



BRIDGTON ACADEMY STUDENT HANDBOOK CLASS OF 2021

BRIDGTON ACADEMY STUDENT HANDBOOK FOR STUDENTS AND PARENTS 2020–2021



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 Bridgton Academy Student 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 Head of School 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
Dietary Restrictions

Who

Department of Student Life
Dean of Studies
Athletic Director
Athletic Trainer
Department of Student Life
Director of College Counseling
Director of Technology
Director of Culinary Operations
Nurse
Department of Student Life
Department of Student Life
Department of Student Life
Department of Student Life
Registrar
Department of Student Life
Business Office
Dorm Parent
Dean of Studies
Department of Student Life
Culinary Services

Where

Student Life Offices*
Humanities Center
DeSorrento Wing (Memorial Gymnasium)
Memorial Gymnasium
Student Life Offices*
Humanities Center
Hamlin STEM Center
Goldsmith Dining Hall
Student Life Offices*
Student Life Offices*
Student Life Offices*
Student Life Offices*
Humanities Center
Student Life Offices*
Hamlin STEM Center
Dormitory
Humanities Center
Student Life Offices*
Goldsmith Dining Hall

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

Bridgton Academy

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facebook.com/BridgtonAcademy1808
twitter.com/bridgtonacademy
youtube.com/BAwolverine1808

HEAD OF SCHOOL'S WELCOME TO STUDENTS

Dear Members of the Class of 2021:

Welcome to Bridgton Academy! You have chosen to become part of a community that values trust, accountability, sportsmanship, and intellectual vitality. In order to ensure that these core principles remain a central part of campus life, we have established the rules and guidelines in this Handbook.

One of your first tasks as a Bridgton student is to read this document carefully. The Handbook contains important information about school resources, policies, and procedures. Your transition from high school to this community will be smoother because you know and understand our expectations before you get to campus. This year, due to the pandemic, a number of policies and procedures have also been put in place to protect your health and safety. It is important that you are aware of these policies and are ready to follow them to best ensure the safety of our community.

Your decision to attend Bridgton Academy is one you will come to see as life-changing. By committing yourself fully to your goals and immersing yourself entirely into the school's culture, you are sure to see the changes that you have envisioned for yourself. We are excited that you will be joining us, and we trust that you will find this year to be one of opportunity, challenge, and growth.

Sincerely,

A handwritten signature in black ink, appearing to read 'Martin J. Mooney', with a stylized, flowing script.

Martin J. Mooney
Head of School

HEAD OF SCHOOL'S LETTER TO PARENTS

Dear Parents of the Class of 2021:

Your family has made an important commitment in choosing to attend Bridgton Academy. On behalf of the faculty, I look forward to forming a close partnership with you in order to support your son through all of the opportunities that lie ahead.

Our expectations are high, and the school's demands can, at times, seem overwhelming. This year especially will have some added challenges as we work to ensure the health and safety of our students and community. As a parent, it's natural that you will sometimes want to try to "clear the way" for your child when he is facing obstacles. I would suggest to you that moments of challenge and discomfort, taken on in an environment of trust and support, will do amazing things for your son. By giving him a little space and a sympathetic ear, you also be giving him the independence and the confidence he needs to discover his potential. That said; please know that we are here whenever you have any questions or concerns. Together, with your son, we will accomplish a great deal this year.

A faculty member said to me recently, "Bridgton is filled with young men looking to change their destinies." The entire Bridgton Academy community is dedicated to this ideal, and we are all looking forward to guiding your son along this part of his journey.

Sincerely,

A handwritten signature in black ink, appearing to read 'Martin J. Mooney', with a stylized, flowing script.

Martin J. Mooney
Head of School

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 young man. 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 2021 this year; however, 2020–2021 is really **your** year. That fact makes it the most important year of all.

If enthusiasm and cooperation exist 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, disability, 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.

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:

- are expected to 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 the student feels comfortable. Bridgton Academy will not tolerate retaliation against any person who reports, provides information, witnesses, or cooperates during an investigation of bullying.

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ACADEMIC LIFE



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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 Academic and Student Life.

