



2024-2025

STUDENT HANDBOOK

# 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 content 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 Get Help

<b>What</b>	<b>Who</b>	<b>Where</b>
Absences	Student Life Department	Student Life Offices*
Academic Courses/Schedule	Dean of Academics	Humanities Center
Athletics	Athletic Director	Memorial Gymnasium
Athletic Injuries	Athletic Trainer	Memorial Gymnasium
Cars	Student Life Department	Student Life Offices
College Guidance	Dean of Academics	Humanities Center
Computers	Director of Technology	Hamlin STEM Center
Culinary/Dietary Restrictions	Director of Culinary Operations	Goldsmith Dining Hall
Health Issues	Nurse	Student Life Offices
Laundry	Student Life Department	Student Life Offices
Lost and Found	Student Life Department	Student Life Offices
Lost Room Key	Student Life Department	Student Life Offices
Mental Health	Mental Health Counselor	Hamlin STEM Center
Off-Campus Permission	Student Life Department	Student Life Offices
Official Transcripts	Registrar	Humanities Center
Packages/Overnight Deliveries	Student Life Department	Hamlin STEM Center
Payment of Bills	Business Office	Hamlin STEM Center
Room Condition	Dorm Parent	Dormitory
Vehicle Permission	Student Life Department	Student Life Offices

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

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**Disclaimer:** *The provisions of this handbook do not constitute a contract, express or implied, between Bridgton Academy and any applicant, student, student’s family, or faculty or staff member. Bridgton Academy reserves the right to change the policies, procedures, rules, regulations, and information in this handbook at any time. Changes will become effective at the time the proper authorities so determine and the changes will apply to both prospective students and those already enrolled. This handbook is a general information publication only, and it is not intended to, nor does it, contain all regulations that relate to students.*

# Head of School's Welcome to Students

Dear Members of the Class of 2025,

I am proud to welcome you to Bridgton Academy!

You have chosen to become part of a long-standing school culture that values community, curiosity, sportsmanship, accountability, and excellence. I know you will find Bridgton Academy is a unique place where you belong. All of the faculty and staff are excited to work with you as you continue your passions and pursue your goals here at Bridgton.

In order to create a positive learning environment and culture, we have established the rules and guidelines in this Student Handbook. As a Bridgton student, we ask that you read this document carefully. The Student Handbook contains important information about school resources, policies, and procedures. When community values are understood, they provide a foundation for campus life. Your transition to this community will be smoother when you understand and embrace our community expectations.

The decision to attend Bridgton Academy is one that has been life changing for students since 1808. By committing yourself fully to “the year that makes the difference” you will grow and change in ways you imagine and in ways that may even surprise you.

I look forward to the start of the 2024-2025 school year, getting to know you, and being part of your Bridgton Academy experience.

Go Wolverines!

Warm regards,

A handwritten signature in black ink that reads "Diana J. Gleeson". The signature is fluid and cursive, with a long horizontal stroke extending from the end of the name.

Diana J. Gleeson  
Head of School

# Head of School's Welcome to Families

Dear Parents and Guardians of the Class of 2025,

Welcome to the Bridgton Academy community!

Your family has made an important commitment and investment by choosing Bridgton Academy. This year will provide an opportunity for your student to focus on personal goals and growth, while being surrounded by a supportive and caring community.

Everything here at Bridgton is intentionally designed to prepare our students for the independence of collegiate life and beyond. Our expectations require that our students grow and stretch—this can be uncomfortable at times; however, this is an essential part of gaining independence and the confidence that comes with maturing. As a parent or guardian, it can be challenging to step back and trust the process. Please know that we are here to collaborate whenever you have any questions or concerns. Bridgton Academy provides a supportive environment where students can safely navigate their own challenges. In giving students some space to do so, you empower them to further develop independence, self-belief, and personal confidence.

Bridgton Academy is dedicated to our mission of preparing our students for what lies ahead. We could not be more excited to work with your student as we embark on this journey together. I look forward to seeing you on campus for registration, Homecoming, and Commencement—and anytime in between.

Warm regards,

A handwritten signature in black ink that reads "Diana J. Gleeson". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Diana J. Gleeson  
Head of School

# GUIDING PRINCIPLES

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## 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 that 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.

## 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. Bridgton Academy can be "The year that makes the difference."

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.

## Statement of Nondiscriminatory Policy

Bridgton Academy complies with the Maine Human Rights Act and all applicable federal and state laws relating to discrimination. In compliance with those laws, Bridgton Academy does not discriminate against qualified students on the basis of sex, national origin, disability, ancestry, race, creed, color, gender identity, religion, or sexual orientation, or any other status protected by

applicable law in the administration of its educational policies, admission, financial aid, loans, and other school programs.

Candidates for admission are judged on the basis of their application, references, standardized 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.

## **Confidential Information and Notice of Privacy Rights**

There are certain legal privacy requirements for private Maine schools. Under the Family Education Rights and Privacy Act (“FERPA”), parents and students over 18 (“eligible students”) have the following rights with respect to the student’s educational records:

- The right to inspect and review the student’s educational records within 45 days of the day Bridgton Academy receives a request for access. The parent or eligible student should submit to the appropriate School Assistant a written request that identifies the record/s they want to inspect. Bridgton Academy will make arrangements for access and will notify the parents or eligible student of the time and place where the record/s may be inspected.
- The right to consent to disclosures of personally identifiable information contained in the student’s educational records, except in the circumstances and to the extent that FERPA or 20-A M.R.S.A. § 6001(3) “Dissemination of education records to criminal justice agencies” authorizes disclosure without consent. By way of example, one exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A “school official” is a person employed by Bridgton Academy as an administrator, supervisor, instructor or support staff person; a person serving on the Board of Trustees; a person or company with whom Bridgton Academy has contracted to perform a specific task (such as an attorney, investigator, auditor, medical consultant, therapist or third-party educational services provider); or a parent or student serving on an official Bridgton Academy committee. A “school official” has a legitimate educational interest if that official needs to review an educational record in order to fulfill their professional responsibilities.
- Once a student turns 18 they become the “eligible student” and hold the same rights as their parents or guardians with respect to education records. If the “eligible student” is a dependent for tax purposes under IRS rules, the school can disclose information from that student’s education record to their parents.
- The 2013 Uninterrupted Scholars Act (USA) amended FERPA to 1) include an additional exception to parental consent regarding students in foster care and 2) eliminate the requirement that schools notify parents before their child’s education records are released pursuant to a court order when the parent is a party to a court proceeding involving child abuse/neglect or dependency matters and the order is issued in the context of that proceeding.

### **Directory/Personal Information and Photo Opt Out**

- **Directory Information:** Under FERPA, Bridgton Academy is entitled to designate certain information about its students as Directory Information. Bridgton Academy has designated the following information as Directory Information for its students: name, parents’/legal guardians’ names, home address, email address, phone/cell phone number, grade in school, including the student’s participation in officially recognized activities and sports, honors and awards received, matriculation, and other similar information that would generally not be considered harmful or an invasion of privacy if disclosed. Although Directory information can be provided to the public without

parental or eligible student consent, Bridgton Academy will continue its current policy of publishing this information in the Student Directory for use by the Bridgton Academy community and **not for purposes of personal or commercial solicitation**. If the parents or eligible student do not want some or all of this information used as Directory Information, they can opt out annually by contacting the Office of Admission by August 15 of each year or within 30 days after enrollment, whichever is later.

**Other Personal Information:** Except as noted above regarding student participation in activities and sports, etc., Bridgton Academy will not publish other “personal information” on the Internet, including but not limited to personal biography or date of birth without consent of the parents or eligible student.

**Photo Opt-Out Option:** Bridgton Academy often uses photos and/or videos of students on its website and in its publications. If the parents or eligible student do not want the school to use photos and/or videos of their child or of themselves, they can opt out by contacting the Office of Admission.

## **Maine Mandatory Reporting Laws**

Students of Bridgton Academy are members of the larger communities of the Town of Bridgton and the State of Maine, and therefore are subject to all local, state, and federal laws. The following laws noted here are of particular concern to students attending Bridgton Academy. Maine law mandates that Bridgton Academy contact law enforcement and/or the Department of Health and Human Services (DHHS) if there is a reasonable suspicion that the student under age 18 has been abused or neglected, as defined in those laws. When such circumstances are reported to local law enforcement or to DHHS, students and their actions may be the subject of an investigation by one or both of these agencies.

Bridgton Academy cooperates with law enforcement in the investigation of criminal activity that occurs on its campus. Students who are 18 years or older, in the State of Maine, may be charged as adults.

## **Emergency Response Protocol**

Bridgton Academy takes the safety and well-being of its students, staff, and faculty seriously.

The Head of School will be primarily responsible for communication with Trustees and the media. The Senior Leadership team will be primarily responsible for communication with parents, students, and internal community.

# **ACADEMICS**

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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 Student Handbook pertain to 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 by the Dean of Academics.

## **Academic Mission Statement and 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.

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; and
- The ongoing development, in each of our students, of a broad, empathic, and enduring intellectual framework.

## **Graduation Requirements**

To be eligible to graduate from Bridgton Academy, a student must earn a minimal, cumulative academic grade point average of 1.30 (D+) in courses taken at the Academy during their academic year. Additionally, if a student fails a course in the second semester, the cumulative grade point average in their remaining courses must exceed 1.30. 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 1.30 GPA in order to be able to participate in Commencement Exercises. Any decision regarding graduation eligibility will be made by the Dean of Academics. If a student fails to meet the minimum graduation requirements, at the discretion of the Dean of Academics and ultimately, the Head of School, they may have the opportunity to earn a certificate of attendance in place of 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 students 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. This requires that the student successfully complete a minimum of four courses per semester which must include English and an appropriate level of mathematics.

The student must also provide an official transcript from another accredited secondary school which shows that they have 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 U.S. 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 their entire high school experience. Exceptions to the stated requirements may be granted by the Dean of Academics and 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.

## **Course Load and Rigor**

The minimal course load for all students is four (4) courses per semester, which must include an English course and a mathematics course. Students enrolled in pass/fail courses, such as Focused Academic Coaching, must maintain the four-course minimum in addition to any pass/fail courses. With approval from the Dean of Academics, some students may enroll in five (5) 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. 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, students should carry courses that stretch their ability and force themselves to work hard to meet the demands. Colleges prefer that postgraduate students take academically rigorous courses that are not a repetition of high school courses already on their transcript.

The Dean of Academics, 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 his/her opinion, does not challenge a student's ability or may weaken probabilities for admission to college.

## **Course and Schedule Changes**

During the add/drop period at the beginning of a 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 Academics.

