas.

## **LEAVING CAMPUS DURING THE WEEK (Monday - Friday)**

During the week, students are not permitted to leave campus without permission from the Office of Student Life. Violation will result in disciplinary action. Bridgton Academy's campus is loosely defined by the following boundaries: Route 117 to the south, the post office to the north, the athletic fields to the west, and Route 37 to the east.

Exceptions to this policy would be limited to recreational exercise as a part of afternoon activities.

## **WEEKENDS AND VACATIONS PERMISSION**

- Students are permitted to leave campus for the weekend ***following the end of their final class or appointment on Fridays (except on Closed Academy Weekends)***. Students do not require permission to leave school on scheduled vacations.
- The Academy does not require parental permission for a student to depart campus midweek, on weekends or for vacations. Students are responsible for their own transportation and travel plans, and will often carpool with other students or share a cab to reach their destinations.
- **The Academy maintains an interest in a student's conduct while away from campus, and may take disciplinary action if his behavior reflects adversely upon the school.**
- A student remains under the rules and regulations of the Academy at all times unless he is at home within supervision of parents. The fact that a student is off campus on what might be interpreted as free time does not change his responsibility to follow the rules and regulations of the Academy.
- When a student is involved with law enforcement officers, the Academy is not required to wait for legal disposition before taking disciplinary action.

- All students must be back on campus by 6:00pm Sunday evening, and following designated vacations. Failure to do so may result in the loss of weekend privileges.
- Students leaving for all or part of a weekend must sign out with their dorm parents by Thursday Night Check-In.
- A student who signs out is expected to be off campus from Friday until Sunday unless he states otherwise on the weekend signout sheet. If his plans change, and he will be on campus Friday and/or Saturday nights, the weekend duty personnel must be notified that the student will not be away the entire weekend.
- Students without disciplinary restrictions who remain on campus during a weekend may leave campus at their discretion and without permission on Friday, Saturday, or Sunday. They are expected to be in their dormitories by 11:00pm on Friday and Saturday, and on campus by 6:00pm on Sunday.

## **VACATIONS AND LONG WEEKENDS**

**Friday, October 23**

**Fall Long Weekend begins at the completion of classes.**

Students return Monday, October 26, by dinner.

**Friday, November 20**

**Thanksgiving recess begins at the end of classes.**

Students return Sunday, November 29, dinner.

**Friday, December 18**

**Holiday vacation begins**

**after the final exam is completed.**

Students return Monday, January 11, by dinner.

**Friday, February 5**

**Winter Long Weekend begins at the completion of classes.**

Students return Monday, February 8, by dinner.

**Friday, March 4**

**Spring vacation begins at the completion of classes.**

Students return Sunday, March 20, by dinner.

**Friday, April 8**

**Spring Long Weekend begins at the completion of classes.**

Students return Monday, April 11 by dinner.

## **ACADEMY WEEKENDS**

## Closed Weekends

The purpose of an Academy Weekend is to promote a sense of community and to support periods of time critical to academics. A closed weekend means that **ALL** members of the Bridgton Academy community will be on campus throughout the weekend. **This year's closed weekends are: 2015—8/29—30, 9/4—6, 12/11—13. 2016—4/29—5/1, 5/6—7**

### ***Alumni and Parent Homecoming Weekend (October 2-4)***

Homecoming Weekend will offer parents of current students the opportunity to see their son settled in at Bridgton, meet with his teachers and advisors, and enjoy a weekend at the Academy during the beautiful fall foliage season. In addition, most all of our athletic teams will be hosting at least one competition throughout the weekend, giving parents, family and friends the chance to cheer for the Class of 2016 Wolverines. This will be a wonderful time to visit your son and hear how his year is progressing to date at the Academy.

## TRANSPORTATION

Bridgton Academy is approximately forty miles from Portland, ME (about one hour's drive), 130 miles from Manchester, NH (about two and a half hours' drive), and 145 miles from Boston, MA (about three hours' drive). Portland International Jetport, Manchester Airport, and Logan Airport are all serviced by several major airlines. Bus service is available between Portland and Boston through Concord Trailways and Greyhound/Vermont Transit Bus Lines. There is no public transportation to or from Bridgton, except taxi service (approximately \$100 each way). Many students have cars for personal use on weekends and vacations, and students without vehicles often carpool to reach destinations.

**NOTE: It is solely the responsibility of the student or his parents to contact a cab or transportation company when transportation is needed.**

*When making transportation plans which include air or bus travel, families **must be aware of the Academy's vacation policy** and its ramifications for academic grading. The school calendar within this Handbook provides the framework within which transportation plans for and around vacations should be established. Please note that students are not released from their obligations until the last scheduled class, lab, exam, or appointment is completed. Absence from any obligation in the week prior or subsequent to a scheduled vacation or long weekend, for the purpose of travel convenience, is not excused (see Attendance Policy, page 19). Any academic work missed as the result of such an absence is graded as **ZERO**, not F. When scheduling departure and return flights or buses, parents are urged to pay close attention to the calendar and to book transportation which does not place the student in academic jeopardy. Students are allowed to stay on campus the first night of a scheduled break (typically a Friday) to allow for additional flight and transport options.*

During the year, the Academy provides transportation on weekends, at no charge, to the town of Bridgton, church services, the golf course, Shawnee Peak ski area (during ski season), and occasionally to such places as the Maine Mall, Freeport, area colleges, etc., as part of planned weekend activities.

Any transportation for (non-emergency) medical purposes will be provided for a fee and can be arranged through the Student Life Offices.