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 Academic and Student Life. If a student fails to meet the minimum graduation requirements, he will have the opportunity to earn a certificate of attendance rather than a diploma. The certificate of attendance will specify that the student has not met the requirements for graduation.

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 high school diploma. For such students, the following requirements apply:

In addition to meeting Bridgton Academy's academic graduation requirements, 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 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. Exceptions to the stated requirements may be granted by the Dean of Academic and Student Life in consultation with other academic leaders, including the Head of School. The ultimate decision regarding the granting of a Bridgton Academy diploma rests with the Head of School.

ACADEMIC COURSE LOAD AND RIGOR

The minimal course load for all students is four 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-course minimum in addition to any pass/fail courses. With approval from the Dean of Studies, some students may enroll in five full-credit courses.

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 17). 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 Studies, working closely with a student's 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 might weaken his chances for admission to college.

COURSE/SCHEDULE CHANGES

Within the first week of the first semester, a student who wishes to change a course or the schedule of courses assigned must initiate the process by meeting with the Dean of Studies.

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 are issued and made available 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, instead, a reflection 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 exceed instructor's minimum expectations for the 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 the 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 missed due to an unexcused absence will not be accepted. Work missed as a result of excused absence(s) is due to the teacher(s) no later than 3:00 pm the following Monday. After Monday, the work will no longer be accepted and will be given a zero.

SEMESTER AND FINAL EXAMS

Since major examinations have a 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 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 one week prior to the start of the exam period; teachers are not allowed to change the established time and date of an exam without permission from the Dean of Studies. Students may not reschedule an exam to allow for an early departure for a vacation.

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 for 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.

GRADE POINT AVERAGE and HONOR ROLL

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 maintained at least a 3.0 GPA and earned 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. Please note that Bridgton Academy does not compute class rank.

VALEDICTORIAN

At the end of the year, the valedictorian designation will be awarded to a student or students based on the highest numerical semester grades in each course, as well as the number of CAP courses he successfully completed.

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 submitting 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. This may include copying a homework assignment or lab report, or 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 Studies; in turn, the Dean of Studies may bring the case before the Academic Review Committee for investigation and recommendation, in consultation with the Dean of Academic and Student Life, 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 Academic and Student Life. 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 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 Studies, 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 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, outlining the Committee's recommendations from the Dean of Studies.

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 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 decline, 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 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 Head of School 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 Studies will, in turn, notify the parents of the stipulations required by the Committee. In such cases, the Dean of Studies monitors the student's progress regularly. In addition, parents are encouraged to contact the Dean of Studies 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 Studies and/or the student's advisor. At such a point, the Dean of Studies, 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 a 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 school 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).**

MEDICAL LEAVE POLICY

Medical leaves may 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 cannot 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 leave for mental health or substance related issues may 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, his 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 student's college. CAP courses are taught with standards and a level of intensity commensurate with the expectations of students in the equivalent courses at the sanctioning colleges. 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 English and mathematics-based CAP courses. CAP social science and science courses are available to any student for whom that level would be appropriate. The Dean of Studies 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 from the partnering school, if he has earned a grade of C or better. The option to transfer these credits is at the discretion of the receiving college or university. There is a **non-refundable fee** for CAP courses, which varies according to each course, and which must be paid according to the course registration policies of the college granting the credit.

CLASSROOM/ACADEMIC DAY INFORMATION AND POLICIES

Academic Day Calendar

Mon. Wed. Fri.

8:00 a.m. - 9:00 a.m.

9:15 a.m. - 10:15 a.m.

10:30 a.m. - 11:30 a.m.

11:45 a.m. - 12:45 p.m.

2:15 p.m. - 3:15 p.m.

8:00 p.m. - 9:00 p.m.

8:00 p.m. - 9:30 p.m.- Study Hall

Tue. Thur. Sat.

8:00 a.m. - 9:00 a.m.

9:15 a.m. - 10:15 a.m.

10:30 a.m. - 11:30 a.m.

11:45 a.m. - 12:45 p.m.