A student enrolled in a full-year course may not drop the course after the add/drop period in the first semester. Further, students may not add or drop any course after the end of the add/drop periods offered at the start of each new semester.

## **College Articulation Program (CAP) Courses**

Since 1981, Bridgton Academy has established partnerships with area colleges and universities in order to provide CAP courses to our students. Currently, the Academy partners with the University of Southern Maine, Saint Joseph's College of Maine, and the University of Maine Farmington to allow various college courses to be offered to qualified students here 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. 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 Academics may permit 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 a grade of C or better is earned. 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 that must be paid according to the course registration policies of the college granting the credit.

# General Academic Policies

## 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.

Attendance for all required commitments is paramount when it comes to the success of a student at Bridgton Academy. As such, accumulated unexcused absences by a student in individual classes may result in a reduction of grade at the conclusion of each grading period. Following a student's second unexcused absence for a specific class, each subsequent unexcused absence will result in a grade reduction of one-third (see example below). For each subsequent unexcused absence another one-third of a grade will be deducted.

Grade	Unexcused Absences	Adjusted Grade
A	3	A-
A	4	B+
A	5	B

Quarter and Semester GPAs will be calculated using the adjusted grades, when warranted.

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 obligations.

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 24 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.

## Vacation Policy

The Academy's school calendar (page 55) provides the framework by which students and parents/guardians 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/guardians and students must realize that a student is not excused to leave the Academy until after their last scheduled obligation (regularly scheduled class, exam, lab, or other appointment). Students may not reschedule an exam to allow for an early departure.

## Late Work Policy

All work submitted after a due date, as a result of unexcused absence, will be subject to grading penalty. Students can find late work policies on the syllabus of each course, and any penalties will be in alignment with the stated policies.

## 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 all assigned work. Work that 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 as outlined in each course's syllabus applies, even in the event of a scheduled absence.

## Incomplete Grade Policy

Occasionally, as the result of illness, family emergency, or other similar issues, 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 place 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 room study privileges, regardless of current or prior GPA. Unless circumstances warrant otherwise in the judgment of the Dean of Academics, any grade of "Incomplete" not cleared within two weeks after the date on which it was due will be considered a failing grade (F) and will be posted accordingly.

Incompletes are not granted when a student knows, or should have known, that they will be absent from school, or as a result of incomplete or late assignments.

## Classroom and Academic Day Information

### Academic Day Calendar

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8-8:50 AM	<i>Faculty Meeting 8:30 AM</i>	A	A	A	A
9-9:50 AM	<i>Advisory 9:30 AM</i>	B	B	B	B
10-10:50 AM	C	C	C	<i>Chapel 10:00 AM</i>	C
11-11:50 AM	D	<i>X Block</i>	D	D	D
12-12:50 PM	E	E		E	E
1-1:50 PM	F	F		F	F
2-2:50 PM	G	G		G	G

# Attendance Criteria

The following is a description of the types of absences that the school records:

**Excused Absence:** Any absence that is excused due to athletic events, college admission 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.

**Pre-approved Absence:** A pre-approved absence may 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 Academy'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 immediately before or after a school vacation/long weekend in general, are not excused; however, students can request special approval, in advance, from the College Counseling Office. Additionally, all students will be required to provide documentation for college visits.

**Unexcused Absence:** An unexcused absence is any failure to attend a required commitment during the school week. **All** classes, Chapel, academic or advisor meetings count toward the unexcused absence total. Three tardies to a single class or Study Hall will be treated as an absence. Documented unexcused absences are a cumulative number that is reset at the end of the first semester.

## Dean's Warnings (Attendance):

Students who are marked as being absent for their classes, Chapel, advisory meetings and/or Study Hall and reach a certain number of accumulated absences will be subject to disciplinary action, or Dean's Warnings, from the Dean of Students Office. For definitions of disciplinary actions, please see page 34 of this Handbook.

\* *Attendance totals for Dean's Warnings are cumulative, not per class.*

\* *A Dean's Warning is an internal status and is not reported on a student's official transcript.*

**Level 1:** Once a student accumulates four (4) unexcused absences

- A letter will be sent home from the Dean of Students Office
- A documented meeting with the Dean of Students will take place

**Level 2:** Once a student accumulates ten (10) unexcused absences

- A letter will be sent home from the Dean of Students Office
- A documented meeting between the student, the Dean of Students and/or Advisor and coaches will take place
- One week of weekday detention (one hour at the conclusion of each academic day)
- One week of Academy Service

**Level 3:** Once a student accumulates sixteen (16) unexcused absences

- A letter will be sent home from the Dean of Students Office
- A documented meeting between the student, the Dean of Students, Dean of Academics and/or Advisor and coaches will take place
- One week of weekday detention (one hour at the conclusion of each academic day)
- One week of Academy Service
- Campused Weekend

- Loss of athletic and/or extracurricular activities for one week
- The student will be placed on campus probation. Probation can be lifted at the discretion of the Dean of Students.

**Level 4:** Once a student accumulates twenty (20) unexcused absences

- “Failure to Thrive”

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

## Study Hall

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

# Evaluation

## Grading Calendar and Grade Reports

Bridgton Academy divides the academic year into two (2) 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

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 (GPA) | A-: 90-92, 3.7 (GPA)**

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 (GPA) | B: 83-86, 3.0 (GPA) | B-: 80-82, 2.7 (GPA)**

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 (GPA) | C: 73-76, 2.0 (GPA) | C-: 70-72, 1.7 (GPA)**

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

**D+: 67-69, 1.3 (GPA) | D: 63-66, 1.0 (GPA) | D-: 60-62, 0.7 (GPA)**

Unsatisfactory performance in significant aspects of the 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 (GPA)**

Failure to complete significant course requirements and very unsatisfactory achievement in significant aspects of course. Little progress toward meeting course objectives. Credit not awarded.

## **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 and Second Semester Exam Schedules**

Exams are scheduled at the end of both semesters. Exams are intended to give students experience in a collegiate examination period, for example, 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 Academics. Students may not reschedule an exam to allow for an early departure for a vacation.

## **Grade Point Average and Honor Roll**

A student's Grade Point Average (GPA) is calculated for each student at the conclusion of the 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; and Highest Honors are awarded to those students who earn a GPA above 3.75. Please note that Bridgton Academy does not compute class rank.

## **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, however, until all financial obligations to Bridgton Academy 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.

## **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 successfully completed CAP courses.

# 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 an important one. Communication between students and their college counselor is critical. Our experience—drawn from over sixty years of counseling and placing postgraduates—clearly demonstrates that there are indeed collegiate 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 assigned students to prepare individualized lists and plans, a process which extends throughout the year.

After a student has worked to narrow down their choices and begun the application process, the College Counseling office will, along with the student, assemble and submit comprehensive application materials, 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 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. While a College Counselor can assist a student with completing his application, ultimately that responsibility is the student's. 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. Students may take these tests on the Academy campus as follows: ACT—October 26 and December 14, SAT—October 5, November 2 and December 7. 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, Academy transportation will not be provided. Students wishing to receive accommodations on the SAT/ACT must contact the Director of Academic Support at the beginning of the year to transfer accommodations from a previous school.

## 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.

## Focused Academic Coaching (FAC)

The Focused Academic Coaching program enhances quality of life, improves performance, and supports growth and change for students. 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 monitor progress by creating accountability in line with goals and aspirations. While many of the students who participate in Focused Academic Coaching have a diagnosis of ADHD or a learning difference, a diagnosis is not required. Tuition for FAC is an additional \$5,500.

Focused Academic Coaching is considered a Pass/Fail (P/F) course. Students are expected to attend every meeting time; unexcused absence(s) may result in a “Fail.”

## Student Accommodations

Bridgton Academy adheres to all obligations under the Maine Human Rights Act, including providing reasonable accommodations to qualified students with disabilities. The school is committed to making all reasonable modifications in policies, practices, or services, and to provide reasonable accommodations to students with disabilities, unless doing so would fundamentally alter the nature of the services or programs or create a direct threat to the safety of the student or others. Although Bridgton Academy is not a special purpose school and does not provide special programs for students with disabilities, Bridgton Academy is committed to making reasonable modifications or accommodations with respect to its services to address the disability-related needs of its students.

If you are seeking an accommodation, please contact the acting **Director of Academic Support, Jamie Dugan** at (207) 647-2258 or [jdugan@bridgtonacademy.org](mailto:jdugan@bridgtonacademy.org).

## Medical Leaves of Absence

A medical leave of absence may be granted for medical and/or psychological issues when symptoms make it too difficult for a student to meet his day-to-day obligations as a student on campus. For purposes of this policy, a medical leave absence means an absence that lasts for most (if not all) of one academic quarters. No medical leave of absence may exceed two consecutive quarters.

Bridgton Academy’s Student Life Team (Dean of Students, School Nurse, Mental Health Counselor) will determine whether to grant a medical leave of absence after consulting with the Academic Dean, Athletic Director, Director of Academic Support, Assistant Head of School, and other Bridgton Academy faculty or staff deemed appropriate by the Student Life Team.

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 to make it possible for the student to return to complete his Academy program in a time frame that meets the minimum attendance expectations.

Regarding students seeking to return to school following a medical leave of absence, the Mental Health Counselor, in cooperation with other appropriate Academy staff, will determine the student’s readiness to return to campus life, based on information provided by the student, their parent(s)/guardian(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.

While a student is out on medical leave, they may only visit the school with the Student Life Team’s written permission and will be expected to follow guidelines for visit.

Medical leaves of absences may be reported to colleges and universities as part of a student’s official transcript depending on the length of the absence.

## Academic Life Communication

A parent or guardian’s primary point of contact with the Academy about any concern is the advisor, whose role is detailed on page 44. Parents or guardians are welcome to contact any of their student’s teachers or coaches, in addition to the advisor, should specific questions or concerns arise.

In addition, parents/guardians will receive information from their student's college counselors, who engage in regular communication with parents of their assigned students. The Dean of Academics is also ready and willing to respond to calls from parents/guardians; however, before calling, they should speak to the advisor first about any specific concern.

## **Technology**

### **The iPad Initiative**

Bridgton Academy is a 1:1 iPad school. As part of their enrollment, all students will receive a new iPad with charger during Orientation. The iPad will be required for all classes. If a student arrives on campus with a personal iPad, laptop, or other device, the device must adhere to the Acceptable Use Policy as outlined by the Student Handbook. Upon graduation, students may keep the iPads; however, during the academic year, they will be required to have school-related applications and functions installed.

