

The Scoop



A Handbook
for
Students & Parents *of*
The ACADEMY at CHARLEMONT



2016 – 2017

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Cover photo by Henry Walker-West '17

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PLEASE NOTE: Policies published herein are subject to revision without notice.

Welcome

Welcome to The Academy at Charlemont. If you do not already know it, we want you to understand that ours is a unique school. Our lockers don't have locks, and our students are quick to name the ability to leave their belongings around campus without fear of theft as one of the hallmarks of our community's strength. Academy students - or Aardvarks, as we call them - also note the strong bonds they form with the adults in our community as another characteristic that sets it apart from the average school. Finally, we pride ourselves on meeting students' needs as best we can - whether the need is for a cough drop or an extra review of a paper or problem set; a snack, or an audience for a new activity idea; a conversation, or brainstorming how best to maintain our traditions.

This all exists because we emphasize the idea of community above all else at our school - The Academy is a place where we apply togetherness to almost everything we do here. Much like a family, we learn together, raft together, eat together, struggle together, dance together, climb together, clean together, grow together -- the list could go on ad infinitum (and yes, we even speak and sing in Latin together!). Perhaps most importantly, we all agree on the basic principles that govern our community. Those principles - including how you should treat other people and their property, resolve disputes, and help others uphold their commitment to the group - are described in our Honor Code, and we ask that everyone become familiar with them, embrace them, and abide by them. One long-standing tradition at The Academy is a discussion and public signing of the Honor Code by all students, faculty, and staff, which happens at the start of the year. This tradition also binds us all together as people who agree to follow a certain code of conduct.

On the next page you'll find The Academy's Mission Statement, followed by the Honor Code. Please take a moment to read both (before reading the rest of this document) since they set forth what your school community intends to accomplish and offer a blueprint of how we intend to do it.

We hope that *The Scoop* will be a helpful guide to Academy life. We look forward to working with your family during the year.

Warm regards,

A handwritten signature in black ink that reads "Nora Bates Zale". The signature is written in a cursive, flowing style.

Nora Bates Zale '00, *Dean of Students*

Mission Statement

The Academy at Charlemont seeks to graduate young people prepared to be successful college students, lifetime learners, productive global citizens, and capable stewards of the planet's resources. Our program emphasizes balance among academic, artistic, and athletic pursuits toward the end of developing well-rounded, civic-minded, and enterprising individuals.

Rooted in the classical tradition, we value mastery of academic content within and across disciplines. We value even more the habits of mind and intellectual dispositions needed to maintain a free society: respect for reason, scientific inquiry, considering diverse views, humor, creativity, and joyful expression. We emphasize clear, original thinking that is expressed with precision, clarity, and grace. We encourage our students to develop a high degree of individuality even as they learn to work effectively as part of a group.

The Academy has chosen to be a small community founded on the values of self-reliance, industry, sustainability, integrity, and respect; those values are reflected most clearly in our Honor Code and are nurtured through our system of self-government. In our daily social interactions we highly esteem civility, helpfulness, compassion, and a concern for others. In this climate each of us remains more aware of the personal responsibility for the welfare of our community, and each is entrusted with maintaining it.

The Academy makes its programs available to qualified students from the towns of western Massachusetts, southern Vermont, and to a small number of students from other countries and areas of the United States.

Honor Code

The community of The Academy at Charlemont, in order to make known the standards to which all community members subscribe, has established this Honor Code. It is the obligation of all community members to uphold these standards. Should a member not do so, it is the obligation of that member to report this to the proper authorities. Should a member have knowledge of any other infraction, it is the moral obligation of that member to report this to the proper authorities. A program developed by the community will be offered to assure that each member of the community is aware of and concerned about the Honor Code.

Article 1:

No community member shall give or receive unauthorized aid on exams, quizzes, essays, competitions or any other work so designated by the course instructor or event supervisor. Authorization shall be given only by the course instructor or event supervisor. It is the obligation of any community member to inform a person who is allegedly guilty of giving or receiving unauthorized aid of this alleged violation or to report this infraction to the proper authorities if the community member has such knowledge.

Article 2:

Theft is the removal of someone's personal property by another without permission. Theft is unacceptable to the community. No community member, other than the administration, with due cause, has the right to search, remove, or use another's personal property.

Article 3:

The community recognizes the necessity for all members to respect and not disrupt the activities of other members. Emotionally or physically harmful remarks or actions towards others, their possessions or beliefs are unacceptable. All members should be conscious of the effect on others of their behavior, both intentional and unintentional.