Tue. 1:00 p.m. - 1:50 p.m

Chapel/Advisory

Thur. 1:00 p.m. - 1:50 p.m

Faculty Meeting

**8:00 p.m. - 9:30 p.m.-
Study Hall (except on Sat.)**

ACADEMIC DRESS CODE

Concern for personal appearance is an indication of self-respect and courtesy towards others. 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. One way we accomplish this is through our **faculty** and **student** dress code.

STUDENT DRESS CODE

The Academy dress code is simple and obviously affects what clothing a student will bring. The Academy dress code is the following...

From 8:00am to 3:00 p.m. Monday through Friday, Academic Dress is required for faculty and students. This dress code requirement applies to the Hamlin STEM Center, Academy Building, Goldsmith Dining Hall, Humanities Center, and Chapel:

The dress code is:

- *A collared shirt (golf or polo style shirt are OK)*
- *Sweater*
- *Hooded or crew neck sweatshirt. If a student removes a sweatshirt then they must have a shirt with a collar on underneath*

- Khaki shorts/pants
- Jeans

Please note that hats are not permitted in academic buildings (Hamlin STEM Center, Academy building, Goldsmith Dining Hall, Humanities Center, or Twitchell Chapel) at any point in the day.

For the purposes of Saturday classes, students are free to enjoy a relaxed dress code, which may include athletic shorts, and sweatpants.

Formal Functions:

There are occasions throughout the academic year when 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 will 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 attend ALL scheduled classes, study halls, assemblies, meetings, weekend check-ins, and special events. Faculty members are required to report 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 email update, 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. ALL class, Chapel, academic or advisor meetings count toward the unexcused absence total. **Three tardies to a single class will be treated as an absence.**

PRE-APPROVED ABSENCE: A pre-approved absence can be obtained by the College Counseling or Student Life offices. Students must obtain and return a Special Absence form 24 hours 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. College Counseling visits before or after a school vacation/long weekend in general, are not excused, however students can request special approval, in advance, from both the Director of College Counseling and Dean of Academics. Additionally, all students will be required to provide documentation for college visits.

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

In light of the pandemic, pre-approved absences may require a quarantine period and negative COVID-19 test before a return to campus.

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

Prior to receiving a Level 1 Dean's Warning, students will have a documented meeting with their teacher, following notification by the Dean of Students when they have accumulated 2 unexcused absences in a class.

Level 1: Once a student accumulates 5 unexcused absences

- A letter will be sent home from the Dean's Office.
- Meeting with the Dean of Students and Advisor

Level 2: Once a student accumulates 10 unexcused absences

- A letter will be sent home from the Dean's Office.
- Meeting with the Dean of Students, Advisor, and Dean of Academic and Student Life
- Campused Weekend
- Sunday morning detention

Level 3: Once a student accumulates 15 unexcused absences

- A letter will be sent home from the Dean's Office.
- Meeting with the Dean of Students, Advisor, Dean of Academic and Student Life, and coaches
- Detention in the Student Life Office
- Loss of athletic and/or extracurricular activities the FOLLOWING WEEK
- Campus probation. Probation can be lifted at the discretion of the Dean of Students

Level 4: Once a student accumulates 20 unexcused absences

- Judicial Board to determine whether or not the student should continue as a member of the Bridgton Academy community.

Prior to receiving a Level 1 Dean's Warning, students will have a documented meeting with their teacher, following notifications by the Dean of Students when they have accumulated 2 unexcused absences in a class.

***Attendance totals are cumulative, not per class**

**** Three tardies is equivalent to one unexcused absence.**

*****Unexcused absence totals are reset at the semester.**

SUPERVISED STUDY

Throughout the academic year, all students are required to participate in evening study hours. Between 8:00 and 9:30pm, Monday through Friday evenings, every student is expected to be focused on academic work in an assigned setting as mandated by study hall regulations.

MISSING AND INCOMPLETE ACADEMIC WORK

MAKE-UP WORK

When an academic class or other obligation is missed for any excused 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. The Bridgton Academy late work policy applies, even in the event of a scheduled absence.