### **iTunes Account Management**

All students will be required to have a personal, United States-based iTunes account before Orientation. There are several applications and programs that students will need access to throughout the course of the year, for which an iTunes account is needed. Please be advised that these accounts are connected to a personal email and should have a credit card associated with them for optimal functionality. That said, there will never be a school-initiated reason for any iTunes charges. Account activity would be initiated by the student, so if there are any unwanted charges, please speak with your student.

### **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 Academy issued iPads come with a two-year service agreement.

The devices are covered for two (2) full years from purchase, but there is a \$50 deductible for student-related damage (i.e., broken screen from a drop). Students may take the iPad to an Apple store or authorized Apple repair facility. If that is not an option, students may also visit the website [expresslane.apple.com](http://expresslane.apple.com) to initiate the service request and determine if the iPad was broken or defective. Once the determination has been made, the student is responsible for the \$50 charge and must pay that charge at the time of the service request.

The school does not cover any service charge to any iPad whether defective or broken. Once the device is shipped out, the Technology Office will provide the student with a loaner while their device is getting fixed. The student will be responsible for a replacement fee if the loaned iPad is not returned to the Technology Office prior to the end of the academic year.

### **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 personal printers are not needed. Instructions on how to print will be given at Orientation.

## **Email and the Web**

Each student will have a Bridgton Academy email 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 daily attendance reports. In addition, all faculty and administration can be reached through their respective Bridgton email 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 email. 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. Under no circumstances may a student conduct an unlawful activity on the BA NET or access illegal websites.

The following policies exist to ensure the ethical use of the Bridgton Academy computer network. The network is defined as all devices (computers, smart phones, tablets, gaming consoles, hardware appliances, and televisions) 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 this Student Handbook.
- BA NET 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.

## **Cell Phones for International Students**

International students (outside of the U.S. or Canada) will need to have a U.S.-based cell phone plan.

# Performance Issues

## Academic Dishonesty

There are many different forms of academic dishonesty. The following list of honesty violations, their descriptions, and examples is not meant to be exhaustive. Rather, it provides samples of the most common kinds of unacceptable academic conduct by students. When a teacher suspects that a student has committed plagiarism of any sort, the incident is reviewed with the Dean of Academics. The Dean of Academics may bring the case before the Academic Review Committee for investigation and recommendation. 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 Head of School.

## Aiding Other Students in Any of the Forms of Dishonesty

Bridgton Academy considers aiding another student in acts academic dishonesty as being the equivalent of directly engaging in acts of academic dishonesty. Actions that fall within adding another student in academic dishonesty include, but are not limited to:

- Sharing work (when not authorized);
- Allowing another student to copy your work;
- Helping or participating with another student to access or use plagiarized materials.

## Plagiarism

Bridgton Academy expects that the work each student submits is their own. Plagiarism is defined as stealing language, ideas, thoughts, or opinions from another person or AI, and representing them as the ideas of the person submitting the work. At Bridgton Academy, plagiarism, like the theft of another's property, may face discipline up to and including, dismissal. Although some individuals believe 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 their answers. Plagiarism is academic dishonesty and is not tolerated at Bridgton Academy.

## Cheating

Cheating is the unauthorized access of information with the intent to gain an advantage that other students do not have. Acts of cheating include, but are not limited to:

- Looking at another student's work with/without their knowledge;
- Possessing or accessing, or attempting to access, materials prior to the instructor handing them out;
- Preparing and/or using study materials on a quiz, test, or exam;
- Use of unauthorized resources;
- Using electronic devices to copy information before, during, or after an exam.

## Falsifying Information

A student engages in falsifying information when the student changes, modifies, or invents any assignments, information, data, or other projects without doing any of the actual underlying work.

## Academic Review Committee

The Academic Review Committee, composed 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 assist their advisors in developing 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 to the Head of School 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. In conjunction with the Dean of Academics, the Committee may, following a meeting with the student, simply send, as detailed below, a Letter of Concern. In more serious cases, a student may be placed on Academic Warning or Academic Probation. Whether a student receives a Letter of Concern, an Academic Warning, or is placed on Academic Probation is within the sole discretion of the Academic Review Committee in conjunction with Dean of Academics.

- **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 recommend steps to follow that will help a student to regain more solid academic standing. The student’s teachers, advisor, and parents/guardians will receive a copy of this letter.
- **Academic Warning:** Academic Warning is a status that reflects a strong sense of concern with a student’s academic progress. At any time during the year, a classroom teacher, coach, or advisor may express concern about the performance of a student to the Dean of Academics and/or the student’s advisor. At such a point, the Dean of Academics, in conjunction with the Academic Review Committee, may, following a meeting with the student and his advisor, place the student on Academic Warning status. This status will require the student to follow various remedial steps 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 their 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.

When a student is asked to appear before the Committee, their advisor accompanies them and serves as an advocate. Parent/guardians are informed when such action is taken. Parents/guardians will also, following the meeting, receive a copy of the letter that their student will receive, outlining the Committee's recommendations from the Dean of Academics.

The Committee, as part of its remediation protocol, may also require a student to present evidence of improvement between formal marking periods. In such a case, the student's advisor will typically serve as the monitoring agent for the Academic Review Committee. Parents/guardians are informed when such action is taken. At the end of the first applicable term, 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 their 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/guardians will be informed as to the Committee's recommendations.

As the academic 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 Dean of Academics considers all pertinent information and then specifies the conditions by which the student may be eligible for graduation. The Dean of Academics will, in turn, notify the parents/guardians of the stipulations required of the student. In such cases, the Dean of Academics monitors the student's progress regularly.

In certain cases, the Committee may recommend to the Head of School that, because a student's performance and/or effort have fallen so far below standards, withdrawal or dismissal is recommended.

# **STUDENT LIFE**

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## **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 their classmates to be themselves comfortably and to pursue their 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; and
- 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 Policy

Members of the Bridgton Academy community are expected to treat each other with civility and respect. Bridgton Academy aims to foster a community that allows its students, staff, and community members to succeed and thrive. As a such, Bridgton Academy is committed to providing a culture that is respectful, and free from harassment, discrimination, hostility, or intimidation, whether or not such conduct rises to the level of being unlawful. It is the responsibility of all community members to keep the school free from all such unlawful conduct.

Unlawful discriminatory harassment is conduct or behavior that is severe or pervasive and targets an individual on the basis of their membership in a protected class—sex, national origin, disability, ancestry, race, creed, color, gender identity, religion, or sexual orientation, or any other status protected by applicable law. Conduct is “severe or pervasive,” if it:

- Has the purpose or effect of creating an intimidating, hostile, or offensive environment;
- Has the purpose or effect of unreasonably interfering with an individual’s academic or school-related performance; or
- Otherwise adversely affects the individual’s school-related opportunities.

Harassing conduct includes, without limitation: slurs, epithets, or negative stereotyping; threatening, intimidating, or hostile acts; denigrating jokes; or the display or circulation in the workplace of written or graphical material that denigrates or shows hostility or aversion toward an individual or group. Conduct of this nature that occurs over the internet, text messaging, or through any social media platform is included in this policy.

Bridgton Academy prohibits all conduct that violates this policy, as determined by the school, even if the conduct in question does not rise to the level of unlawful harassment or discrimination. Often harassing behavior results from ignorance or insensitivity to the feelings of others. Being mindful of how one’s behavior is affecting others and communicating the effect of the behavior of others are good ways to minimize harassment.

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.

## Bullying and Hazing Policy

Bridgton Academy encourages its community members to develop good judgment and character. We believe in promoting a culture of respect, understanding, and empathy. As such, Bridgton Academy prohibits all forms of physical violence, assault, bullying, and hazing. It is important to bear in mind that stricter standards of behavior than those provided by law may apply under Bridgton Academy's policies in order that we may prevent inappropriate verbal and physical conduct. Any individual who witnesses or is a victim of physical violence, bullying, or hazing is encouraged to report the incident immediately to a teacher, staff member, or school administrator. Disciplinary actions may include, but are not limited to: possible suspension, expulsion, loss of athletic or extracurricular activities privileges, parental conference, behavior probations, or other disciplinary action as may be deemed appropriate.

- **Hazing:** includes any activity, regardless of consent, that is imposed on a person as a condition for joining or maintaining membership in a group, organization, or team, and that creates a risk of harm, physical or psychological discomfort, or undermines an individual's dignity, well-being, or safety. Hazing activities are typically characterized by their coercive nature, the imbalance of power between those perpetrating the hazing and the individuals being hazed, and the potential for physical, emotional, or psychological harm.
- **Bullying:** bullying is conduct that forces, coerces, intimidates, either through statements or physical conduct/gestures, which creates a risk of harm, physical or psychological discomfort, or undermines an individual's dignity, well-being, or safety or demeans an individual.
- **Cyberbullying:** Using electronic communication platforms to harass, intimidate, or threaten others. Creating, sharing, or distributing fake profiles, images/videos, ("deep fakes"), or creating any digitally manipulated content without the consent of the person that is intended to or does in fact embarrass, threaten, or socially isolate another person. It can also include using another person's login to send inappropriate messages or images.
- **Physical Violence:** Students must never resort to physical confrontation to resolve their differences. Bridgton Academy maintains a zero-tolerance approach towards physical violence. Any student, teacher, staff member, or visitor found engaging in physical violence on school premises or during school-related activities will be subject to disciplinary action as outlined in this policy.

Physical violence includes (without limitation) any intentional or reckless action that causes physical harm, pain, discomfort, or poses a threat of harm to an individual. This includes hitting, kicking, punching, pushing, biting, spitting, or any form of aggressive physical contact. This policy also prohibits threatening others, which includes any behavior which purposely places or attempts to place another in fear of imminent bodily injury or physical contact. Students are also prohibited from possessing weapons on school grounds, including firearms, taser, stun guns, conducted electrical weapon, mace or bear spray, explosive devices, knives, or other dangerous items.

## Retaliation

Retaliation for reporting a policy or rule violation in this Handbook, taking part in any form of disciplinary investigation, or the perceived act of taking part in an investigation is prohibited. Retaliation is any form of intimidation, reprisal, or harassment directed against a student who reports discrimination, harassment, hazing, assault, or bullying, provides information during an investigation of such behavior, or witnesses or has reliable information about such behavior. Retaliation may include behaviors such as being ostracized, having rumors or misinformation spread about the reporter, unfair treatment, reprisal and retribution, or intimidation. Retaliation against any individual

for reporting violations of the policy, whether by the object of the complaint or someone else, will not be tolerated and will be subject to the same strict discipline as harassment, discrimination, hazing, or bullying itself.