# STUDENT SERVICES AND SUPPORT

## COMMUNICATION

### ***Telephones***

The Academy's phone system is not available for student use.

Cell phones are an option for students on campus although it is important to note that many cell phones have difficulty picking up signals in North Bridgton. Verizon Wireless seems to work best in the local area. Cell phones present a security risk, so we suggest that students be vigilant regarding their cell phones: know where your phone is and who is using it.

Cell phones use is not allowed in the following buildings:

- Humanities Center
- Hamlin STEM Center
- Twitchell Chapel

**Students are not allowed to receive or make phone calls during supervised study hours (7:30 - 9:30pm, Sunday through Thursday).**

### ***E-mail***

Each student will have an e-mail address given to them at Orientation. Staying current with that e-mail account is the responsibility of the student while a member of the Bridgton Academy community.

### ***Post Office***

Each student is expected to rent a box at the North Bridgton Post Office. Mail is delivered to the village at 9:30am, Monday through Saturday. Outgoing mail leaves the post office at 4:30pm.

## **RELIGIOUS WORSHIP**

Students are encouraged to attend worship services of their choice on the weekend or on significant religious occasions. Transportation to Bridgton where Catholic, Episcopal, Methodist, United Church of Christ, Assembly of God, and Seventh Day Adventist services are conducted, and transportation to Portland for Holiday Services for a student of the Jewish faith may be arranged upon request to the Office of Student Life.

## **LAUNDRY/LINEN SERVICE**

Students may purchase linen service from Squeaky Clean Laundry in Bridgton. The basic package includes a weekly change of bed linens and towels. Additional services, including weekly personal laundry and more extensive packages, are available. For students who do not wish to use the commercial linen and laundry service, a laundromat is available in Bridgton, and transportation is provided to and from town on at least one afternoon during the school week and at least once on weekends.



# STUDENT HEALTH SERVICES

Bridgton Academy employs a full-time RN on campus during class hours as well as an athletic trainer and a school counselor. The office of the nurse is located in the Student Life Office area on the ground floor of the Goldsmith Dining Hall. The school counselor is located in Hamlin STEM Center, and the athletic trainer's office is in Memorial Gymnasium. In the evenings and weekends, an on-call physician is only a phone call away.

Through an arrangement with local physicians and Bridgton Hospital, Bridgton Academy provides a high level of health care so that each student may participate as fully as possible in the life of the school. Physicians also offer health information, as well as consultation and referral services when necessary.

Bridgton Academy also has a relationship with Orthopedic Associates of Portland to work with the athletic trainer on the diagnosis and treatment of sports injuries.

When a student is ill or injured, he should see the school nurse or athletic trainer (as appropriate). If a student needs medical attention and the health staff is not available, the student is to notify his dorm parent, or if the dorm parent is unavailable, the Administrator on Duty.

The school nurse will schedule doctor, dentist, and counseling visits as needed or requested by students or parents. The athletic trainer will coordinate visits with Orthopedic Associates. Transportation will also be arranged to and from the medical provider and billed to the parent.

All students are required to have health insurance as a condition of enrollment. This policy is designed to better protect students and their families from the rapidly escalating costs associated with illness or injury. In addition, NEASC accreditation standards require schools/colleges with full-time or residential students to provide "access to health care." Requiring insurance for these populations is how Bridgton Academy meets this accreditation standard. It is Bridgton Academy's policy that all students carry health insurance.

## **CHECK YOUR COVERAGE**

It is always a good idea to take the time to understand the insurance coverage one has. Special attention should be paid to whether it is an HMO (Health Maintenance Organization) or PPO (Preferred Provider Organization), because these types of plans may require one to see a designated provider, or may have deductibles that must be met if providers outside of their network are used. Also, some plans cover only specific geographic areas. If the student is not from the local Maine area, it is best to check with your insurance company as to how its coverage will work while the student is away at school.

Whenever possible, the student should have their own copy of insurance cards. The Bridgton Academy Health Clinic requires and retains a copy of the student's health insurance card. It is beneficial to the student to know what the co-pays are on medical insurance and prescription plans.

## **PRESCRIPTION PLANS**

If a student has a prescription plan, it is recommended that they submit a copy of both sides of their card with their health record to the Bridgton Academy Health Clinic. The student should also know if the prescription plan is contracted with specific pharmacies or whether any pharmacy can be used. In the event that medication needs to be ordered for the student, having this information will expedite the process at a time when the student may not feel well enough to take care of it.

## **ADVISING**

The Advisory Program was developed to serve the special needs of a student taking an additional year to prepare for college. An Advisor is a responsible member of the BA community who serves as student's caregiver in all aspects of Academy life, and acts as the essential link between the family and the school. We believe that while our students should be responsible for their own education, the Advisor is there to promote independence and self-advocacy within our students while teaching them to utilize the resources provided to them. The Advisor will monitor their Advisee's progress throughout the year, and act as the primary liaison between the Academy and parents should there be any questions, concerns or information about the student the parents may need, or that parents may need to convey to the Academy. The Advisor may counsel students on issues such as homesickness or roommate disputes, or they may bring chicken soup when a student is sick, or surprise him with a cake on his birthday.

## **COUNSELING**

Psychological evaluation and counseling for a range of emotional, psychological, and adjustment issues including ADHD and substance related problems are available through the School Counselor. Students in need of counseling may be referred by the Director of Student Life, Dean of Students, Headmaster, faculty, parents, Medical Professionals or self. All counseling is confidential. Parents will be contacted by the counselor only with the student's permission, except in the case of a student who may potentially endanger himself or others. Appointments for counseling are scheduled directly through the School Counselor, whose office is in Hamlin Math and Science Center.