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

ACADEMIC LIFE COMMUNICATION

A parent's primary point of contact with the Academy about any concern is the 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. In addition, parents will receive information from their son's College Counselors, who engage in regular communication with parents of their advisees. The Dean of Studies and Head of School are also ready and willing to respond to calls from parents; however, before calling the Dean or Head of School, 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 over 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 work with 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 advisees 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 Counseling 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. Please note, a final high school transcript is imperative and must be submitted by the student to the College Counseling office prior to materials being sent out. More specific details on the college counseling program and application process are available at the College Counseling 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 3rd and November 7th; ACT Test—October 24th**. 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; however, transportation will not be provided. 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 course that covers both verbal and math preparation as well as test-taking strategies. The fee for this course is an additional \$550.

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.

ACADEMIC SUPPORT CENTER

FOCUSED ACADEMIC COACHING (FAC)

The Focused Academic Coaching process enhances quality of life, improves performance, and supports growth and change. Coaching provides new support, structure, and accountability. The coach and student explore strengths, talents, tools, and new learning techniques 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 an additional \$5,500.

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 *Goepel Writing Center*, located on the second floor of the Humanities Center as part of the Learning Commons, is staffed during study hall by faculty members who are available to students for assistance with any writing assignments. This is a service offered by appointment only. Students may be required by their teachers to use the *Goepel Writing Center* for assistance with various writing assignments.

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. As part of their enrollment agreement, all students will receive an iPad during orientation for use while on campus. Each student will receive one iPad, case, and charger. Students are responsible for providing their own 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 student's to keep. While they are on campus, the student must maintain storage capacity on their iPad to run and install school related apps and functions. 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; 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. broken screen from a drop). There is a website at 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 his 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 for Education platform. Addresses will be made 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 and the daily attendance bulletin.
- In addition, all faculty and administration can be reached through their respective 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 an appropriate manner as defined by the Student Handbook.
- Bridgton Academy network resources are considered the 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



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DISCIPLINE

PHILOSOPHY

This Handbook makes reference 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 will meet with the Dean of Students or his 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.***

DISCIPLINARY MEASURES

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 precedes 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 advisor.
- letter home.
- detention during free periods in the Residential Life office which may include, but is not limited to, Academy service.
- any other disciplinary actions recommended and approved by the Dean of Students.
- Sunday detention 8:30–10:30am.
- campused weekend.

On-Campus Suspension

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

- afternoon detention.
- required attendance at cohort meals.
- loss of athletic or activity participation.
- campused weekend.
- assigned Academy service.
- any other disciplinary action recommended and approved by the Judicial Committee or Dean of Students.
- probationary status.

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.

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. Upon return to campus the student will be placed on probationary status.

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. The expectation for the student serving an off-campus suspension is supervision by an adult.

Definition of 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.

Definition of Campused Weekend

A student is required to report to the cohort members who are on duty for the weekend. In addition, the student is required to report to Sunday morning detention administered by the cohort members on weekend duty.

Definition of 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 during 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:

- 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.
- students can be removed from the Probationary list at the discretion of 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 major offenses listed below, he investigates the matter in such a 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 Head of School, and the Head of School makes the final decision, with or without an informal hearing before the Judicial Board. The Dean of Students reserves the right, in all major violations, to call a Judicial Board hearing.

The Head of School is not bound to follow the recommendation of the Judicial Board, and the Head of School 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 Judicial 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 Judicial 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 Head of School 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.
- Possession or use of **tobacco products**. The legal age for possession and use of tobacco products in the State of Maine is twenty-one. The law is strictly enforced by local, county, and state police.
- Any major act of dishonesty, such as theft (including plagiarism), fraud, or stealing. Theft is grounds for immediate expulsion.
- Sexual or other unlawful harassment of others. This includes bullying, physical, psychological or emotional intimidation or hazing of any kind.
- Harm to character or slander. This includes making unacceptable comments, remarks or actions through verbal, written or technological means in regards to race, religion, sexuality, physical appearance or socio-economic status, etc.

- Transportation, including by email, 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.
- Academic dishonesty, including plagiarism, as outlined in detail on page 15 of this Handbook.
- 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 Bridgton Academy campus without permission.