Each retaliatory offense will be investigated and sanctioned separately. Individuals who themselves are not complainants, but who participate in an investigation are also protected under this policy. Any student engaging in retaliation, including through electronic means or through social media, will face discipline. Bridgton Academy prohibits all conduct that violates this policy even if the conduct does not rise to the level of unlawful retaliation.

## **Sexual Misconduct**

Bridgton Academy strives to be a safe and supportive environment for all of its students. Forms of sexual misconduct interfere with this critical mission and will not be tolerated. Bridgton Academy will take prompt and appropriate action to investigate allegations of sexual misconduct, prevent, and correct behavior both by employees and students that violates this policy. After a investigation, Bridgton Academy reserves the right to take disciplinary action against students found to be in violation of the Sexual Misconduct Policy.

This policy applies to student sexual misconduct, even if the conduct occurred with a non-Bridgton Academy student, if that conduct occurs on campus or at any school-related events or activities.

Bridgton Academy reserves the right to address incidents that take place off campus and outside the school year under this Sexual Misconduct Policy if such conduct causes a substantial disruption to the educational process on campus or endangers the safety of the campus community or any of its members. As Bridgton Academy is a small community, the Dean of Students, in consultation with the Head of School and other members of the administration, will assess the faculty who will be involved in this process at the beginning of any investigation and appoint people to roles as needed to avoid conflicts of interest.

## **Understanding Sexual Misconduct**

Sexual Misconduct describes a broad range of prohibited behaviors and may include, but is not limited to: unwanted sexual contact, with or without force; non-consensual sexual penetration, with or without force (force includes the use of physical violence, threats, intimidation, and/or coercion); sexual intimidation; sexual exploitation; sexting; stalking; and dating violence.

- **Unwanted sexual contact - with or without force:** Unwanted sexual touching without the effective consent of the person being touched, this includes unwanted touching, however slight, with one's body or with an object, up to but not including penetration. Examples include, but are not limited to: unwanted kissing; and touching or grabbing someone's breasts, buttocks, or genitalia.
- **Non-consensual sexual penetration:** With or without force, penetration of another person's mouth, anus, or vagina, no matter how slight, with any object or body part without effective consent and/or with the use of force.
- **Sexual Harassment:** Harassment is defined as unwelcome or uninvited sexual advances, requests for sexual favors, and other forms of written, verbal, or physical conduct, sexual or nonsexual, that have the purpose or effect of unreasonably interfering with a person's school performance or creating an intimidating, hostile, or offensive school environment for that person.
- **Sexual intimidation:** Persistent, unwanted, and repeated attention through any means, based

on gender, gender identity, or expression that causes the targeted student to fear for safety but may not necessarily rise to the level of sexual harassment. Conduct that causes the targeted student to fear for their safety and unreasonably interferes with a person's school performance may be both sexual intimidation and sexual harassment.

- **Sexual exploitation:** Electronically recording, photographing, or disseminating images of intimate body parts without the effective consent of the parties, spying on private sexual activity of others, or allowing a third party to observe sexual activity without effective consent of all parties. Sexual exploitation also includes causing others to observe your intimate or sexual activity without consent (exhibitionism, indecent exposure, etc.).
- **Sexting:** Sending, sharing, requesting, viewing, or merely possessing sexually explicit images and messages, text messages, emails, or other materials via a computer, digital device, or cell phone.
- **Stalking:** A course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of others or suffer substantial emotional distress.
- **Dating violence:** Threatening or abusive behavior that can be physical or sexual that is intended to control another person where the parties are or were in a dating, romantic, or sexual relationship.

Conduct need not meet any specific legal definitions to violate Bridgton Academy's expectations for appropriate behavior.

## Understanding Consent

When students are considering sexual activity, they must agree to guidelines that cultivate mutual respect and establish consent by each party in every instance. Students must agree to guidelines that cultivate mutual respect and establish consent by both parties in every instance, including sexual activity.

- In Maine, a person under 16 years of age cannot give consent to sexual activity. In certain instances, if the individual is 14 or 15 years old, and the other person is less than five (5) years older than the partner, there may be an exception to this consent rule. In accordance with Maine law, the school is required to report all instances of sexual abuse or suspected statutory rape to the Sheriff's Department and Department of Health and Human Services.
- Consent is an affirmative agreement; consent cannot be inferred from the absence of a "no."
- Consent is required for all sexual acts. A clear verbal consent—through affirmative words—is necessary to engage in sexual activity. Consent to some acts does not imply consent to other acts, nor does past consent to a given act imply present or future consent.
- Consent must be ongoing and can be revoked at any time and consent cannot be obtained by threat, coercion, or force.

Effective Consent is the knowing, voluntary, and mutual decision among all participants to engage in sexual activity. Bridgton Academy has the expectation that all consent is affirmatively given. Consent can be given by words that create clear permission regarding willingness to engage in sexual activity. Silence, or lack of resistance, in and of itself does not demonstrate consent. Consent must be ongoing and can be revoked at any time.

When consent is withdrawn or can no longer be given, sexual activity must stop. An individual's consent to one type of sexual act or to prior sexual activity does not mean that they consent to any other sexual act. Consent cannot be obtained by threat, intimidation, coercion, or physical force. Consent cannot be obtained from someone who is under the age of consent, asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other condition.

It is important not to make any assumptions about consent. Relying solely on nonverbal communication can lead to misunderstandings. If there is any confusion or uncertainty about whether an individual is consenting to sexual activity, it is incumbent upon the individual initiating the sexual activity, to stop and clarify the other individual's willingness to continue. A person who is incapacitated, meaning where a person's use of drugs and/or alcohol that prevents that individual from having the physical or mental ability to make informed, rational judgments. Incapacitation is viewed from the perspective of a reasonable, sober person.

## **Bridgton Academy's Response to Sexual Misconduct**

Bridgton Academy treats all reports of sexual misconduct seriously with the well-being of all of its students as the first priority. Bridgton Academy will promptly notify in writing the parents of students who are reported to have experienced and/or engaged in sexual misconduct. Following a report of sexual misconduct, Bridgton Academy will conduct its own investigation using a trained internal or external investigator in order to ensure the safety of its campus community and to determine whether disciplinary action is warranted. This investigation is separate from any investigation that might be conducted by law enforcement. Bridgton Academy may delay its investigation for a reasonable amount of time to allow for law enforcement to interview witnesses and collect evidence. However, a report of criminal activity to law enforcement will not stop Bridgton Academy's investigation process.

## **Requests for Confidentiality**

Bridgton Academy cannot honor requests for complete confidentiality because information must be shared in order to conduct an effective investigation and/or to comply with mandatory reporting laws. However, Bridgton Academy will treat information it receives regarding sexual misconduct with sensitivity and will only disclose such information on a need-to-know basis. If a reporting party requests confidentiality and/or that Bridgton Academy not investigate, Bridgton Academy may still need to investigate the allegations in order to ensure the safety of the entire campus community.

## **Amnesty Policy in cases of Sexual Misconduct**

Bridgton Academy recognizes that a student in violation of this policy at or near the time of an incident of sexual misconduct may be hesitant to report the misconduct due to the fear of potential disciplinary consequences. Accordingly, the intent of this policy is to encourage students to feel comfortable sharing information fully with investigators. Under this policy, any student who reports an incident of sexual misconduct, or is interviewed in conjunction with an investigation into sexual misconduct, will be granted amnesty for policy violations, including alcohol, drug or whereabouts violations. Such policy does not prevent the school from addressing the policy violation with the student for health and safety purposes; however, the student will not face disciplinary action for the violations.

# Discipline

## Philosophy

This handbook references offenses that 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. Each student has been granted the opportunity to be a member of the Bridgton Academy community. With that opportunity comes certain expectations as to how the student should conduct themselves. From those expectations, students will be expected to be held accountable for their conduct throughout the year.

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 Academy's disciplinary actions are not designed for students who require severe restrictions. Faculty work with students to cultivate a deep sense of responsibility for their own conduct and achievement as well as 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 what they please, regardless of the effect 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.

As part of a student's enrollment at Bridgton Academy, enrolled students and their parents/guardians sign an Enrollment Agreement which contains the following statement: "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."

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 positive changes in their lives.

When an individual does not live up to the established expectations, they will meet with the Dean of Students or their advisor. By dealing with certain behaviors proactively, we hope students understand that, although there are times when certain behaviors cannot be supported, we do care about their development as mature young adults.

Bridgton Academy expects its students to abide by the following core values:

### **Curiosity, Community, Sportsmanship, Accountability, and Excellence.**

Examples of conduct violations of Bridgton Academy's core values include, but are not limited to:

- Possession or use of alcohol. Bridgton Academy maintains the right to request the use of a Breathalyzer at any time during the year at the discretion of the Dean of Students.
- Possession or use of tobacco/nicotine/cannabis products, including any kind of electronic cigarette (vape pens). Bridgton Academy maintains the right to request random drug tests at any time during the year at the discretion of the Dean of Students.
- Unlawful possession, transportation, use/misuse, sale or distribution of illicit drugs, steroids, or drug paraphernalia, including any item that contains THC (dab pens, etc.). The misuse of

over-the-counter prescription drugs/medications or other legal substances used to achieve an intoxicating effect is also prohibited.

- The possession or use of a firearm or other weapons.
- Any act of dishonesty, such as theft, plagiarism, fraud, or stealing.
- Sexual or unlawful harassment of others. This includes bullying, physical harassment, psychological harassment, emotional intimidation, and hazing of any kind.
- Harm to character or slander, which includes making unacceptable communication, remarks, or actions through verbal, written, or technological means in regard to race, religion, sexuality, physical appearance, or socio-economic status, etc.

## **Disciplinary Process for Conduct Violations**

The Dean of Students is responsible for overseeing the disciplinary process for purposes of conduct violations. Bridgton Academy is a private school and as such, its disciplinary process is not intended to have the formality or procedure of a court process. A student's prior disciplinary record may be considered during the disciplinary process at any stage as deemed relevant. When a student is involved with law enforcement officers, the Academy is not required to wait for legal disposition before taking disciplinary action.

Whether a student faces discipline for a conduct violation will depend on the unique facts and circumstances of the underlying incident, past conduct of the involved parties, mitigating/aggravating circumstances, and other factors the Dean of Students deems relevant. When presented with alleged conduct violations, the Dean of Students will determine the appropriate investigatory process as outlined below.

Bridgton Academy retains the exclusive and sole right to determine whether a conduct violation is grounds for any discipline and may impose discipline up to and including dismissal from Bridgton Academy for a single incident. Bridgton Academy also reserves the sole discretion to modify this policy and its procedures as it deems necessary in its judgment given the facts and circumstances of the complaint, the relationship between the parties, and other factors Bridgton Academy deems relevant. Bridgton Academy reserves the right to respond to any inappropriate off-campus behavior as if it had happened on campus.