Bridgton Academy maintains a relationship with local physicians for students with ongoing or potential medication needs. The charges for these off-campus services are the responsibility of the student and his family and are billed directly. The school counselor will also provide monitoring for students taking ADHD or psychoactive medications as needed or required.

## **FINANCIAL INFORMATION**

### **SCHOOL-RELATED EXPENSE ACCOUNT: ( SRE )**

The \$1,500 deposit for this account is billed as part of your original bill with tuition and fees. The SRE account is used for the purchase of iPad, select eBooks, on-campus nurse/medical services, etc. College applications, select eBooks and apps, SAT and/or ACT test fees are not included in the SRE and must be paid for separately by the student or parent by credit card, debit card, money order, or check.

SRE funds cannot be used for cash needs, travel, school store purchases, or other personal expenses. The SRE also serves as a property damage deposit against which charges for damage to school property will be assessed.

Any unused portion of the SRE Account will be refunded after the school year is completed and the accounts are reconciled. There is a required minimum balance of \$100 in this account. The initial \$1,500 deposit may need to be augmented during the year, depending on the amount of school-related spending. Payments can be made to the SRE Expense Accounts by contacting the Business Office.

### **STUDENT CASH NEEDS**

For your security purposes, cash should not be kept in your room. Prior to arriving at Bridgton Academy, students should set up a checking account with a debit card at a bank of choice or obtain a credit card to cover unforeseen expenses not covered by the SRE account. Having a debit or credit card available for college applications & SAT and/or ACT test fees will expedite the application process.

An ATM is located in the Wolverine Den, which acts as the only source for students to obtain cash on the Bridgton Academy campus. This ATM is **not** affiliated with any bank. The school store & snack bar located in the Wolverine Den accept debit cards or credit cards with the Mastercard, Visa, American Express, or Discover logo on the card. Banking is available in the town of Bridgton at Norway Savings Bank, TD Bank, and Key Bank. Bridgton Academy does not cash any type of checks, make loans, or issue cash to students.

*QUESTIONS CONCERNING SRE ACCOUNTS SHOULD BE DIRECTED TO THE BUSINESS OFFICE MONDAY – FRIDAY, 9AM– 4PM*

Special Fees include CAP course fees (which are automatically charged to the SRE account) and SAT Prep Class (\$400).

**Students are not permitted to withdraw funds for personal use from their SRE accounts.**

### ***Tuition Payments***

All payment plans are administered by TADS (www.tads.com, 800.477.8237)

Delinquent accounts for payment plans A and B will be notified by TADS and, when necessary, the Business Office will contact parents by phone. If a tuition payment is past due, and a genuine effort has been made to collect it, **the student may be asked to leave the Academy until full payment is received.**

*For students whose tuition accounts are in arrears:*

- *Diplomas are not issued to students whose financial obligations to the school are not complete.*
- *Bridgton Academy reserves the right to dispose of personal property left behind by the student.*
- *Transcripts will be held for all accounts in arrears*

### ***Work Study***

Bridgton Academy offers a limited work study program to selected students. This program allows a student to earn spending money by performing various jobs at Bridgton Academy. If there are past due expenses owed to Bridgton Academy, the Business Office will withhold 100% of the student's net pay to be applied to any outstanding indebtedness.

Work Study is not associated with Financial Aid awards or tuition payment plans; students interested should see the Business Office or Athletic Director.

# ATHLETICS



ATHLETICS  
PHILOSOPHY  
OVERVIEW  
ATHLETIC DRESS CODE  
TRANSPORTATION FOR TEAMS  
FACILITIES  
HEALTH AND INJURIES  
OPENING THE SEASON  
CHANGING SPORTS WITHIN A SEASON  
EXTENDED TRIPS  
UNIFORMS  
ATHLETES' CODE OF CONDUCT  
SPECTATORS' CODE OF CONDUCT

# ATHLETICS

## STATEMENT OF PURPOSE

The purpose of the Bridgton Academy Athletic Department is to provide a program of physical activity and education (in a competitive as well as recreational environment) that supports the mission of the school.

This is accomplished by:

- Providing a college-like environment that attracts the potential student-athlete who wishes to continue his athletic career at the collegiate level.
- Augmenting the academic program by supporting the attributes determined to be important for the college-bound student-athlete, such as task management, preparation, and review.
- Augmenting the residential life program by supporting the attributes that are coveted by college admissions counselors such as leadership, character, and responsibility.
- Giving student-athletes the opportunity to make themselves more attractive to colleges and universities by helping them develop their athletic and academic capabilities.

The athletic program supports the institution by developing a shared experience for coaches and athletes alike that reflect the tradition of over 200 years of success. By doing this, the program:

- Allows alumni opportunities and venues to gather and be connected to the institution.
- Expands the Bridgton Academy community well beyond the confines of the village of North Bridgton.
- Supports the admissions efforts of the institution by garnering name recognition and a reputation of challenge and success.
- Helps to provide an identity for the school as a world leader in post-graduate education and athletic development.

## OVERVIEW

Bridgton Academy offers a broad program of interscholastic athletics, which includes football, soccer, golf, hockey, basketball, baseball, lacrosse, tennis, and rugby.

Given the highly competitive nature of Academy teams, no student-athlete arrives on campus with any assurance of making a team, nor, having made the team, of receiving specific levels of playing time.