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, expulsion, or a 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 does not reflect the standards and values of 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.
- behavior that does not reflect the standards and values of the Academy.

Note: The Academy reserves the right to respond to any inappropriate off-campus behavior as if it had happened on campus.

- When a student is involved with law enforcement officers, the Academy is not required to wait for legal disposition before taking disciplinary action.

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, at which time the dormitory is expected to be quiet so that students and faculty may sleep or study.
- All campus lights are recommended to be out in dormitory hallways following the completion of dorm check-in at 11:00pm.
- Smoking or chewing of tobacco in dormitories is strictly prohibited.
- The use of electronic cigarettes is strictly prohibited. This includes vape pens.
- 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 when due cause exists, and whenever possible, in the presence of the room's resident(s) and/or a student dorm representative.
- Tampering with fire extinguishers, fire hoses, or fire alarm systems is a serious offense that may lead to suspension or dismissal and a minimum \$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.
- Only one (1) dorm sized mini refrigerator is permitted per room.
- 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.
- 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.
- Room changes can only be made through the dormitory director with final approval by the Student Life Office.
- Lounge furniture is for the use of the entire dormitory and is not to be removed from the lounge area.
- 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–January 12, and March 6–March 21.

Campus will close at 3:00pm following the Commencement ceremony on May 8, 2021.

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 stay on 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 culinary staff recognizes and accommodates all types 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, 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.

From the Culinary Department:

- Our passion is quality food prepared healthily.
- 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; please help limit waste.
- 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 are expected to 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 gentleman respects himself, respects others, and respects the food as he fuels both body and mind.
- Phone conversations are not permitted in Goldsmith Dining Hall.
- Excessive noise from electronic devices are not permitted—and are determined at the discretion of faculty and staff.

GOLDSMITH DINING HALL

Monday - Saturday

Breakfast 7:30–10:30am

Lunch 11:15am–1:15pm

Dinner 5:30–7:30pm

Sunday Brunch

Brunch 10:30am–1:00pm

DRESS CODE

ACADEMIC DRESS CODE

Concern for personal appearance is an indication of self-respect and courtesy towards others. 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. One way we accomplish this is through our **faculty** and **student** dress code.

STUDENT DRESS CODE

The Academy dress code is simple and obviously affects what clothing a student will bring. The Academy dress code is the following...

From 8:00am to 3:00 p.m. Monday through Friday, Academic Dress is required for faculty and students. This dress code requirement applies to the Hamlin STEM Center, Academy Building, Goldsmith Dining Hall, Humanities Center, and Chapel:

The dress code is:

- *A collared shirt (golf or polo style shirt are OK)*
- *Sweater*

- Hooded or crew neck sweatshirt. If a student removes a sweatshirt then they must have a shirt with a collar on underneath
- Khaki shorts/pants
- Jeans

Please note that hats are not permitted in academic buildings (Hamlin STEM Center, Academy building, Goldsmith Dining Hall, Humanities Center, or Twitchell Chapel) at any point in the day.

For the purposes of Saturday classes, students are free to enjoy a relaxed dress code, which may include athletic shorts, and sweatpants.

Formal Functions:

There are occasions throughout the academic year when 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

Students will be allowed to bring their vehicles to campus. However, the Bridgton Academy campus will be closed once students arrive on campus, meaning that access to cars will be extremely limited.

- Students will not have the ability to utilize their vehicles for personal use off campus until they depart from campus for the Thanksgiving Break.
- In exceptional or emergent circumstances, students will need approval from the Residential Life Office to access their vehicles.
- If a student does need to utilize their vehicle and depart campus, the following protocol will be in place and need to be satisfied upon their return to campus:
 - A negative test 4-5 days before expected arrival back to campus
 - Seven day quarantine upon arrival to campus
 - No participation in cohort activities (extracurricular or athletic events)
 - Distance Learning
- For those who decided to bring a personal vehicle to campus, please note the following expectations.
- 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.
- All vehicles must be registered with the Student Life Office and must carry a Bridgton Academy parking decal on the rear bumper. There is a \$250 fee to register a car.
- 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.
- Student vehicles must be parked in the designated Student Parking Lot at all times.
- Student vehicles may be subject to random searches.
- Parking violation fee: \$75 per infraction. Excessive parking violations may result in revocation of vehicle privileges.