This policy generally does not apply to acts of academic dishonesty. If misconduct falls under multiple policies, Bridgton Academy retains the discretion to determine the nature and scope of the disciplinary process, including the investigatory process.

## **Investigations**

When presented with alleged conduct violations, the Dean of Students will determine the appropriate investigatory process in the Dean of Student's sole and reasonable discretion. In doing so, the Dean of Students will consider unique facts and circumstances of the underlying incident, past conduct of the involved parties, mitigating/aggravating circumstances, and other facts the Dean of Students deems relevant.

A student, parent or guardian, or Bridgton Academy employee who believes a student has been a victim of discrimination, bullying or hazing, harassment or sexual misconduct by a Bridgton Academy teacher, staff member, volunteer, another student, vendor, another member of the Bridgton Academy

community, or visitor to the Bridgton Academy campus should make a written report of the incident(s) to their advisor, the Dean of Students, or the Head of School.

All Bridgton Academy employees must report any such complaint to their supervisor or directly to the Dean of Students or the Head of School. If required under Maine law or Bridgton Academy policy, complaints may be reported separately to DHHS or the District Attorney under Bridgton Academy's mandatory reporting policy, but in all cases the complaint should be reported to the supervisor or the Head of School.

At any time, the person filing the complaint (the complainant) may request, or the Dean of Students or Designee may suggest, that the reported matter be resolved through an alternative resolution process. In these instances, the Dean of Students or Designee will determine whether that approach is appropriate and whether Bridgton Academy needs to take additional actions. Alternative resolutions, however, are never appropriate or allowed when a student alleges sexual misconduct by an adult. If the matter is appropriate to be resolved through an alternative resolution process, the Dean of Students or Designee will facilitate a voluntary, structured interaction between or among affected parties that is designed to eliminate the conduct at issue, prevent its recurrence, and remedy its effects in a manner that meets the expressed preference of the complainant and the safety and welfare of the campus community. Communications by the parties made in the context of an alternative resolution will be considered confidential and may not be used in a subsequent investigation.

Following the receipt of a complaint, the Dean of Students or Designee will determine whether and what interim or ongoing supportive measures are needed by the parties and will implement appropriate measures. Bridgton Academy may put measures in place for the safety of the parties and/or the school community, to support the parties during the course of an investigation, and to allow the parties to continue participating in educational and extracurricular activities.

These measures may include, but are not limited to: prohibiting or limiting contact by, the reassignment of, or the temporary suspension or emergency removal of the person accused (including from school activities, athletics, Academy dorms, and other extracurricular programs). Additional supportive measures may include academic accommodations or assistance, such as a change to class schedule, counseling or support services, and/or leaves of absence. Supportive measures may be ongoing and will be periodically reviewed.

## **Internal Investigations**

Internal investigations will be conducted for any investigation determined by the Dean of Students as not requiring a formal, outside investigation. The Dean of Students will conduct internal investigations in a prompt and reasonable manner. The Dean of Students will collect evidence as well as interview parties and witnesses as the Dean of Students deems necessary in his/her reasonable discretion for the purposes of investigating alleged misconduct. The Dean of Students is not required to provide any written notice to the involved students or make any written reports reflecting his notes and/or findings or written summaries of his notes and/or findings. To the extent the Dean of Students chooses to provide any written documents for purposes of the internal investigation it is within the Dean of Students' sole and absolute discretion.

Following the completion of the internal investigation, the Dean of Students will make the final determination as to what, if any, policies were violated and determine what, if any, remedial or disciplinary actions are warranted.

## Outside Investigations

Outside investigations will entail Bridgton Academy hiring an outside investigator to investigate the alleged conduct violation. Outside investigations may be more appropriate for alleged misconduct concerning bullying, harassment, hazing, or sexual misconduct, however, whether Bridgton Academy conducts an outside investigation is not limited to such topics.

The Dean of Students will appoint an investigator, which may be an outside person and, in consultation with the investigator, determine the nature and scope of the investigation including the level of parent involvement. Bridgton Academy's investigation is separate from any investigation that might be conducted by law enforcement. Bridgton Academy may delay its investigation for a reasonable amount of time to allow for law enforcement to interview witnesses and collect evidence; however, a report of criminal activity to law enforcement will not stop Bridgton Academy's investigation process.

An investigation may include, but is not limited to, interviews of individuals directly involved in the incident and relevant witnesses, and collecting documents and any other evidence bearing on the incident. Parties are permitted to provide other relevant evidence to the investigator and may suggest questions to ask of one another or witnesses through the investigator.

As part of an outside investigation, Bridgton Academy will provide written notice of the allegations to the involved parties.

Bridgton Academy will make every effort to keep the names of accused persons and complainants limited to a "need to know" group of individuals. Bridgton Academy may release such information for an investigation or for Bridgton Academy to fulfill its obligations under this policy or the law. While Bridgton Academy will encourage those individuals involved in an investigation to keep the information confidential in order to prevent retaliation and ensure the integrity of the investigation, the parties to an investigation are not prevented from speaking about their experiences for support and/or to identify relevant information/witnesses for the purposes of the investigation.

If a party requests confidentiality and/or requests that an investigation not be conducted, Bridgton Academy will weigh this request against concerns regarding the safety of the complaining party and/or the safety of the entire school community. For this reason, there may be some circumstances under which Bridgton Academy is unable to honor a request for confidentiality and must investigate.

Students are expected to cooperate fully in an investigation. Abuse of the process, including falsifying or withholding material information, by parties or witnesses in an investigation is prohibited.

Parties are permitted to have a staff member of their choosing present as support during their interviews. Advisors may not participate in the process or speak on behalf of the parties, although they may ask for brief breaks during any meetings or interviews to provide consultation to a party.

At the conclusion of an investigation, the investigator will make factual findings, based on all relevant evidence. The investigator will submit a report detailing all factual findings, relevant evidence, and a recommendation to the Dean of Students or Designee as to whether Bridgton Academy's policy was violated.

The report containing the investigative findings and policy violation recommendation will then be shared with the parties. Each party shall have five (5) business days to review the report and submit a reply statement in writing for the Dean of Students or Designee to consider. The Dean of Students or Designee, may, in their discretion, ask the investigator to conduct additional inquiry or otherwise

reconsider the findings based on available evidence and/or feedback of the parties.

After reviewing any additional information, the investigator will prepare a final investigative report and submit it to the Dean of Students, who will make the final determination as to what, if any, policies were violated and determine what, if any, remedial or disciplinary actions are warranted.

Subject to confidentiality requirements, the parents/guardians of a minor student who was the target of the alleged unlawful discrimination, bullying, harassment, or sexual misconduct, and of the student against whom the report was made, will be informed of the outcome. All relevant state and federal laws regarding legally required reporting will be followed.

## **Dean's Determination of Discipline**

Following the completion of any investigation the Dean of Students or their Designee will make the determination as to what, if any, policies were violated and determine what, if any, remedial or disciplinary actions are warranted. Warnings will be administered by the Dean of Students in cases serious enough to warrant official documentation of an issue. Students and parents/guardians should note that a warning usually precedes further disciplinary action in both academic and behavioral areas.

Once a disciplinary investigation has begun, the student and their family may decide to have the student withdraw from school prior to appearing before the Dean of Students and/or the Judicial Board.

Additionally, in the event that a rules violation has been committed in which illegal substances are present (tobacco, alcohol, cannabis, illicit drugs), students may be recommended to consult the school counselor and/or a third-party representative. Any fees that accrue in such meetings are to be covered by the student and their family.

A student must be in good standing with the Student Life Office in order to participate in graduation activities and ceremonies.

Student(s) and/or family or guardian(s) are responsible for all expenses incurred in the process of leaving from or arriving to the Bridgton Academy campus to the degree required for the determined discipline. This may include, but is not limited to, transportation fees, shipment of belongings costs, and other similar costs related to leaving the Bridgton Academy campus.

All official warnings are kept on record in the Dean of Students' office. Warnings are an internal status and are not reported on a student's official transcript except for cases involving expulsions.

The classes of potential discipline are listed below:

### **Warning—Level One:**

- A letter will be sent home from the Dean of Students' office detailing incident and consequences.
- A documented meeting with the Dean of Students will take place

### **Warning—Level Two:**

- A letter will be sent home from the Dean of Students' office detailing incident and consequences.
- A documented meeting between the student, the Dean of Students, and/or Advisor and coaches will take place

- On campus possible consequences could include but are not limited to: weekday detention, Academy Service.

### **Warning—Level Three:**

- A letter will be sent home from the Dean of Students' office
- A documented meeting between the student, the Dean of Students, Dean of Academics and/or Advisor and coaches will take place
- On campus possible consequences could include but are not limited to:
  - One week of weekday detention (1 hour at the conclusion of each academic day)
  - One week of Academy Service
  - Required on-campus weekend
  - Loss of athletic and/or extracurricular activities for one week
- The student will be placed on campus probation.

### **Warning—Level Four:**

- Possible consequences could include but are not limited to:
  - Referral to Judicial Board
  - Off-campus suspension
  - Expulsion

### **Weekday Detention**

Any student in weekday detention must meet with the Dean of Students immediately following the academic day. Detention will be held in the conference room in the College Counseling Suite, which is located on the first floor of the Humanities Center. From 3:00 until 4:00 pm, students will be required to attend and remain actively engaged in productive work. Failure to fulfill these expectations will result in further disciplinary actions.

### **Weekend Detention**

Each weekend, there is a faculty team in charge of weekend activities who will oversee detention. Students on weekend detention are to report to a designated location on Friday night, Saturday morning, Saturday night and/or Sunday morning to fulfill their weekend detention expectations. The specific times and location of detention will be determined by the Dean of Students and the weekend duty team leading up to the scheduled detention.

### **Academy Service**

Academy Service is assigned community service either on campus or in the broader Lakes Region Community.

### **Required On-Campus Weekend**

If a student receives a required on-campus weekend, they are ineligible to leave the Bridgton Academy campus freely on the weekend. They are, however, eligible to take part in Bridgton Academy sanctioned trips under the supervision of the weekend duty team or any other Bridgton Academy faculty or staff member. In addition, the student is expected to check in with the weekend duty team throughout the weekend. Check-in times and locations will be discussed during the documented meeting with the Dean of Students.