In addition, a program of competitive intramural activities is offered throughout the school year. Activities include dodgeball, basketball, ice hockey, and softball. For the outdoor enthusiast, Bridgton Academy's Outing Club offers challenging activities in hiking, canoeing, snow shoeing, cross country skiing, and camping.

*The following is general information regarding rules and regulations of the Athletic Department at Bridgton Academy:*

## **ATHLETIC/ACADEMIC ELIGIBILITY POLICY**

Goal: To be proactive with our student-athletes in providing an environment that mimics the NCAA environment of academic responsibility.

### **Step #1: Identifying students at risk**

A student at risk will be defined as a young man who is struggling in multiple classes due to chronic absences, difficulty maintaining academic standing, or significantly decreased effort in and out of class.

### **Step #2: Presenting students at risk**

The Athletic Director will identify a student at risk by seeking input from all members of the BA community. Information collected from daily attendance reports, teacher input, coach input, and advisor input will be considered for identifying a student at risk.

The Athletic Director will then speak with the coach and instruct him to speak with the student within two days to inform the student that he has been identified as a “student at risk” and that he will be placed on a two week review. The Athletic Director will follow up with the coach to ensure this conversation has occurred.

The student at risk will then be placed on an automatic two week review (to be done by Athletic Director). At the end of the two week period, the Athletic Director will seek input from teachers and advisor about the student at risk’s progress.

### **Step #3: Consequences**

Once the information regarding the student at risk has been collected and reviewed, the Athletic Director will then make a decision. The following consequences may be enacted:

1. If the student has sufficiently corrected his behavior, he will be removed from the “student at risk” category but will remain on a “watch list” and will be more closely scrutinized if the student becomes a “student at risk” again.
2. If the student has not sufficiently corrected his behavior (i.e.-continued absences, continued lack of effort), he will be suspended for one week from all athletic participation (participation of practices and games). This decision will come from Athletic Director personally and communicated to the coach as well.

### **Step #4: Repeat offenders**

If a “student at risk” becomes identified again, the Athletic Director will review the student’s case more closely. The following actions may be taken:

1. If there are extenuating circumstances surrounding the student’s transgressions, then the student at risk will be again placed on a two week review and be subject to consequences listed in Step #3.

2. If there are no extenuating circumstances surrounding the student's transgressions, the student will be immediately suspended for one week of athletic participation.
3. The student will then be subsequently reviewed each week by the Athletic Director and will either remain suspended if the behavior is not corrected or will be removed from suspension and be reinstated to his respective athletic program.

### **Expectations:**

#### Athletic Director:

- Will review any student who is identified by a member of the BA community.
- Will communicate to the student's coach of the student's level of discipline.
- Will communicate to the student of the student's level of discipline and expectations that will need to be met.
- Will communicate with teachers regarding any student's status and necessary expectations.
- Will aid in correcting any behavior that is contributing to the student's status of being at risk.

#### Coaches:

- Will communicate the academic expectations of all BA students.
- Will support academic program and BA's policies regarding academic standing.
- Will support Athletic Director in policing academic expectations of all BA students.
- Will aid in correcting any behavior that is contributing to the student's status of being at risk.

#### Teachers:

- Will communicate the academic expectations of all BA students.
- Will assist in identifying students at risk.
- Will aid in correcting any behavior that is contributing to the student's status of being at risk.

#### Students:

- Will communicate with teachers, coaches, and advisor and update them of ongoing work to address at-risk status.
- Will collect information on appropriate form to submit to coach (who will, in turn, submit to Athletic Director) at end of review period.
- Will work hard to reflect on, identify, and correct behaviors that are contributing to at-risk status.

### **ATHLETIC DRESS CODE**

How Bridgton Academy teams look, as well as how they play, makes a statement to other schools about the quality of the Academy's program, and more importantly, about the quality of Bridgton Academy.

Dress code guidelines are established to ensure a high standard of appearance whenever teams travel to other schools for athletic contests. These guidelines are determined by the individual



sport coach's discretion. Factors such as the sport, weather conditions, and length of trip are to be considered. In most cases, the student-athlete will wear a collared shirt, tie, slacks or "dress jeans," socks, and shoes (preferably no sneakers).

## **UNIFORMS**

Team uniforms and equipment are provided by the Academy. Nothing issued by Bridgton Academy, including uniforms, practice gear, and travel bags, is to be used for any non-school related activity. Whenever possible or practical, school-issued practice uniforms are to be worn for practices. Bridgton Academy provides a system that collects, launders, and returns each student-athlete's practice gear on a daily basis. For reasons of safety, wearing jewelry is discouraged. This includes, but is not limited to, watches, earrings, bracelets, necklaces, and rings.

Each student-athlete is financially responsible for each piece of equipment and uniform issued to him. If he fails to return any item at the end of the season, he will be billed for the replacement cost of each item.

## **FACILITIES**

Students are encouraged to make full use of the gymnasium, weight room, and aerobics room. These facilities are open for student use from 8:00am. to 6:30pm. on weekdays and until 10:30pm. on Friday and Saturday. Supervision is required for anyone using the weight room. Those using the weight room need to assume the responsibility for properly storing the weights and bars after each use. "Gym shoes" with non-marking soles are required for gym use, including the weight and aerobics rooms.

Anyone entering Memorial Gymnasium should use the lower doors leading into the main locker room rather than the upper doors facing the athletic fields. This is especially important during the winter months. Jackets, book bags, backpacks, etc., should not be brought into the gym, the weight room, or the aerobic room. Anyone needing a locker should see the Athletic Director.