Article 4:

In order to maintain a harmonious community it is necessary for all members to have respect, not only for others, but also for the community as a whole. Included is respect for community property, equipment, and rules. All members of this community must subscribe to any standard set by the community as well as those described in this Honor Code.

Introduction to The Academy

Educational philosophy

The Academy at Charlemont was founded in 1981 as a co-educational independent school admitting students in grades 7-12. Throughout its growth, the educational philosophy of The Academy has remained constant:

- to develop in students a set of values which emphasizes the merit of learning, an appreciation of excellence, and the worth of pursuing it; to nurture respect for others, a desire for justice, and a willingness to work for it;
- to offer a basic body of knowledge useful and necessary for future growth and opportunity, in mastery of which students must learn to analyze information and think critically, and acquire the verbal and written skills enabling them to communicate clearly, accurately and well; and
- to sharpen perceptions and heighten students' awareness of the intimate world in which they live and the global community of which they are a part; to participate in the joys of human accomplishments as well as to recognize humanity's challenges and problems.

Administration of The Academy

The Academy is governed by a Board of Trustees. The role of the Board is to develop and maintain the philosophy and policies of the school and provide the support necessary to carry out its program. By-laws require that the faculty, alumni, current parent body, and current student body be represented on the Board.

The Head of School is responsible to the Board for implementing its policies and for overall operation of the school. The Head monitors faculty and staff and works with them to maintain the quality of Academy education. Our Head of School is Dr. Brian Bloomfield.

Academy Rules & Rationales

Below you will find a concise list of the rules we have at The Academy. Please note that there are additional expectations and policies that also exist at our school, which are dispersed throughout this handbook in the various sections to which they are relevant. Rules in this instance apply directly to student conduct, and if broken will garner a consequence. Other expectations and policies, if not met, may also garner consequences.

Rule	Rationale
<p>1. Students must stay within the following boundaries on campus during the day: South - the berm and the Grinnell driveway; West - the weed-grown property line; North - the wire fence, East - the wood fence. The upper field is off limits unless a student is accompanied by a faculty or staff member.</p>	<p>This rule exists for the safety of the community. It is important that staff members be able to locate any student at any given moment, and defining campus boundaries helps to make this possible.</p>
<p>2. If students wish to use their own transportation or recreation equipment (including but not limited to bicycles, skateboards, scooters, etc.) on campus, they must also use the proper safety gear (including but not limited to a helmet, safety pads as applicable, etc.).</p>	<p>This rule exists for the safety of the community. Though we wish to encourage students' exploration of fun and adventure, we insist that as they do so, they take as many precautions as possible against injury.</p>
<p>3. Food and beverages may be consumed in the Common Room and outside. Students should not eat or drink anywhere else without special permission. An exception is A block, when students are permitted to bring a beverage to class. Water bottles are permitted campus-wide at all times.</p>	<p>Cleanliness and rodent control are the reasons for this rule. Limiting where food and beverages can be consumed helps to keep mess down, eliminates the need to deposit food-related trash into classroom trash cans (which may reduce the frequency of changing the trash can liners), and discourages mice, etc. from enjoying an endless buffet.</p>
<p>4. Gum chewing is prohibited. Those who violate the ban have their names recorded in the Gum Book, thus making themselves available for extra physical jobs around campus.</p>	<p>The rationale for this rule also derives from cleanliness, as the apparent difficulty of disposing of gum seems to be an age-old enemy of the underside of school desks and furniture.</p>
<p>5. Students must not use their vehicles for lounging or recreation during the school day, or allow others to do so. We ask that students not use their vehicles as lockers and bring what they need for the day into the building.</p>	<p>This rule exists for the safety of the community. As before, we need to know where students are at all times, and being in cars makes this too difficult for our small staff.</p>

General Information

Attendance:

The Academy's attendance policy is based on the principle that regular attendance maximizes the student's interaction with teachers and peers, and correlates to academic success. Consistent attendance helps students develop responsible work and study habits and prepares them for the demands of college and the working world beyond. Students who develop a pattern of poor attendance (absences/late to class/late to school/excused early) undermine their relationships with teachers, their course work, and their ability to participate in the life of the school. As educators and parents, we must be role models. While we will always respect your parental decisions, we ask that you avoid sanctioning absences for inappropriate reasons.