### **Probation**

Probation indicates that a student is one step away from separation from the Academy and describes a condition rather than a penalty. Probation indicates to the student that their position as a member of the Bridgton Academy community is insecure. It also gives them a period of time to prove that they can meet the standards of the Academy and, therefore, should be allowed to remain a part of the

community. Probation is usually recommended by the Judicial Board and/or the Dean of Students. Probation may include, but is not limited to the following:

- Regular meetings with the Dean of Students and/or the Mental Health Counselor;
- Random drug tests in cases of substance violations; and
- Any other disciplinary action recommended and approved by the Dean of Students.

A student can be removed from the probationary list at the discretion of the Dean of Students. A student who commits any school rule violation (academically or behaviorally) while on probation should expect more severe disciplinary action up to, and including, expulsion from Bridgton Academy. Probation is an internal status and is not reported on a student's official transcript.

### **Off-Campus Suspension**

In the event that an action committed by a student reaches the level in which an off-campus suspension is needed, a student will be removed from campus for a period of time, typically 3-5 days. Suspensions may be longer and will be determined by the Dean of Students. A Dean's Warning will be administered upon arrival of the student back to campus.

### **Expulsion**

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

## **Judicial Board**

For any matters involving Warning levels 1-3, the Dean of Students makes the final determination. There are no rights to appeal the Dean of Students' decision for any discipline received under Warning levels 1-3.

In matters involving a Warning level 4, the Dean of Students or their Designee can, but is not required to, recommend a Judicial Board hearing. The Judicial Board will be composed of five faculty or staff members and two members of the student body. The students appointed by the Dean of Students are not voting members. Bridgton Academy reserves the right to have the committee consist of faculty members only.

At a judicial board hearing, the Dean of Students or Designee presents the information of the code of conduct violation(s) to the Judicial Board. Students are permitted to have a Bridgton Academy faculty or staff of their choosing present as support during the Judicial Board. The student, who is accompanied by a member of the Bridgton Academy faculty or staff of their choosing, has the ability to speak to the violation(s). After hearing the case, the Board determines whether or not the student has committed the violation(s) at hand. If the determination is that the student has, then the Board issues a recommendation about the most appropriate disciplinary consequence(s). The recommendation is then delivered to the Head of School or their Designee.

### **Appeals from the Judicial Board**

Within five (5) calendar days of receiving the recommendation, a student may file written appeal with the Head of School or Designee. The appeal must consist of a written statement submitted to the Head of School or Designee providing the grounds for the appeal and the reasoning supporting the appeal.

A significant factor for the appeal to be considered precluded by the student are the three following reasons:

1. The availability of newly discovered evidence that was not known to the student and not available to the investigator and which likely would have changed the decision had it been available; and/or

3. Biases or a conflict of interest(s) of the investigator that materially prejudiced the investigation;
4. Aggravating or mitigating circumstances which would affect the severity of the sanction.

The Head of School or their Designee will generally have fifteen (15) business days in which to make a final determination. The Head of School or Designee may:

1. Uphold the decision;
2. Modify the sanctions;
3. Send the decision back to the Investigator to consider factual questions; or
4. In extraordinary circumstances such as demonstrated bias or conflict of interest of the Investigator, require a new investigation by a different Investigator.

The Head of School or Designee shall inform the parties of the appeal decision as soon as possible and explain to the parties the reasons for the decision.

## Dress Code

We recognize that much can be reflected in a student's personal appearance, language, and behavior. Having a dress code encourages a more productive and optimistic school environment. The expectation for all students is that they abide by the dress code set forth below and that they take pride in representing both themselves and Bridgton Academy throughout the entire year.

### **Dress code will be enforced during the academic school day:**

- Monday - 8:00 am—3:00 pm
- Tuesday - 8:00 am—3:00 pm
- Wednesday - 8:00 am—11:30 am
- Thursday - 8:00 am—3:00 pm
- Friday - 8:00 am—3:00 pm

### **For the following buildings:**

- Humanities Center
- Hamlin STEM Center
- Goldsmith Dining Hall
- Chapel
- Academy Building

Students who have breaks during the day may go to other buildings for any reason (i.e. Chalmers Ice Arena, Memorial Gymnasium) and wear appropriate work-out attire. If the student is then returning to an academic area defined above during the academic day, they must be showered and return to academic dress as defined below. If a student is not in compliance with dress code, they will be sent back to their dormitory room to change and are expected back at their academic commitment after they have changed.

### **Academic Dress Code Defined**

- Shirt must have a collar (button-down, golf, or polo style shirts are acceptable)
- Sweater may be worn over a collared shirt
- Hooded or crew-neck sweatshirts are allowed, but if a student removes the sweatshirt, they must be wearing a collared shirt underneath

- Khaki shorts, pants, or jeans
- Clothing should always be neat and clean and free of any inappropriate branding

### **Academic Dress Code Infractions**

- No t-shirts
- Any article of clothing that is branded with inappropriate material
- No sweatpants, joggers, or any other athletic type clothing
- Hats should be removed upon entering the academic buildings during the times listed above

***\*Shirts with sleeves will be required for all meals in the Dining Hall***

### **Formal Student Dress**

There are occasions throughout the year where more formal dress will be suggested. These include, but are not limited to, special presentations, advisor dinners, award banquets, athletic events, class presentations and graduation. The students and staff will be notified in advance when a higher level of dress is expected.

For that reason, it might be a good idea for students to have access to the following when they arrive to campus:

- Dress shoes and socks
- Suit coat or blazer
- Tie (necktie or bow tie)
- Dress shirt with collar
- Dress pants

# **On Campus Regulations and Procedures**

## **Dormitory Living Policy**

Dormitory and campus behavioral standards are based upon reason and respect for students, staff, other persons, property, and academic regulations. As a condition of living in Bridgton Academy dorms, Bridgton Academy students agree to abide by the Academy's Dormitory Living Policy and the conditions and rules specified herein.

### **Right to Inspect Rooms**

- Bridgton Academy maintains the right to check a student's room at any time. Whenever possible, such checks will be conducted in the presence of the room's resident(s) and/or another faculty member.
- Rooms are to be inspected regularly by dorm parents, advisors, etc. It is important that students maintain a healthy living environment to promote a clean and healthy lifestyle. Failure to maintain a clean room may lead the Dean of Students to be involved, in which case privileges may be taken away or Academy Service be given.
- Bridgton Academy maintains the right to request random drug tests and/or to request the use of a Breathalyzer at any time during the year at the discretion of the Dean of Students.

### **Room Changes and Removal**

- Room changes may be made only with the written approval of the Dean of Students.

- Bridgton Academy retains the authority to remove a student from a Bridgton Academy dorm on an emergency basis as the Academy deems necessary in its sole discretion.

### **Dorm Maintenance**

- Each student has a wastebasket and trash bags for their personal trash. When filled, the bag should be tied and placed in the larger trash bins in the common room.
- Writing on room walls and doors is prohibited. Name tags should not be tampered with and should remain on the assigned door.
- If/when damage occurs in a room, or building, the party at fault will be charged the necessary amount to have damages fixed. If the responsible person(s) cannot be identified, the damage fee will be charged to the occupants of the room or dorm.
- During the December and March vacations, and shortly before graduation, dormitory rooms will be inspected for damage and property not belonging to the occupants.
- At the end of the school year, students are expected to turn their room keys in to their dorm parents and to leave their rooms in the same condition it was when they moved in. Rooms not left in this condition are subject to a cleaning fine of up to \$250.
- Personal locks on doors are not permitted. Each student is given a working key to his dorm room to safely secure his belongings in the room. It is the expectation that whenever the occupant exits the room, they close and lock the door behind them. If a key malfunctions, or goes missing, the student should report that to their dorm parent, advisor, or a member of the Residential Life staff immediately.
- Lounge furniture should not be removed from the lounge. It is not permitted for use in student rooms.
- Only school-issued furniture is allowed in the dorms.
- Items left behind and unclaimed become the property of Bridgton Academy after the student leaves school.

### **Conduct Within Dorms**

- Ball playing, stick hockey, or any physical sports of any kind are not permitted inside the dorms
- All students must be in their own dormitories for weeknight checks at 10:30 pm.
- Weekend check-ins are completed at 11:00 pm.
- All campus lights are recommended to be out in dormitory hallways following the completion of dorm checks, concluded by 11:00 pm by dorm parents or other faculty members.
- Except in the event of a fire, or other emergency, students are not permitted to access the rooftops, fire escapes, or dorm balconies.
- All behavior that would result in a violation of Bridgton Academy's core principles is not permitted in dormitories or any other Bridgton Academy building.

## Visitor Policy

Students may welcome visitors from off campus during their free times in outdoor spaces. Visitors other than parents/ guardians should be listed with the deans, preferably before arrival. Visitors, including parents/guardians and families, are encouraged to contact a staff member before entering dormitory. Overnight guests are expressly prohibited and will be grounds for discipline.

## Campus Closings

Parents and students should take special note that the Academy campus and dormitories are closed and cannot accommodate students for the following times during the year:

- Fall Break
- Winter Break
- Spring Break

Campus is considered closed from 5:00 pm at the start of those periods until 12:00 pm on the day they are expected back to campus.

Campus will close at 3:00 pm following Commencement Exercises on Saturday, May 3.

## Fire Drills, Escapes, and Extinguishers

It is imperative that fire escapes be used only in case of fire or during faculty-supervised fire drills. 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.

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.

***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.***

### 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 a known place of assembly.

## Long Lake

### Bridgton Academy Beach (North Bridgton Beach)

Bridgton Academy is fortunate to have the use of its own private beach on Long Lake available for all faculty and students. Students who wish to access the beach may do so at their own risk and must

abide by the following rules. Failure to follow the rules presented may result in beach privileges being revoked for an individual student or for the entire student body.

- Swimming and beach use may only happen from sunrise to a half an hour (30 minutes) before sunset.
- Students must use the “buddy system” to access the beach. Accessing the beach and/or swimming alone is strictly prohibited.
- Students must stay on the beach area.
- No diving off rocks or surrounding points or into the water in general.
- Do not disturb any objects or wildlife on or around the beach.
- All items used at the waterfront must be picked up and put back where they came from.
- Unsafe and/or disrespectful behavior (ie. foul language, rough-housing, littering) will not be tolerated and could result in personal beach privileges being revoked.

*Students who intend to fish in Long Lake are encouraged to purchase a State of Maine fishing license and must abide by rules put forth by the Department of Inland Fisheries and Wildlife. For more information, please go to: [www.maine.gov/ifw/fishing-boating/fishing/laws-rules/license-requirements.html](http://www.maine.gov/ifw/fishing-boating/fishing/laws-rules/license-requirements.html)*

Please see the next section for rules and protocols pertaining to watercraft use, including canoes, paddleboards, and kayaks.