Bridgton Ice Arena is available to students on a scheduled basis for hockey and recreational skating. Scheduling is done through the Rink Manager. The Athletic Department requires that all use of BIA, be it by an entire team or by a single individual, be done under the supervision of the respective coach or faculty/staff member.

Proper care of equipment and gymnasium locker room areas is very important. Athletes are expected to hang up personal equipment to dry, keep lockers locked, and maintain an orderly area free of trash, tape, etc. Cleated shoes are not to be worn in any of the Academy buildings. At no time should cleats be worn in the gym.

Bridgton Academy assigns each team member a locker and issues a lock. Under no circumstances is a lock not issued by the athletic department to be used. Lockers are to be locked at all times. Each athlete is financially responsible for any equipment, including the lock, issued to him by the Academy. Bridgton Academy is not responsible for any lost items.

## **TRANSPORTATION FOR TEAMS**

1. Travel to and from contests and practices will be in vehicles provided by the Academy. Exceptions may be granted only by the Athletic Director.
2. No one other than players, managers and coaches may travel to any away contest in a school vehicle unless approved beforehand by the head coach and Athletic Director.
3. No athletic shoes with spikes (metal or otherwise) are to be worn in the bus or van.
4. The aisle must be clear at all times - State law.
5. The bus or van must be clean at the end of the trip.

## **HEALTH AND INJURIES**

In order to participate in a practice or in a game, a student must have on file:

- a) the physical examination, which is one of the Bridgton Academy admission requirements
- b) the signed parental authorization form.

The athletic department employs an athletic training staff, as well as a school nurse. In addition, the school maintains an arrangement with local physicians, and Bridgton Hospital is approximately eight minutes away. Orthopedic Associates of Portland is also used on a referral basis. When an injury occurs that requires hospital attention, parents are notified as soon as possible.

Permission to miss an athletic commitment for medical reasons is provided by the student's physician, the Academy's athletic trainers, or the school nurse.

## **OPENING THE SEASON**

Coaches will outline requirements and expectations prior to the start of each season. Athletes are to know the general rules and regulations of the athletic department as well as the expectations and obligations particular to the sport.

## **SPECIAL TRIPS**

Some teams schedule games that include special trips that may extend into school vacations. These trips are school-related to the extent that teams represent Bridgton Academy. Therefore, all Academy and team rules and regulations apply during all team trips.

## **ATHLETES' CODE OF CONDUCT**

- Players shall at all times represent themselves and Bridgton Academy with honor, proper conduct, and good sportsmanship.
- They shall understand that competitive rivalries are encouraged, but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries.
- They shall confine the competitiveness of the game to the field, and in particular, behave properly on the sidelines and in the locker room both before and after games.
- Players shall comply fully with the rulings of the officials. In no way, by voice, action, or gesture, shall they demonstrate their dissatisfaction with the decisions made.
- Players shall not deface property or remove equipment of any kind from their own or another school.
- Players who are ejected from a game for unsportsmanlike conduct or other flagrant behavior

will forfeit their eligibility to play in the next regularly scheduled game or tournament game played in that sport.

- Any student-athlete who fails to comply with this Code of Conduct may be subject to discipline set forth by Bridgton Academy, including separation from the team.

### **SPECTATORS' CODE OF CONDUCT**

As a member of the New England Preparatory School Athletic Council (NEPSAC), Bridgton Academy supports the following guidelines for those viewing Bridgton Academy athletic contests:

- Spectators - whether students, faculty, parents, alumni, or friends - bear important responsibilities to the school for the atmosphere and conduct of games, whether home or away.
- Spectators should watch games from those areas defined by each school as spectator areas. It is inappropriate for spectators to run up and down sidelines, call to players, coaches or officials in an unsportsmanlike manner, go onto the field of play, or deface property. Any behavior which detracts from the ability of the coaches, players, and officials to do their best is not acceptable.
- Faculty members should remember that their responsibility for student discipline and behavior extends to disciplining and controlling students who misbehave as spectators.
- The use of alcohol or illegal drugs will not be condoned.

*Bridgton Academy and NEPSAC expect all athletes, coaches, officials, and spectators to meet these standards.*

# LIFE AFTER B.A.

## "Once a Wolverine, always a Wolverine!"

Interest and participation in Bridgton Academy activities does not end with Commencement. The Office of Alumni and Development provides a link between undergraduate days and later life. Participation in our activities is encouraged.

Bridgton Academy print and electronic communications are sent to each former student as long as the Alumni Office has active home and email addresses. **Be sure to provide the Alumni Office with your updated news and information periodically, which you can do by emailing [alumni@bridgtonacademy.org](mailto:alumni@bridgtonacademy.org).**

Alumni are encouraged to return to campus with their families and friends at any time. Alumni reunions are held annually during Homecoming Weekend and focus on five-year graduating classes. Milestone reunions for the Class of 2016 will be held in years ending in 5's and 0's, however, all alumni are welcome at every reunion. The Class of 2016 will celebrate its five-year reunion in the year 2021. In addition to reunions, the Alumni Office sponsors a variety of events including regional gatherings, an annual Red Sox outing, and alumni sports such as the Annual Alumni Hockey Game held in December, an Alumni Lacrosse Game, and the Alumni Soccer Game in the spring.

The Alumni Office maintains names and addresses of alumni, and is happy to help you get in touch with your classmates.