Students must be in the Common Room for Morning Meeting at 8:00 am. If a student will be absent due to illness or a family emergency, we ask that a parent call the school before 7:45 am to notify us. Students are not permitted to engage in athletics or other extracurricular activities (such as dances) on days when they are absent from school. If students arrive to campus by lunch time, they will be considered tardy instead of absent, and may then participate in athletics and extracurricular activities. In the case of an emergency or unexpected development, please call the office. If a student comes to school after Morning Meeting (8:15) or must depart before the end of the school day, we ask the students to sign the Sign In/Sign Out book in the office.

The following categories are considered excused absences (and may also be excusable as tardies or early dismissal):

- Personal illness
- Death in family and/or funeral
- Religious observances
- Driver's license test (DMV)
- College visits
- Court appearance

We distinguish between excused and unexcused absences for internal purposes only - there is no difference in how they appear on a student's transcript.

Planned absences must be communicated in advance. You can obtain a Planned Absence Form from the Main Office or from our school website (www.charlemont.org/parents/) and fill out the top part, including the parent signature. When a student brings the form in, it goes first to a school administrator (Head of School, an Academic Dean, or Dean of Students) who will evaluate the reason for the absence on behalf of the school and sign off on the legitimacy of the request; the student then takes the form to individual teachers and uses it as a prompt to ask about what arrangements will be made to make up the work. If for some reason the school has reservations about a request, we will call home to ask for clarification or to ask the family to reconsider the request. Extended family vacations outside the school calendar are considered unexcused absences.

Failure to follow the expectations outlined above may result in disciplinary consequences at the discretion of the Dean of Students or Head of School. If students have missed more than 8 days of school - or been tardy for the same number - for reasons not listed above as excused, family conversations with the Dean of Students may well be in order. Student drivers may lose driving privileges. Students may risk participation in extracurricular activities for the days they are tardy and may not be able to make up work for unexcused absences.

Emergency Closing Procedures:

During the winter months it is sometimes necessary for The Academy to adjust its schedule to accommodate Mother Nature. If school is cancelled or delayed because of weather, an automated message service will call your house early in the morning. You can also learn about school cancellations by listening/watching Channel 22, Channel 40, WHAI, WRSI, or by checking The Academy's website or Facebook pages. We recognize that families live in a wide range of locales, and though we take that into consideration when making delay or cancellation decisions, New England weather is finicky and differentiated even between places within close distances to one another. If a delay or cancellation is not called on a given stormy day, yet you are concerned about the road conditions in your area, we understand the need for families to act in accordance with what they determine to be a measure of safety. In such instances, as with any other tardiness or absence, we do ask that you contact the Main Office before 7:45 am.

On occasion, changes in the schedule are made after students are already at school, in which case we will contact all families and inform them of the change. If the parents cannot be reached, the school will contact the parties identified as "emergency contacts" for each student.

Unassigned ("Free") Periods:

The Academy is, first and foremost, an academic institution. If a student is not scheduled to be in class, the chances are excellent that they have some research or homework to do. Adult supervision of activities during unscheduled time will be minimal; this is possible only because our students are trusted to follow the Honor Code and behave appropriately without someone looking over their shoulders all the time. In general, students are expected to behave in ways that do not endanger themselves or others or otherwise disturb the work going on around them.

During unassigned periods students may use the Common Room, the library, Euterpe (the quiet study room), Einstein in Grinnell Hall (if there isn't a class in progress), Orpheus (the recording studio), the darkrooms (if they are Photography students), an empty classroom, or outside spaces. Please note that the halls are not included on this list. Labs, certain studios, and offices require special permission or supervision for use.

Academic Policies and Procedures

Homework:

Upper school students generally spend two to four hours on homework daily; the amount for students in lower school is one to two hours, in general. Although there are unassigned periods during the day, some homework will have to be done after school. If a student has a recurrent problem completing assignments, teachers and parents will work together with the student to find a solution. If a student is absent from school for longer than a day or two, it may be necessary to make special arrangements to complete missed work. If the need arises, teachers will contact parents for help to ensure that students don't fall behind. Teachers post homework and grades on NetClassroom on a regular basis. Students who are absent should check NetClassroom to see what they have missed or speak to their teachers immediately upon return.

Grading:

Each teacher develops his or her own grading procedures. These procedures are explained to students at the start of each course. Grades may be based on tests, quizzes, papers, class projects, final exams, and participation in discussion. It is important that students be responsible for knowing how well they are doing in classes. Teachers post assignment grades to NetClassroom on at least a weekly basis, as assignments are completed. If there are any problems or doubts, students should be encouraged to speak to their teacher.