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 Student Life Office. 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.

IMPORTANT DATES

Friday, November 20

Thanksgiving Recess begins at the completion of classes.
Students will complete a final week of first semester remotely that will run from
Monday, November 30th- Friday, December 4th.

Monday, January 11

Students return to campus

Tuesday, January 12

Second Semester Begins

Friday, March 5

Spring Vacation begins at the completion of classes.
Students return Sunday, March 21, by dinner.

Friday, May 7

Baccalaureate Dinner

Saturday, May 8

Commencement

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 Office.

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. 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 phone use is not allowed in the following buildings: Goldsmith Dining Hall
Humanities Center
Hamlin STEM Center
Twitchell Memorial Chapel

Students are not allowed to receive or make phone calls during supervised study hours (8:00–9:30pm, Monday through Friday). Excessive/inappropriate cell phone usage may be grounds for confiscation by the Dean of Students.

E-mail

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

Post Office

Students may have mail sent directly to campus using the following address:

John Doe
c/o Bridgton Academy
(Dormitory name and Room number)
11 Academy Ln
P.O. Box 292
North Bridgton, ME 04057

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, and United Church of Christ services are conducted, and transportation to Portland for holiday services for a student of the Jewish faith may be arranged upon request to the Student Life Office.

LAUNDRY/LINEN SERVICE

Students all have weekly laundry service through Squeaky Clean Laundry in Bridgton. Students will need to provide their own towels and bed linens. Twin XL sheets are recommended.

STUDENT HEALTH SERVICES

Bridgton Academy employs a full-time Registered Nurse 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 must 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.

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 out-of-network providers 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 his 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 he submit a copy of both sides of his card with his 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 his or her 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.

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 Dean of Students, Head of School, 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 STEM 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 they 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 invoice with tuition and fees. The SRE account is used for the cost of the following, but not limited to: SAT Prep class, CAP registrations, on-campus nurse/medical services, dormitory room damages, transportation fees, vehicle registration, vehicle parking fines, etc. The school will automatically charge each student a \$400 Activity Fee as well as \$125 for the student to receive a yearbook.

SRE funds cannot be used for cash needs, individual 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, generally in mid-June. There is a required minimum balance of \$200 in this account. The initial \$1,500 deposit may need to be supplemented 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 security purposes, cash should not be kept in dorm rooms. 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. The school store & snack bar 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, 9:00am–3:00pm

Mark Goodwin – Business Manager
mgoodwin@bridgtonacademy.org
207.647.3322 x1214

Faye Roderick – Business Office Tuition Collection
froderick@bridgtonacademy.org
207.647.3322 x1247

Special Fees include CAP course fees (which are automatically charged to the SRE account) and SAT Prep class (\$500).

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

Tuition Payments

Tuition payments can be made to the Business Office during normal business hours. When necessary, the Business Office will contact parents by phone to discuss any tuition account matters. 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.*
- *Transcripts will be held for all accounts in arrears.*
- *Bridgton Academy reserves the right to dispose of personal property left behind by the student.*

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 debt.

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

ATHLETICS



ATHLETICS
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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 emphasizing:

- College Level Instruction – In practice and game situations as well as scheduling; attracting the aspiring student-athlete who wishes to continue his athletic career at the collegiate level.
- Full-Year Scheduling – Our varsity athletic teams have offerings in each quarter of the year, including preseason, in-season and out-of-season components that is supplemented by our Strength & Conditioning programming, to ensure that our student-athletes are not only prepared for college athletics, but trained in an environment that closely mirrors that of a freshman, college athletic experience.
- Academic Monitoring – Mirroring the additional academic demands that exist at the college level for a student-athlete, including additional study halls, attendance requirements, and maintaining academic achievement during in-season game scheduling & travel.
- Community Involvement – Our student-athletes will be expected to not only represent themselves professionally in their athletic endeavors, but also realize that they represent many communities. This includes family, hometown, Bridgton Academy, and the town of Bridgton, among others. Bridgton Athletics seeks to improve and contribute to each community we are involved in.
- A Focus on College Placement – While the opportunities beyond Bridgton Academy may be diverse and unique to the sport each student chooses to pursue, our coaching staff will assist the College Counseling Office in the college search & decision process. Opportunities such as junior hockey & college club sports will also be explored.