On the Bridgton Academy website ([www.bridgtonacademy.org](http://www.bridgtonacademy.org)), you will find alumni pages with information about upcoming events, photographs, and important alumni news. You are encouraged to check the website regularly to access news and update your personal information. In addition, Bridgton Academy also has pages on social media sites such as Facebook, Twitter, Shutterfly and LinkedIn with frequent updates, photos and more.

Each year, alumni, parents, and friends of Bridgton Academy give to the Bridgton Fund which provides money for scholarship aid, improvements to campus, and other special activities. Alumni support is always greatly appreciated. Bridgton Fund gifts can be made through our online giving form or sent to the Bridgton Academy Office of Alumni & Development, P. O. Box 292, North Bridgton, ME 04057.

The Bridgton Academy Office of Alumni & Development looks forward to welcoming the Class of 2016 as our newest alumni this May. We encourage you to stay connected with Bridgton Academy in the years to come.

Contact the Office of Alumni and Development  
Email: [alumni@bridgtonacademy.org](mailto:alumni@bridgtonacademy.org)  
Facebook: [facebook.com/BridgtonAcademy1808](https://www.facebook.com/BridgtonAcademy1808)  
LinkedIn: Bridgton Academy Alumni Networking Group  
YouTube: [youtube.com/BAwolverine1808](https://www.youtube.com/BAwolverine1808)  
Phone: 207.647.3322

## 2015-2016 Faculty and Staff List

### Alphabetical Listing

Antonio, George	Izaryk, Jamie	Riley, Priscilla
Atwood, Tim	Jackson, Juwan	Rock, Sue
Austin, Tom	Jatkevicius, Lee	Roderick, Faye
Boody, Melissa	Kane, Joel	Roderick, Janiah
Breslin, Courtney	Kerney, Alex	Roderick, Jolene
Burgess, Matt	Knapp, Julie	Ryan, Steven
Carro, Rusty	Kutasi, Deb	Sawicki, Joe
Chagrasulis, Beth	LeBel, Nick	Smith, Lisa
Cloutier, Deb	Leighton, Gene	Stauble, Ray
Cole, Karen	Lepage, David	Telfer, Helen
Cole, Sven	Lesure, Whitney	Vigneau, Grady
Coston, Trevor	Macdonald, Binaca	Vigneau, Merry
Cross, Michelle	Mastro, Ed	Warde, Mike
Daley, Joe	McAllister, Matt	Webb, Chris
Daley, Patrick	McClure, Cory	Webb, Ryan
Donalds, Jim	McClure, Destiny	White, Jamie
Dube, Travis	McLellan, Ryan	White, Patrick
Dutton, Deb	Meserve, Mike	Zimmer, Eric
Edwards, Ian	Miller, Amanda	
Gaines, Sarah	Miller, Gabe	
Gately, Peter	Moore, Stan	
Haritas, Mike	Nichols, Ruth	
Hatch, Kaitlyn	Nodine, Josh	
Hayne, Sabrina	Oliveira, Gabriela	
Hooper, John	Pendexter, Don	
Hunt, Jon	Pratt, Dylan	
Izaryk, Aaron	Priola, Jess	

# WHO'S WHO AT BRIDGTON ACADEMY

In addition to your dorm parents, teachers, advisor, and coaches, the men and women listed below (whom you will meet during your first days on campus) will help you have a rewarding, enjoyable experience at Bridgton Academy.

## **Headmaster**

Mr. Vigneau guides the faculty and staff in developing students' intellectual, physical, social, and moral development. His office is on the second floor of the Academy Building.

## **Assistant Head of School**

Mr. Cole oversees the Institutional Advancement team, comprised of the Admissions, Development, Alumni Relations, Marketing and Technology departments. His office is in Hamlin STEM Center.

## **Director of Finance and Operations**

Mrs. Telfer is responsible for the school budget, long-term financial planning, negotiation of contracted services for the school, and overseeing the Academy's endowment funds. Her office is in the Academy Building.

## **Dean of Academics**

Mrs. Macdonald is in charge of all academic issues including course placement and selections, class schedules, the CAP program, and examinations. Her office is in the Humanities Center.

## **Director of Student Life**

Mrs. McClure oversees all issues related to Residential Life, community activities, and student life. Her office is in the Student Life Office in Goldsmith Dining Hall.

## **Marketing Manager**

Mr. LeBel handles the school's traditional and social media marketing efforts and oversees operation of 1808 Media House. His office is in the Academy Building.

## **Director of Athletics**

Mr. Sawicki schedules and supervises all athletic activities. His office is in the DeSorrento Wing of Memorial Gymnasium.

## **Dean of Students**

Mr. Stauble's responsibilities include all disciplinary and attendance issues. His office is in the Student Life Office in Goldsmith Dining Hall.

## **Director of the Academic Support Center**

Ms. Breslin is responsible for all aspects of the Academic Support Center. Her office is in the Humanities Center.

## **Director of Technology**

Mr. Lepage oversees all aspects of the Academy's computer network. His office is in the Computer Center in Hamlin STEM Center.

**Director of College Counseling**

Mr. Izaryk oversees the College Counseling Office, where students receive guidance on the college selection and application process. He also coordinates the standardized testing program. His office is in the Humanities Center.

**Registrar**

Mrs. Dutton is responsible for academic records and transcripts. Her office is in the Humanities Center.

**School Counselor**

Mrs. Miller works with students and faculty members individually and in groups in workshops and on an as-needed basis. Her office is in Hamlin STEM Center.

**School Nurse**

Mrs. Rock is on campus Monday through Friday for student medical concerns. Her office is located in the Student Life Office in Goldsmith Dining Hall.