The traditional letter grades are used at The Academy according to the following scale:

A+ = 97-100	B+ = 87-89	C+ = 77-79	D+ = 67-69
A = 93-96	B = 83-86	C = 73-76	D = 63-66
A- = 90-92	B- = 80-82	C- = 70-72	F = 0-62

Report cards are published to NetClassroom at the end of each semester. Students having academic difficulty may receive more frequent interim reports. In addition, if a teacher feels a student is having academic difficulties, that teacher may contact the parents for a discussion. Student conferences are held in the fall and spring, but parents are encouraged to contact teachers at any time if they have a concern.

Dropping a Course:

If a student wants to drop an academic course, they may do so without record during the first three weeks of a course. If the student withdraws after that point, it will appear on the transcript as a withdrawal. All such requests should go through one of the Academic Deans.

Academic Warning

Students who earn below a C- in one or more courses at the end of the first or third quarter will be placed on Academic Warning for the remainder of that semester. Based on conversations between teachers, Academic Deans, the student, and the family, a support plan will be put in place. This may include more regular meetings with teachers, more regular communication between family, child, and teacher, more structured free time, less freedom around electronic use during the school day, and the encouragement for arrangement of tutoring outside of school. If a student earns below a C- for the first semester, second semester, or entire year, the student will continue to be on Academic Warning for the following semester. Additionally, further supports or actions may ensue that could include more of any of the aforementioned supports, limitation of participation in optional after school activities, or ultimately, the repetition of a course or grade in the case of failing grades for the entire year. Supports will remain in place as long as the teacher(s), Academic Deans, and family believe necessary and until the students' running

semester grade rises to a C- or above. At the end of each quarter, after report cards are published, the Academic Deans will notify any students and their families of Academic Warning status.

Transcripts and Records:

An Academy transcript includes a student's date of enrollment and graduation, address, and letter grades earned. Official transcripts of a student's academic record are mailed directly to the school, college, or program to which they are applying. Unofficial copies of a transcript can be released directly to the student or parents. Requests for transcripts or for the release of records must be made in writing to an Academic Dean. It is Academy policy to deny access to students, student records, and student directory information to any outside parties without student and parent permission.

Study Abroad and Network of Complementary Schools:

We will entertain proposals for study away from The Academy in the sophomore or junior year. Such petitions will be considered on a case-by-case basis, taking into account the educational value of the proposal, its feasibility, and its relationship to the student's studies here at The Academy. Students who wish to study away for some portion of a year must submit a written proposal to an Academic Dean by February 1 of the year prior. Families who do not meet the February 1 deadline may not be eligible for tuition remission for the period the student is studying abroad. Remission rates of up to 50% of a family's time-prorated annual net contracted tuition due are negotiated on a case-by-case basis, but in general are a function of how "self-contained" the term abroad will be in practice. For example, off-site tutorial programs that deliver Academy curricula would qualify for a lower remission rate than would "stand alone" programs that feature a curriculum different from, but complementary to, The Academy's. The process of applying to participate in a Network of Complementary Schools exchange (www.netcompsch.org) is a separate and far less formal ordeal. Participating in a Network visit is a great, affordable way for students to experience new schools for short periods of time, often in areas of the country that are far different from ours. Interested students should discuss the options with the Network Advisor (the Dean of Students).

Dual Enrollment:

The Academy generally does not permit its students to be enrolled simultaneously at any other secondary institution. Exceptions to this policy are rare, and will be made on a case-by-case basis. If an exception is made, a transcript from the other institution can be attached to your Academy transcript, but will not become a part of your official Academy record.

Student Conferences:

Around the time of the mid-term of each semester, *The Bulletin* will contain instructions about scheduling conferences. Teachers make approximately twelve hours available over two days for conferences with students and parents. Each conference with a classroom teacher lasts for fifteen minutes and is directed by the student. The conference is a time for the student to reflect on their progress, review their goals with their parents and teachers, make observations about their learning, celebrate their achievement, and reflect on areas for continued growth.

For the convenience of parents, we do our best to cluster each family's conferences, but occasionally—given that we are trying to make the best possible schedule for so many different families—a teacher will be fully booked and have to schedule a phone conference. Parents of multiple children may choose to have separate conferences for each child or hold them together.