The athletic program supports the institution by developing a shared experience for coaches and athletes alike that reflects 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 admission 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—receiving specific levels of playing time.

Bridgton Academy also offers a program of competitive intramural activities throughout the school year. Activities include dodgeball, basketball, ice hockey, and softball. For the outdoor enthusiast, Bridgton Academy offers challenging activities in hiking, canoeing, snowshoeing, 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 the Dean of Academics and other 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, who will speak with the student within 48 hours 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 confirm 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 progress of the student at risk.

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 monitored should the student become 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 in 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 removed from suspension and be reinstated to his respective athletic program if the behavior is corrected.

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 his level of discipline and the 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 the academic program and BA's policies regarding academic standing.
- will support the 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 the 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 professional appearance and presence whenever teams travel to other schools and facilities 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, at minimum, Bridgton Academy-issued apparel, or a shirt, tie, dress pants, and shoes other than 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, when available for "open" use. These facilities are open for student use periodically during the week and on weekends, although times may be limited or reduced throughout the year. Any changes to the gym schedule will be communicated to staff and students.

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. No open-toed shoes or sandals may be worn in the weight room, and shirts are required.

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.

While the 2020 fall semester does not include public or open times due to COVID-19 restrictions, Chalmers Ice Arena (CIA) will be available to students on a scheduled basis for hockey and recreational skating at a date to be determined. Scheduling is done through the Rink Manager. The Athletic Department requires that all use of CIA, 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 by the Head Coach.
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.
3. No athletic shoes with spikes (metal or otherwise) are to be worn in the bus or van.
4. According to state law, the aisle must be clear at all times.
5. The bus or van must be clean at the end of the trip.
- 6) Due to the ongoing and present COVID-19 pandemic, additional policies for sanitation and scheduling will be in place for all Academy athletic travel. These policies will be communicated by the Athletic Director, and facilitated by the Athletic Coaches.

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.
- c) ImPACT baseline testing.

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 Windham 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.
- 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 may forfeit their eligibility to play in the next regularly scheduled game or tournament game played in that sport. Every ejection is reviewed by the Athletic Director.
- 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 BA

"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.**

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 2021 will be held in years ending in 11's and 6's; however, all alumni are welcome at every reunion. The Class of 2021 will celebrate its five-year reunion in the year 2026. In addition to reunions, the Alumni Office sponsors a variety of events, including regional gatherings, and alumni sports such as the Annual Alumni Hockey Game held in December, Alumni Baseball and Basketball Games held in August, 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), 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 2021 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
Facebook: facebook.com/BridgtonAcademy1808
LinkedIn: Bridgton Academy Alumni Networking Group
YouTube: youtube.com/BAwolverine1808
Phone: 207.647.3322 x2

2020–2021 Faculty and Staff List Alphabetical Listing

Antonio, George

Atwood, Tim

Austin, Tom

Burgess, Matt '88

Chagrasulis, Beth

Chamberlain, Brian

Costello, Ciaron '16

Clark, JJ '16

Cole, Sven

Cross, Michelle

Daley, Joe '77

Daley, Patrick '09

Davis, Charlene

Day, Jon '11

Donalds, Jim

Dube, Travis

Dutton, Deb

Goodwin, Mark

Gottschalk, Amity

Hallee, Katherine

Hanson, Binaca

Hay, Will '14

Hemmings, Joe

Hopkins, Jim

Horne, Paris '07

Izaryk, Aaron

Izaryk, Jamie

Jatkevicius, Lee

Jennings, Lori

Kane, Joel

Knapp, Julie

Lepage, David

Lepage, Kayleigh

LeRoy, Sarah

Lesure, Whitney

Linberg, Jude

Marcella, Rick

Marean, Cody

Marshall, Derek

McAllister, Matt

Meserve, Marie

Meserve, Mike

Mooney, Dani

Mooney, Martin

Muench, Jeremy

Munoz, Drew

Nichols, Ruth

Polak, Anne

Priola, Jessica

Roderick, Faye

Rosen, David

Ryan, Kimberly

Ryan, Steven

Santos, Mike

Saucier, Aaron

Stinson, Drake

Tucker, Kate

Washburn, Tom

West, Brad

Wyman, Richard

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.