**Director of Alumni and Development**

Mrs. Priola coordinates all fundraising and alumni activities. Her office is on the second floor of the Academy Building.

**Director of Admission and Financial Aid**

Mr. Webb acquaints students and parents with Bridgton Academy and directs admission activities on- and off-campus. His office is in the Academy Building.

**Controller**

Mrs. Telfer oversees the day-to-day business operation of the school and all accounting functions. Her office is in the Academy Building.

**Director of Human Resources**

Mrs. Kutasi handles all human resource issues. Her office is in the Hamlin STEM Center.

**Main Office**

Ms. Roderick is the School Secretary and manages the School Store in the Main Office, which is in the Hamlin STEM Center.

**Please feel free to visit or call any of these people for more information at  
(207) 647-3322.**

# BRIDGTON ACADEMY COMMENCEMENT AWARDS

## **ANNIE R., HORACE A., & MARTHA B. FLINT IMPROVEMENT AWARD**

The Flint Award is made possible by the legacy of Martha Flint '52. It is awarded to the student who has demonstrated the strongest improvement in study habits, academic performance, and concern for the Academy.

## **ELECTRA H. FICKETT OUTSTANDING CITIZENSHIP AWARD**

The Fickett Outstanding Citizenship Award, made possible by Col. Richard Fickett '53, is presented to the student who can always be depended upon to do what is expected of all.

## **DR. CHRISTOPHER BLANCH '89 AWARD**

The Blanch Award is made possible by the parents of Dr. Christopher Blanch '89. It is presented to a student who has shown strong self development and academic achievement.

## **RUSSELL A. PITNOF '34 AWARD**

The Pitnof Chair is given in memory of Russell A. Pitnof '34, who never forgot Bridgton Academy or wavered in his pride at being an alumnus. The award is presented to a student who has similarly served this community and who takes pride in his experience here.

## **ALUMNI AWARD**

The Alumni Award is given to a young man who has excelled as a well-rounded student and who typifies the qualities alumni consider as the ideal for Bridgton Academy graduates.

## **CAPT. CLAUDE "DUKE" HOUGH '54 AWARD**

The Hough Award is made possible by Nancy Hough Armstrong '57 in honor of her brother, Captain Claude "Duke" Hough. This award presented for outstanding leadership.

## **LELAND S. BUCK '42 BUCK AWARD**

The Buck Award is presented to a student who contributed the most to the Academy through the example of character and helpful interest in school affairs.

## **GOULD AWARD**

The Gould Award is given to the student who has a strong spirit of loyalty to the Academy, has exercised wholesome and wise leadership, and has maintained sound academic standards.

## **HEADMASTER'S AWARD**

The Headmaster's Award is presented to the student who is most outstanding in character, deportment, and scholarship, and who has been a good influence upon his fellow students.

## **SPOONER AWARD**

By the will of Frances L. Spooner, the Spooner Award is given to the person whom the faculty has designated as the most outstanding in general excellence of studies, loyalty, and uprightness of character.

## **THE ARTHUR B. STEBBINS JR. '67 AWARD**

Presented to the student who, through his actions, has best demonstrated the spirit and tradition of the Bridgton Academy Outing Club.

## **GOLF IMPROVEMENT AWARD**

Recognizing the player who has shown considerable growth and improvement on the course.

## **TENNIS COACHES' AWARD**

Recognizing the player who has consistently modeled a team-first approach on the court as well as brought a high level of skill and sportsmanship to the game.

## **BLACK KNIGHT RUGBY AWARD**

Recognizing the player who has consistently brought a team-first approach to the pitch as well as a high level of sportsmanship and skill.



**DeSORRENTO SOCCER AWARD**

This award is presented to the student-athlete who exemplifies the spirit and the determination of Justin A. DeSorrento '96.

**COREY SMITH '88 MEMORIAL AWARD**

The Corey Smith '88 Memorial Award is presented to a basketball player who exemplifies outstanding personal qualities on and off the basketball court.

**JOHN POWERS '91 MEMORIAL LACROSSE COACHES' AWARD**

In memory of John Powers '91, this award recognizes the player who has consistently modeled a team-first approach to the season as well as a high level of skill and sportsmanship to the game.

**JOHN T. FABELLO HOCKEY AWARD**

Honoring John T. Fabello '34, late faculty member and coach, this award is presented to a hockey player who has contributed most to his team through his drive, his desire, and his example of sportsmanship.

**DOUGLAS R. AVERY AWARD**

Presented in memory of faculty member and coach Doug Avery, this award is given to a baseball player who has shown a strong commitment to making himself a better player, improving the team, leading by example, and above all, loving the game.

**AUSTIN FOOTBALL AWARD**

Honoring faculty member and coach, Tom Austin, this award is given to a young man on the football team who has exhibited, throughout the school year, outstanding qualities of character, desire, and intensity in all endeavors undertaken.

**AL HARRY '58 IMPROVEMENT AWARD**

Established by the classmates, family, and friends of the late Al Harry '58, this award is presented to the most improved football player.

**SPORTSMANSHIP AWARD**

The Sportsmanship Award is presented to a student who has consistently demonstrated leadership and sportsmanship, and who has been a good influence upon his fellow students.

**EDWARD F. BROWN FUND ESSAY & PUBLIC SPEAKING PRIZES**

The Brown Public Speaking and Essay Prizes were initiated by the will of Edward F. Brown who graduated from Bridgton Academy, Yale University and Columbia Law School. Mr. Brown was a trustee of Bridgton Academy for 23 years and president of the Board from 1888 until his death in 1909.