Support Services

Advisors:

Academy students generally seek the help, guidance, and support of individual staff members on a case-by-case basis—depending on the issue at hand—and should feel free to approach any adult for help. In addition, each student is assigned an advisor, who will serve as liaison to his or her family and become the staff member primarily responsible for helping students set goals, resolve problems, and realize their ambitions. Parents should feel free to contact the student’s advisor when they have questions or concerns about their child. We request that class-specific issues be addressed to the teacher of the class, with the advisor notified of the issue as well.

Confidentiality:

As a small school that values an informal, family atmosphere, The Academy also values the privacy of its students, families, and staff. We strive to create a climate that is free of gossip: a climate where sensitive and confidential information is handled carefully and respectfully on all occasions.

Counseling:

Students frequently have personal issues they would like to discuss with someone. In addition to their advisor or any staff member, students may speak with Dr. Melissa Miller, the school’s psychological consultant. Should there be a need for extended professional counseling, Dr. Miller or the school may recommend seeking those support services outside of school, at which point referrals can be offered as needed. Any requests to meet with Dr. Miller should be made through the Dean of Students.

Tutoring:

Students who are having trouble in a course and need extra help should speak *immediately* with the teacher who can often help a student to solve the problems, particularly if they are identified early. In more difficult situations, outside tutoring may be recommended. The Academic Deans often help with such arrangements, which usually involve a fee and depend on availability of tutors and the amount of support needed. The Academy will work collaboratively with any family’s outside tutor.

Health Services:

The Academy does not conduct or require the health examinations that the state of Massachusetts requires for public school students, but does recommend that all students have them. Please consult with your health care provider for information about health examinations. The results of the exam, including information on any medical problems, needed medications, etc., are kept in each student’s file for use if necessary. These records are available any time students leave the campus during school activities or events. Students who are taking prescription medications must leave them with the secretary in the Main Office for administration as prescribed. Students may self-administer over the counter medications, but they are prohibited from providing medications to other students. A student in need of ibuprofen or a cough drop that does not have one of his or her own should ask for it in the Main Office. Parents must give permission for the school to administer such medications, using the forms provided in the Registration Packet. Students may not provide medication to other students. Any students who does give medication, prescription or over-the-counter, to another student will face serious disciplinary consequences.

In the event of sudden illness or accident at school, the parents are called and asked to arrange to have the child taken home. If a student requires emergency assistance, the office staff will follow directions given on their Medical Information Form (included in the Registration packet) whenever possible. If your child seems unable to participate in the normal day-to-day events due to illness, or has had a fever over 100 degrees or vomiting within the previous 24 hours, please keep them at home. We do not have a nursing station at school; since we are a small community, germs are easily spread.

In situations where a student's mental or physical condition prevents constructive participation in school activities, or when a student's condition poses a risk to the health and well-being of the larger community, the school will consult with parents, medical professionals, and/or others to determine a course of action that safeguards the individual's health and the health of the larger group.

Preparation for College:

The Academy's Director of College Counseling helps to guide each student and family through the college admissions process. The Director of College Counseling works closely with faculty advisors as they help Upper School students choose appropriately challenging classes. Students begin working informally with the Director of College Counseling during the first semester of their junior year, and formally during the second semester of their junior year. At this point, the Director of College Counseling encourages students to reflect on their own interests, talents, and goals, and then to research and explore the colleges that will foster those abilities and aspirations. Advice and guidance are provided through frequent one-on-one meetings with students during this self-evaluation and research part of the process. Once a student's list of schools is finalized, the focus of these meetings turns toward the applications themselves, followed by the final selection when acceptance letters are in hand. The Director of College Counseling also serves as a liaison to college admission offices, promoting an understanding of The Academy and each of our students to the colleges, and sharing with the school community important information about college admission trends and procedures.

Discipline

The entire school community shares in the responsibility for maintaining an atmosphere conducive to productive learning in pleasant circumstances. While the ultimate responsibility for discipline rests with the administration, students are expected to observe the Honor Code and all rules and policies regarding personal conduct. They are encouraged to help others do so as well. Staff members are required to address any misbehavior of which they are aware and to correct the situation, if they are able. Repeated or aggravated cases of wrongful behavior are referred to the Dean, who then assumes responsibility for remedying the situation. The principles governing Academy discipline are threefold:

- 1) recognizing the unacceptable behavior,
- 2) accepting responsibility for behavior and changing it, and the circumstances that contribute to it and
- 3) if necessary, accepting the consequences of unacceptable behavior.