## **Watercraft Use**

Along with access to swimming/beach use, students have the ability to use canoes, kayaks, and paddle boards that are provided by the Academy. No personal watercraft devices brought from home are allowed on campus or at the beach. Students who wish to use any watercraft devices must abide by the following rules. Failure to do so may result in watercraft use privileges being revoked for individual students or for the entire student body:

- Personal floatation devices (PFDs) must be used while using any watercraft device. There must be a PFD for each person in the watercraft that is sized/fitted appropriately for safe usage. Additional sizes are available by request if needed.
- Students may not use canoes alone and must use the “buddy system.” No more than two students in each canoe at the same time.
- Safe use of all watercraft devices is expected. Tipping of canoes, damage to watercrafts, and traveling an unsafe distance from the North Bridgton Beach is not allowed and could result in waterfront privileges being revoked.
  - The recommendation is to remain within the cove of the North Bridgton Beach
  - Maintain visual contact with the property
- Students must sign watercraft equipment out using the QR code posted on the waterfront shed. They

must fully complete the form including providing the names of all students using the watercraft and a phone number where a student in the watercraft can be reached if needed, as well as electronically signing a waiver acknowledging proper use, risks, and protocols.

- Use of the watercraft devices is only permitted during the hours between sunrise and one-half hour (30 minutes) before sunset.
- Students must refrain from using watercraft devices if weather/wind conditions are unsafe—this includes during a time when whitecaps are visible or significant storms are predicted.
- Watercraft devices will be locked and not open for use during months where the water temperature is unsafe for swimming/submersion.

Please reference the State of Maine Inland Fisheries and Wildlife page for more information around state laws pertaining to watercraft usage at [www.maine.gov/ifw/docs/maine-boating-laws.pdf](http://www.maine.gov/ifw/docs/maine-boating-laws.pdf).

## Goldsmith Dining Hall

### Goldsmith Dining Hall Hours

\*Hours are subject to change. If times are altered, it will be communicated by the Student Life Office\*

**Monday – Friday**  
**Breakfast:** 7:30–8:30 am  
**Lunch:** 11:30 am–12:45 pm  
**Dinner:** 6:00–7:15 pm

**Saturday and Sunday**  
**Brunch:** 10:30 am–12:00 pm  
**Dinner:** 5:30–6:30 pm

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 engage the students daily, encourage collaboration, 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 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.
- All plates and utensils must 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 respectful tones of voice.
- A student respects themselves, respects others, and respects the food as they fuel both body and mind.

- Phone conversations are not permitted in Goldsmith Dining Hall.
- Excessive noise from electronic devices is not permitted, and is determined at the discretion of faculty and staff.

## **Dietary Restrictions**

Students with dietary restrictions or allergies must fill out the information as part of SchoolDoc prior to registration before the start of an academic semester for Bridgton Academy to be able to provide necessary modifications and/or accommodations. Students must touch base each semester with continued or changed needs about any dietary allergies.

## **Bridgton Academy's Dietary Restriction and Modification Policy**

Bridgton Academy understands the varied dietary needs and preferences of its school community and is committed to offering delicious and healthy options for every student, regardless of a student's respective dietary restrictions.

To that end, in order to satisfy each student's dietary needs, if you have dietary restrictions, please call or email the School Nurse, and provide your specific dietary requirements and preferences.

Students with such dietary restrictions, must contact the School Nurse before each academic semester to confirm existing dietary restrictions in place or make Bridgton aware of new or modifications to dietary restrictions. Students should contact the School Nurse at least two (2) weeks prior to the start of an academic semester.

All food allergy information must be indicated on our required health forms submitted to Bridgton Academy. Food allergy information may be shared with staff in our wellness center, advisors, dorm heads, faculty, and with Bridgton's food service staff.

Please be aware that Bridgton Academy can prepare foods that do not contain gluten, dairy, eggs, shellfish, fin fish, soy, peanuts, wheat or tree nuts; however, it will be prepared in a facility that also prepares recipes with some or all of these allergens. Our kitchen staff have all taken training on proper food storage, handling and cleaning procedures for allergen-safe food handling.

Students are also expected to be their own advocates and are responsible for seeking out resources in the dining hall, coordinating with Bridgton Academy staff, and asking appropriate questions at dining facilities.

## **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 some cell carriers have difficulty picking up signals in North Bridgton.

Talking on your cell phone 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 Study Hall (8:00–9:30 pm, Sunday through Thursday). Excessive/inappropriate cell phone usage may be grounds for confiscation by the Dean of Students.

**Email:** Each student will have an email address given to them at Orientation. Staying current with that email account is the responsibility of the student while they are a member of the Bridgton Academy community.

**Mail:**

Student mail sent via USPS should be addressed to:

Student Name [Residence Hall]  
c/o Bridgton Academy  
P.O. Box 292  
North Bridgton, ME 04057

Mail sent through other carriers (Fedex, UPS, etc.) should be addressed to:

Student Name [Residence Hall]  
c/o Bridgton Academy  
11 Academy Lane  
North Bridgton, ME 04057

*Please note: Students will be notified by the Student Life Office when mail or packages have arrived. Sometimes it may take 24-48 hours for a student package to be delivered to the student after initial delivery to the Academy.*

## School Store

The school store is located outside the Student Life Office on the lower level of the Goldsmith Dining Hall. Hours of operation will vary depending on the week; however, communication to the student body will be made when the store is open for purchases.

For more information regarding the store, please visit <https://store.bridgtonacademy.org>.

## Religious Worship

Students are welcome to attend worship services of their choice on the weekend or on significant religious occasions. Transportation may be arranged upon request to the Student Life Office.

## Laundry/Linen Service

Students can contract with E&R Campus Laundry for a wash and fold service or students can take

advantage of weekly town trips to do their own laundry at the laundromat.

## **Advisor Program**

An advisor is a responsible member of the Bridgton 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 advisee's progress throughout the year and act as the primary liaison between the Academy and parents/guardians should there be any questions, concerns, or information about the student the parents/guardians may need, or that parents/guardians may need to convey to the Academy. The advisor may counsel students on issues such as homesickness or roommate disputes, among other things.

## **Student Health Services**

Bridgton Academy employs a full-time Registered Nurse on campus during class hours, as well as an Athletic Trainer and a Mental Health Clinician. The nurse's office is in the Student Life Office area on the ground floor of Goldsmith Dining Hall, the Mental Health Clinician is located in Hamlin STEM Center, and the Athletic Trainer's office is in Memorial Gymnasium. In the evenings and weekends, an on-call nurse is available.

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 treat students with ongoing or potential medication needs, offer health guidance, as well as provide consultation and referral services when necessary. The charges for these off-campus services are the responsibility of the student and his family and they are billed directly.

Bridgton Academy also has a relationship with Maine Medical Partners Orthopedics and Sports Medicine of Portland to work with the athletic trainers 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 student should notify their advisor.

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 Maine Medical Partners Orthopedics and Sports Medicine. Transportation will also be arranged by the school to and from the medical provider.

## **Counseling**

Psychological evaluation and counseling for a range of emotional, psychological, and adjustment issues including ADHD and substance-related problems are available through the Academy's Mental Health Clinician. 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/guardians 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 Mental Health Clinician, whose office is in Hamlin STEM Center.

The School Nurse in conjunction with the Mental Health Clinician may also provide monitoring for students taking ADHD or psychoactive medications as needed or required.

## **Health Insurance**

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, the New England Association of Schools and Colleges (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 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 a copy of their own 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.

## **Prescriptions**

Students must supply the Health Office with an insurance prescription card (uploaded into SchoolDoc or presented as a paper copy on Registration Day). Co-payments for prescriptions are typically taken from a student’s SRE account unless they would prefer to use cash or a personal credit card. Prescription medications need to be presented to the pharmacy in paper form or sent electronically to the pharmacy directly from the prescribing physician’s office. This can be accomplished in several ways and can be discussed with our School Nurse. One option that has been successful in alleviating refill difficulties throughout the year has been to set up an appointment with the doctor we utilize through North Bridgton Family Practice, who will follow the student’s medication needs throughout the school year.

# **Transportation and Insurance**

## **Personal Vehicles**

Students are permitted to bring their vehicles to campus. However, the Bridgton Academy campus is closed Sunday night through Friday afternoon, meaning that access to cars will be limited. In exceptional or emergent circumstances, students will need approval from the Residential Life Office to access their vehicles during the week.

For those who decide to bring a personal vehicle to campus, please note the following expectations:

- It is a privilege for students to have motor vehicles on campus.
- Student vehicles may be subject to random searches.
- Students must have written parental permission prior to having a motor vehicle on campus.
- Parents/guardians 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 left 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 always parked in the designated student parking lot. When the student lot is open, students may use their cars as they wish; however, cars must be parked in the student parking lot overnight, by weekend check in times. Failure to do so will result in a documented parking violation.
- There is a parking violation fee of \$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 designated storage areas. Any student using a bike must wear a helmet when biking and obey traffic rules and regulations. Failure to do so may result in loss of bike privileges.

## Leaving Campus During the Week

During the week (Monday – Friday), 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 with written permission from Dean of Students.

## Transportation

Bridgton Academy is approximately forty miles from Portland, ME (about a one-hour drive), 130 miles from Manchester, NH (about a two-and-a-half hour drive), and 145 miles from Boston, MA (about a three-hour 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. With the exception of a taxi (approximately \$120 each way) public transportation to or from Bridgton is limited— Uber availability is not as accessible as it would be in more urban settings. Many students have cars for personal use on weekends and vacations, and students without vehicles often carpool to reach destinations.

**It is solely the responsibility of the student or their parents/guardians 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 after a scheduled vacation or long weekend, for the purpose of travel convenience, is not excused.*** 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/guardians 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. Please contact the Dean of Students with any questions.

During the year, the Academy provides transportation on weekends, at no charge, to the town of Bridgton, church services, the golf course, Pleasant Mountain ski area (during ski season), and to a variety of other locations 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.

## **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/or large supplies of prescription medication should never be kept in the dormitory room.

## **Financial Information**

### **School-Related Expense (SRE) Account**

The \$1,500 deposit for the SRE account is billed as part of your original tuition invoice. This account is used to cover the costs of incidentals such as CAP registrations. 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.

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 \$300 in this account. The initial \$1,500 deposit may need to be supplemented during the year, depending on the amount of school-related spending.

### **Student Cash Needs**

For security purposes, we ask students to avoid keeping cash in their rooms. Students should have a bank account with a debit card 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 and SAT and/or ACT test fees will expedite the application process.

An ATM is located on campus for students if cash is needed. The School Store and Wolverine Den accept debit cards or credit cards: Mastercard, Visa, American Express, or Discover. Banking is available in the town of Bridgton at Norway Savings Bank, TD Bank, and KeyBank.