**SYLVESTER SPELLING PRIZE**

Dr. Charles Sylvester, former president of the Board of Trustees, left an endowment when he died in 1942 for the purpose of sponsoring an annual spelling contest.

**LEE AND CAROL NOBLE FINE ARTS AWARD**

The Lee and Carol Noble Award is made possible by the late Lee Noble, a longtime member of the Bridgton Academy staff, and his wife Carol, to recognize a student who has excelled in the fine arts.

**FACULTY AWARD**

The Faculty Award is presented for academic diligence and all-round pleasant and positive attitude toward teachers, classmates, and Bridgton Academy.

**PHYLLIS B. WAKEFIELD CLASS OF '48 & '10 AWARD**

This Commencement Award is established by Mrs. Brenda Wiley to provide recognition of a deserving Bridgton Academy student each year at graduation in honor of her mother, Mrs. Phyllis B. Wakefield, BA Class of 1946 and 2010. The Wakefield Award will be given to a young man who, like Ms. Wakefield, has overcome adversity and hardship to succeed at Bridgton Academy.

**DIANNE C. FABELLO MEMORIAL AWARD**

The Dianne C. Fabello Memorial Award is presented to a student who has demonstrated exceptional interest in and concern for his fellow students.

**DENNIS O'BRIEN '67 AWARD**

The O'Brien Award goes to that student who demonstrates sensitivity, warmth, genuine concern for his classmates, and dedication to the school.

**HOWE AWARD**

The Howe Award is given to honor a student who is quietly outstanding as a person of dignity and worth.

**RICHARD R. MARCELLA AWARD**

The Marcella Award is made possible by the family of Justin A. Sands, Class of 2001. It is presented to a student who, like Coach Marcella, possesses integrity, honesty, compassion, and a commitment to the pursuit of excellence in all areas at Bridgton Academy and beyond. The recipient embraced the academic and athletic challenges posed by both the Academy and himself and worked consistently to meet these challenges.

**DeFELICE ENGLISH IMPROVEMENT AWARD**

The DeFelice English Improvement Award is presented to the student who has demonstrated the greatest improvement through the year in English.

**HOLT AWARDS**

The Holt Awards are presented each year to the outstanding students in English, Mathematics, Social Science, Physical Science, and Computer Science.

**ADDIE M. CHADBOURNE AWARD**

The Addie M. Chadbourne Award is presented to the highest ranking student in the graduating class.



# The Year That Makes The Difference

## BRIDGTON ACADEMY



### 2015-2016 School Calendar

July 2015						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

19th, "Tentative Date"- Incoming Student Event at The Colonnade Hotel in Boston, MA

August 2015						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

14th, New Faculty & Staff Orientation  
17th-21st, Faculty & Staff BA U  
29th, Student Registration Day  
8/29-9/2, Orientation / Preseason

September 2015						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

3rd, 1st Semester Classes Start  
4th-6th, Closed Weekend

October 2015						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

2nd-4th, Homecoming Weekend  
23rd, End of 1st Qtr  
23rd-26th, Long Wknd Begins After Last Class  
26th, Students Return by Dinner

November 2015						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

20th, Thanksgiving Break after last class  
29th, Students Return by Dinner

December 2015						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

10th, Last Day of Classes  
11th, Review Day  
11th-13th, Closed Weekend  
14th-17th, First Semester Final Exams  
12/18-1/11, Winter Break

January 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

12/18-1/11, Winter Break  
11th, Faculty & Staff Professional Day  
11th, Students Return By Dinner  
12th, Second Semester Begins  
12th, First Semester Awards Ceremony

February 2016						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

5th-8th, Long Weekend Begins After Last Class on 2/5

March 2016						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

4th, 3rd Quarter Ends  
4th-20th, Spring Break  
20th, Students Return By Dinner  
25th-28th, Long Weekend After Last Class On 3/25

April 2016						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

8th-11th, Long Weekend After Last Class On 4/8  
11th, Students Return by Dinner  
29th-May 1st, Closed Weekend

May 2016						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

2nd, Last Day of Classes  
3rd, Review Day  
4th-6th, Second Semester Final Exams  
7th, Commencement-Campus Closes at 3pm

June 2016						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

## Legend

- Academic
- Administrative
- Residential
- Athletic
- Support



## Key To Buildings

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1. Cleaves Hall</li> <li>2. Twitchell Chapel</li> <li>3. Academy Building</li> <li>4. Holt Hall</li> <li>5. Sylvester Hall</li> <li>6. Hamlin Study Center</li> <li>7. Wolverine Den</li> <li>8. Hamlin House</li> <li>9. Fernald House- Headmaster's House</li> <li>10. Director's House</li> <li>11. Edwards House</li> <li>12. Dean's House</li> <li>13. Potter House</li> </ol> | <ol style="list-style-type: none"> <li>14. Wyonegonic Hall</li> <li>15. Spratt-Meade Museum</li> <li>16. Massachusetts Hall</li> <li>17. Walker Hall</li> <li>18. Jillson Hall</li> <li>19. Humanities Center</li> <li>20. Goldsmith Dining Hall</li> <li>21. Memorial Gymnasium</li> <li>22. Bridgton Ice Arena</li> <li>23. Maintenance Building</li> <li>24. Chadbourne House</li> <li>25. O'Brien House</li> <li>26. Dr. Shedd House</li> <li>27. Richardson House</li> </ol> |
|--|---|



**Bridgton Academy**  
**Campus Map**  
 Bridgton, Maine