The disciplinary responses available to staff members range from admonishment and an individual conference on behavior to assignment of extra school duty or dismissal from the classroom. If a student is required to leave a class, they must report immediately to the Main Office and remain there until meeting with the Dean of Students. Parents will be asked to become involved in changing the behavior which caused the situation.

For serious or repeated infractions of school rules or policies, a student may be suspended for a period of time, or separated from the school. If students have been physically abusive to one another, they are suspended from school immediately for the remainder of that day; they may be allowed to return after a parent conference with the student present.

We are all members of a community, often of several communities, from which we derive support, and to which we owe our best efforts in forwarding our common goals. Every one of us must therefore understand and accept responsibility for maintaining the well-being of the society in which we live. If the actions of any member of The Academy community, whether occurring on or off campus, are found to endanger or compromise the school's welfare, safety, or reputation, or impact negatively the community at large, The Academy reserves the right to take disciplinary action, including suspension or separation of that member from the school, if deemed necessary. In any case where such endangerment or compromise is considered to have occurred, the student is suspended from school, and the Head of School, after a hearing and review of the case, makes a judgment.

Whenever a student is separated from the school for cause, the Head of School or their designee will meet with the student and their family. If there is a possibility that the student will desire to apply for readmission, the discussion will include an appropriate time frame, any factors which might influence the application, and any other concerns relevant to a re-application.

Our entire community is concerned about the pressure placed on young people to experiment with tobacco, drugs, and alcohol. If it is determined that any student is trafficking in drugs of any kind, including prescription drugs, dismissal from The Academy is automatic, immediate, and without appeal. An application for reinstatement the following year may be entertained at the school's discretion. If a student is found to be involved with tobacco, drug, or alcohol use, the response is both educational and disciplinary. Such response may include: loss of privileges; required parental or medical intervention or on-going counseling; suspension from school; terms

of disciplinary probation; separation from school; other actions not enumerated. The school reserves the right to require testing along with full medical and psychological evaluation when it has reason to believe a student is using tobacco, drugs, or alcohol. Failure to end the involvement may lead to separation from The Academy.

Intellectual Integrity:

Behavior in and out of the classroom is governed by the Honor Code. Intellectual honesty is expected of all Academy students; each student does his or her own work and plagiarism is forbidden (see Article 1 of the Honor Code). This does not mean that students cannot work together – on the contrary, there are many instances that call for group work. However, students must learn to distinguish and communicate what work is theirs and what is the result of shared efforts or the work of others. If a student is unsure whether or not to annotate something, they should ask the instructor. Likewise, the use of commercial study guides or notes without expressed permission of the teacher not only inhibits a student’s own creative and critical thinking, it is dishonest.

A student who engages in academic dishonesty will meet with the Dean of Students and Academic Deans, who will in turn craft a discipline plan appropriate to the situation. Depending on the severity of the infraction, the punishment may include, but not be limited to, earning a zero on the assignment, redoing the assignment, in-school detention, suspension, or separation from The Academy.

Behavior Outside of School:

Students and their families should recognize that along with the privilege and opportunity to attend The Academy goes the responsibility of representing the school positively in the community at large. When the school becomes aware that a student has violated the Honor Code outside of school, thus compromising the integrity and reputation of The Academy, the Dean of Students or Head of School will notify the parents and discuss with them ways in which the school and parents can work together to address the student’s behavior. Specifically with regard to off-campus, private, social functions involving Academy students, parents should always be present. Parents place themselves at extraordinary legal risk and jeopardize their child’s safety and continued enrollment at The Academy by serving or otherwise making alcohol or other drugs available to students.

Role of Parents:

The Academy believes that a positive and constructive working partnership is essential to fulfilling the mission of providing for the intellectual, artistic, athletic, social, moral, ethical and spiritual development of each child. Mutual respect and kindness, direct and honest communications, patience, trust, and civil and well-mannered resolution of disagreements must govern all interactions between parents and the faculty, staff, and administration. This cooperative relationship between families and the school creates a healthy learning environment for all, but especially for students. The Academy always welcomes constructive feedback from families about the experience of their child or children.