Bridgton Academy does not cash any type of checks, make loans, or issue cash to students.

Questions should be directed to the Business Office, which is open Monday through Friday from 7:30 am–4:00 pm.

Business Office contact:

Ares Michaelides, CFO [amichaelides@bridgtonacademy.org](mailto:amichaelides@bridgtonacademy.org)

(207) 647-3322 Ext #1214

## 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.

# ATHLETICS

Bridgton Academy offers a broad program of interscholastic athletics, including football, soccer, hockey, basketball, baseball, lacrosse, and sponsors individual competition in golf, skiing, and tennis.

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, rugby, cross-country skiing, and alpine skiing.

## Statement of Purpose

The purpose of the Bridgton Academy Athletic Department is to provide a program of physical activity and education in a competitive and 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 student-athlete who aspires 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.
- **Strength and Conditioning programming:** In alignment with NEPSAC in-season and out-of-season rules, this comprehensive programming ensures that our student-athletes are not only

prepared for college athletics, but also trained in an environment that closely mirrors that of a freshman college athletic experience.

- **Academic Monitoring:** Our monitoring mirrors 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 and travel.
- **Community Involvement:** Our student-athletes will be expected to not only represent themselves professionally in their athletic endeavors, but to also realize that they represent many communities. These include their 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.
- **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 and decision process. Opportunities such as junior hockey and 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 postgraduate education and athletic development.

## **Athletic and 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 one who is struggling in multiple classes due to chronic absences, has difficulty maintaining academic standing, or has shown 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 Academy 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, in turn, speak with the student within 48 hours, informing the student that he has been identified as a “student at risk” and that they 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 completed by the

Athletic Director). At the end of the two-week period, the Athletic Director will seek input from teachers and advisors 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:

- If the student has sufficiently corrected the offending behaviors, they 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.
- If the student has not sufficiently corrected the behavior (i.e., continued absences, continued lack of effort), they will be suspended for one week from all athletic participation (practices and games).
- This decision will come from the 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 (Consequences).
- 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.

The Athletic Director will:

- Review any student who is identified by a member of the Academy community.
- Communicate with the student’s coach regarding the student’s level of discipline.
- Communicate with the student about his level of discipline and the expectations that will need to be met.
- Communicate with teachers regarding any student’s status and necessary expectations.
- 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 Bridgton students.
- Support the academic program and the Academy’s policies regarding academic standing.
- Support the Athletic Director in policing academic expectations of all students.

- 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 students.
- Assist in identifying students at risk.
- Aid in correcting any behavior that is contributing to the student’s status of being at risk.

Students will:

- Communicate with teachers, coaches, and advisors, updating them of ongoing work to address at-risk status.
- Collect information on the appropriate form to submit to the coach (who will, in turn, submit to the Athletic Director) at the end of the review period.
- Work hard to reflect on, identify, and correct behaviors that are contributing to at-risk status.

## **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 their sport.

## **Dress Code**

How Bridgton Academy teams look, as well as how we 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 at the discretion of the individual sport’s head coach. 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 safety reasons, 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 students fail to return any item at the end of the season, they will be billed for the replacement cost of each item.

## **Facilities**

Students are encouraged to make full use of the gymnasium and weight 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 students and staff.

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 cardio 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 upper doors leading into the locker rooms and gymnasium rather than the lower doors connected to the weight room. 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 cardio room. Anyone needing a locker should see the Athletic Director.

Chalmers Ice Arena (CIA) will be available to students for hockey and recreational skating on a weekly basis. 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 locker room areas tidy, 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. Each athlete is financially responsible for any equipment, including the lock, issued to them by the Academy. Bridgton Academy is not responsible for any lost items.

## **Transportation for Teams**

- Travel to and from contests and practices will be in vehicles provided by the Academy. Exceptions may be granted by the team’s Head Coach.
- No one other than players, managers, and coaches may travel to any away contest in a school vehicle unless approved beforehand by the Head Coach, and/or Athletic Director.
- No athletic shoes with spikes (metal or otherwise) are to be worn in the bus or van.
- According to state law, the aisle must be clear at all times.
- The bus or van must be clean at the end of the trip.

## **Special Trips**

Some teams schedule games that include special trips, which 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.

## **Health and Injuries**

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

- Physical examination, which is one of the Bridgton Academy admission requirements;
- Signed parental authorization form; and
- 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/guardians are notified as soon as possible.

Permission to miss an athletic commitment for medical reasons is provided by the Academy's athletic trainers or the School Nurse, and, in some cases, in consultation with the student's primary physician.

## **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**

Bridgton Academy welcomes the input and values the participation of parents, guardians, or other community members who are not students. 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 that 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.

Bridgton Academy emphasizes that it has higher expectations for adults in its community and there are certain policies that, if violated by a Student's Affiliate, will warrant immediate separation of the Student's Affiliate from the school, including disenrollment of the entire Affiliate's family without recourse. These include Bullying, Hazing, Sexual Misconduct and/or Sexual Harassment, Discriminatory Harassment, and Retaliation.

Parents acknowledge that Bridgton Academy may take all action necessary to ensure the operation of the School in all matters as it may apply to the student. A positive, collaborative and constructive relationship between the Bridgton Academy and families or other individuals interacting with the School and/or School community by virtue of their relationship with the student, such as grandparents, stepparents, caregivers, or other related individuals (the "Student's Affiliates") is essential to the mission of the school.

Respectful communication: Parents are expected to communicate with teachers, staff, and other parents in a respectful and professional manner. This includes using appropriate language, tone, and demeanor in all interactions.

Adults and Student's Affiliates in the Bridgton Academy community occupy different roles than those of enrolled students. The expectations of adult family members are higher, and the School will not convene a disciplinary committee and does not provide notice or any appeal rights. In addition, parents and guardians understand and agree that the Bridgton Academy has the right to place restrictions on any person's participation in or presence at any activity at the school, on Bridgton Academy property, or in Bridgton Academy-related events if the party engages in behavior that Bridgton Academy determines in its sole and exclusive discretion to warrant such a restriction.

# OTHER INFORMATION

## Academic Calendar

### August 2024

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

### September 2024

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

### October 2024

Su	Mo	Tu	We	Th	Fr	Sa
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### November 2024

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

### December 2024

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

**July 21** - Incoming Student Reception (Colonnade, Boston)

**Aug 19** - Registration - Football & Soccer  
**Aug 19 - 24** - Football & Soccer Preseason  
**Aug 24** - Registration for all other programs  
**Aug 24 - 27** - Orientation  
**Aug 28** - Classes begin  
**Aug 30 - Sept 1** - Academy Weekend

**Sept 27 - 29** - Homecoming

**Oct 5** - SAT administered on campus  
**Oct 18** - End of First Quarter  
**Oct 18** - Long weekend begins after last commitment  
**Oct 22** - Student return by 7:00pm  
**Oct 26** - ACT administered on campus

**Nov 2** - SAT administered on campus  
**Nov 22** - Fall break begins after last commitment

**Dec 1** - Students return by 7:00pm  
**Dec 7** - SAT administered on campus  
**Dec 13 - 15** - Academy Weekend  
**Dec 16** - Review Day  
**Dec 17 - 19** - Final Exams  
**Dec 19** - Winter break begins after last exam

**Jan 13** - Students return by 7:00pm  
**Jan 14** - 3rd Quarter Classes Begin

**Feb 7 - 11** - Long Weekend begins after last commitment  
**Feb 11** - Students return by 7:00pm

**Mar 7** - Spring Break begins after last commitment  
**Mar 7 - 24** - Spring Break  
**Mar 24** - Students return by 7:00pm  
**Mar 25** - 4th Quarter Classes Begin

**Apr 18** - Long Weekend begins after last commitment  
**Apr 21** - Students return by 7:00pm  
**April 29** - Review Day  
**April 30 - May 2** - Final Exams

**May 2** - Awards Banquet  
**May 3** - Commencement Exercises

*\*Academy Weekend designates those weekends when students are required to stay on campus.\**

### January 2025

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

### February 2025

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

### March 2025

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

### April 2025

Su	Mo	Tu	We	Th	Fr	Sa
						5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

### May 2025

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

# Life After Bridgton Academy

**“Once a Wolverine, always a Wolverine!”**

Interest and participation in Bridgton Academy activities does not end with Commencement. The Office of Institutional Advancement (IA) 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 IA Office has active home and email addresses. Be sure to provide us with your updated news and information periodically, which you can do by emailing [alumni@bridgtonacademy.org](mailto:alumni@bridgtonacademy.org) or by filling out our Update Alumni Information form on the Bridgton website.

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 2025 will be held in years ending in 5s and 0s; however, all alumni are welcome at every reunion. The Class of 2025 will celebrate its five-year reunion in the year 2030. In addition to reunions, the Office of Institutional Advancement sponsors a variety of events, including regional gatherings and alumni games for a number of our sports.

The IA Office maintains names and addresses of alumni and we are happy to help you get in touch with your classmates.

On the Bridgton Academy website ([www.bridgtonacademy.org](http://www.bridgtonacademy.org)), you will find alumni pages with information about upcoming events and other alumni news. Our social media pages are also a wonderful way to stay up to date on Bridgton news, as well as connect with fellow classmates.

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. You can also text Bridgton to 41444 to make a gift from your cell phone.

The Office of Institutional Advancement looks forward to welcoming the Class of 2025 as our newest alumni this May. We encourage you to stay connected with Bridgton Academy in the years to come.

## **Contact the Office of Institutional Advancement**

Email: [alumni@bridgtonacademy.org](mailto:alumni@bridgtonacademy.org)

Phone: 207.647.3322 x2

# Student Acknowledgment of Review

You are required to return this form ten (10) days before the start of classes.

As a student at Bridgton Academy, I understand and/or agree that:

I have received Bridgton Academy Student Handbook and have reviewed it, understand it, and have had the opportunity to ask any questions I have about it and any of the policies and procedures contained in it, and I will comply with Bridgton Academy Student Handbook to the best of my ability.

The statements contained in the Handbook are intended to serve as general information about being a student at Bridgton Academy. I understand that nothing in this handbook creates a contractual obligation on behalf of Bridgton Academy.

I understand that no statement or representation by any employee, whether oral or written, can change or replace portions this Handbook, even if they expressly refer to the Handbook. I also understand that if Bridgton Academy does not enforce some of the policies in this Handbook immediately, or at all, in any given instance, it does not mean that the Handbook no longer applies.

Dated: \_\_\_\_\_

Student Name: \_\_\_\_\_

Student Signature: \_\_\_\_\_