ADMINISTRATION

Head of School

Mr. Mooney 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 school's daily operations. His office is in Hamlin STEM Center.

Director of Institutional Advancement

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

Director of Admissions

Mr. Hemmings acquaints students and parents with Bridgton Academy and directs admission activities on- and off-campus. His office is on the first floor of the Academy Building.

ACADEMICS AND RESIDENTIAL LIFE

Dean of Academic and Student Life

Ms. Hanson oversees the academic and student life departments. She has offices in both the Humanities Center and Goldsmith Dining Hall.

Dean of Studies

Mr. Dube is in charge of all student academic issues including course placement and selections, class schedules, and examinations. His office is in the Humanities Center.

Dean of Students

Mr. Atwood'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. Gottschalk is responsible for all aspects of the Academic Support Center. Her office is on the second floor of the Humanities Center.

Director of Technology

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

Director of College Counseling

Mrs. Izaryk oversees the College Counseling Office, where students receive guidance on the college selection and application process. She also coordinates the standardized testing program. Her office is on the first floor of the Humanities Center.

Registrar

Mrs. Dutton is responsible for academic records and transcripts. Her office is on the first floor of the Humanities Center.

School Nurse and Director of Campus Life

Mrs. Tucker is on campus for student medical concerns. She also creates Residential Life program for Bridgton Academy students, including off-campus adventures, weekend activities, and Student Life offerings. Her office is located in the Student Life Office in Goldsmith Dining Hall.

Culinary Services Manager

Mr. Kane handles all food service at the Academy and is responsible for addressing dietary restrictions and requirements, etc. Her office is in the lower level of Goldsmith Dining Hall.

ATHLETICS**Director of Athletics**

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

FINANCES**Business Manager**

Mr. Goodwin oversees the day-to-day business operation of the school and all accounting functions. His office is in the Hamlin STEM Center.

Please feel free to contact any of these people by calling the Academy at (207) 647-3322. A company directory is available by dialing "9".

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, department, and scholarship, and who has been a good influence upon his fellow students.

EDWIN V. 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. This is the Academy's highest honor.

THE ARTHUR P. 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.

BLACK KNIGHT RUGBY AWARD

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

GOLF IMPROVEMENT AWARD

This award is presented to the student-athlete who has shown a high level of sportsmanship, leadership, and skill on the course.

JUSTIN A. DeSORRENTO '96 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 '34 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.

TOM C. 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.

ALEXANDER D. HARRY, JR. '58 MEMORIAL COMMENCEMENT 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 Bridgton Academy Board of Trustees, left an endowment when he died in 1942 for the purpose of sponsoring an annual spelling contest.

LEE & 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 '46 & '10 AWARD

This Commencement Award was 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 Classes 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.

DR. WILLIAM 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.

Key Dates

Fall 2020

Saturday, August 22

Registration for cohorts in football and soccer

Sunday, August 23

Registration for cohorts in lacrosse and hockey

Monday, August 24

Registration for cohort Wolverines, baseball and basketball cohorts

Friday, November 20

End of Fall Semester classes; students return home

November 30-December 4

Fall Semester review and finals to be completed remotely

Winter/Spring 2021

Monday, January 11

Students report to campus by 8:00pm

Tuesday, January 12

Spring semester classes begin

Friday, March 5

End of third quarter (Spring Break begins)

Sunday, March 21

Students report to campus by 8:00pm

Monday, March 22

Fourth quarter classes begin

Friday, May 7

Baccalaureate Dinner

Saturday, May 8

Commencement Day