Parents best support a school climate of trust and respect by communicating concerns directly to the teacher, staff member, or administrator closest to the issue. The school will ensure a just, fair, timely, and confidential process for addressing parent concerns and, in each case, will delineate lines of responsibility and communication. While parents may not agree with every decision made by the school, in most cases, we believe that we can find common ground and continue a mutually respectful and trusting relationship. In the extreme case, an impasse may make it

difficult for the parent to remain a constructive member of the community. In such cases, both the parent and school should consider whether another school would be a better match for the family. The Academy reserves the right to discontinue enrollment of a student if the school reasonably concludes that the actions of a parent (or guardian) undermine the school's expectations about conduct, make a positive and constructive relationship impossible, and seriously interfere with the school's ability to fulfill its mission.

Dressing for the Occasion:

We respect and encourage the idea that students express individuality through appearance, and also expect that students will wear clothes to school that allow them to participate fully in all aspects of their day. Given the lack of specificity in not having a prescribed dress code, we do ask that students adhere to the following:

- Students' clothing should allow them a full range of motion —sitting, bending, reaching, and running— without requiring perpetual readjustment.
- Though fashion trends come and go, and societal and public opinions evolve, there are certain body parts that continue to remain private. These body parts need to stay covered at school, just as they would in most public spaces.
- Students' clothing must not negatively impact the emotional well-being of others (such as t-shirts with offensive messages).
- From time to time — such as at Exhibitions, concerts, certain field trips, Open Houses and Grandparents & Friends Day — students should dress in “business casual” attire.
- No bare feet inside the school buildings.
- *For Athletics:* Students should be prepared to participate in athletic attire. No cleats inside the school buildings. Shirts remain on during athletics when we are either hosting events or visiting other schools.

We are committed to engaging students in ongoing conversations about the impact of media on fashion and appearance, including the fact that we all make judgements on the basis of appearance as well as the controversial idea that appearance might merit unwanted attention, and so forth. It is our belief that a school culture which recognizes that “dressing for the occasion” is something our students are capable of discerning builds a healthier *ethos* around body image and lends itself to more productive discussions around the related issues.

Use of Computers, Cell Phones, and other Personal Electronic Devices:

The main purpose of the Academy's online access and computers is for school work. We ask that students *always* prioritize that main purpose. We also recognize the growing relevance of mobile communications and applications. Along the same lines as our school's shifting sentiments about the dress code, we believe that there are specific acceptable times and places for the range of computer/electronic device activities. Herewith, our guidelines:

- Computer/personal electronic device use is not permitted in classrooms unless given permission or requested by a teacher.
- Computer/personal electronic device use is not permitted during meetings and assemblies unless given prior permission or requested by a staff member.
- Though students may communicate with parents, friends, etc. via their cell phones, any communications about illness, injury, or any other reason for requesting early dismissal must be conducted through/coordinated with the Main Office.

- In regards to school computers and devices, if all machines have been signed out, students must always relinquish current use if it is non-academic, and a student with an academic need requests to gain borrower status.
- When listening to audio or watching video, students must use headphones.
- Students who are struggling academically may, after conversations with families and teachers or administrators, have fewer freedoms regarding their use of electronics.
- As proper use applies to the Honor Code and the rule of law, students must conduct themselves respectfully and legally while using any electronic device on campus.
- Students should also be aware of the possible risks of photographing or video recording other individuals and violating their privacy. While you may choose to share your thoughts and images, others may not wish to be included. Please be aware of the power you possess to violate someone else's wishes if you do not ask.

Disregard for these guidelines will result in a student losing electronic device privileges for the remainder of the day. A pattern of noncompliance may result in a more long-term separation from electronics on campus, in addition to other possible consequences.

Though the school's stance has previously been to prohibit use of social media on campus to promote the idea of socializing in person, we recognize that online communications are now a huge part of how students socialize. Rather than deny that evolution, we seek to continue to support students' learning in this area, as the social conventions of the online world become ever more important and nuanced.

Hazing, Bullying, and Harassment:

The Academy is required by Massachusetts law to distribute information about anti-hazing and anti-bullying statutes to students and to implement bullying prevention measures each year. The behaviors addressed by these statutes are inconsistent with The Academy's Honor Code, to which all students subscribe as a condition of enrollment and to which they aspire. The Academy will not tolerate bully, hazing, or harassment of any kind, by any member of the community, including students or school personnel. Anyone who is victim of or witnesses such behavior is strongly urged to report it to the Dean of Students, Head of School, or any adult member of the community who will then report it to those parties. All reports will be treated as confidential; all subsequent investigation will be confidential; and no party reporting an alleged instance of bully, hazing, or harassment will ever be subject to any retaliatory action by any member of the community. After receipt of such an allegation, the investigating party will speak with all parties involved to determine the facts of the allegation. Should anyone be discovered to have violated The Academy's anti-bullying policy, appropriate disciplinary actions will be taken up to and possibly including expulsion (students) or dismissal (school personnel). Please see The Academy's policy for full details (at the end of this handbook).

Visitors to the School:

Visitors to the school are frequent and welcome. In order to sustain the integrity of our open campus and also to be helpful to our visitors, we expect that all visitors sign in (and out) at the office. Students who wish to have a friend on campus for any part of the day may do so only with the advance permission of the Dean of Students or an Academic Dean. Former students who have been expelled or not invited to return at the end of a school year and current students serving a suspension may not return to campus without explicit permission from the Dean of Students, an Academic Dean, or Head of School.

The School Day

The normal school year for The Academy begins in August or September; school ends with Commencement in June.

- **Semesters:** The school year is divided into semesters, the first ending in January, the second extending for the remainder of the school year.
- **Vacations:** Other than the summer break, major vacations include a week at Thanksgiving, two weeks around the December holidays, and two weeks in March. In addition, there will be several long weekends throughout the year. *We ask that families please arrange family travel around scheduled vacations; students who extend their vacations may not be allowed to make up missed work.*
- **School Calendar:** A yearly calendar is posted for parents, students, and staff, and it is updated regularly in the Bulletin and on the school's website. It lists major cultural and social activities, holidays, sports events, exam schedules, and other important information. **Please use the online calendar regularly – details are frequently updated.**

School is open Monday through Friday when it is in session. The academic day runs from 8:00 am until 3:15 pm, and students remain on campus until 5:15 during the fall and spring athletic and activities seasons. Required team and recreational sports and other extracurricular activities are held Monday through Thursday in September and October, and again during late March, April, and May. In the winter months, optional sports and drama activities are offered. During the winter season, students who are not participating in winter activities may remain on campus in a supervised study hall until the buses depart at 5:15 pm.

The Schedule:

There are six periods each day, and most classes at The Academy meet between two and six times a week for 50-60 minutes. Studio Blocks are the periods when the whole school is involved in Fine and Performing Arts courses, and those take place on Tuesday and Thursday mornings. In case of a delayed opening, a revised schedule will be posted on the Ad Hoc Board in the morning. Student schedules for the fall term will be handed out at Registration, and spring schedules will come out shortly after Winter Break. Schedules are also available on NetClassroom. There is a link to the site on our school website (www.charlemont.org).

The Facilities:

The Academy buildings look rather more like large houses than an institution; the walls are made of sheetrock, not cinder blocks, for example. There are posters, prints, and paintings on the walls, carpets on the floors. As a result, the buildings must be handled with care and respect. We ask that everyone use common sense when using our facilities: if you make a mess, clean it up; if you wouldn't do it at home, don't do it here; if it's not yours, don't use it. If all of us work together to keep buildings and grounds clean and neat, we will find our environment that much more attractive. We recognize that accidents happen. If anyone breaks or damages something, we ask that they please inform Mr. White or another adult on campus. When enjoying the outdoors, stay away from parked cars, be watchful when crossing the driveway, and defer to any vehicles under motion. Do not chase or hinder a moving vehicle.

The Library:

When students have research to do, the library is a great resource. If students can't find the information they need, they should ask for assistance from the librarian. The library is a place for quiet study. Books are signed out for a three-week borrowing period, which may be renewed. Replacement costs for lost or missing books must be paid before students can take exams; the same is true of any textbooks lent by the school.

Lockers:

As noted earlier, there are not locks on the locker doors; this is an unlocked facility because everyone's adherence to the Honor Code makes them unnecessary. It is never permissible for a student to enter another's locker, unless one has been given specific instructions to do so. Please be aware that The Academy is not responsible for student or family possessions that are lost or stolen on campus or at any Academy-related function. Please do not store food in lockers. Each student has a lunch cubby in the Common Room where food may be stored. Students may not decorate the exteriors of their lockers. If they wish to decorate the interior, we ask that they use only blue painters tape so as not to damage the surfaces. It is important that the hallway be passable at all times, so backpacks and other belongings should be placed in the locker, on top of the lockers, on the hanging pegs, or as close to the base of the lockers as possible.

Morning Meeting:

Morning Meeting is the daily gathering of the entire school, students and adults alike, starting promptly at 8:00 am. It is the time when attendance for the day is taken, announcements made, schedule changes noted, game reports given (applause is always in order), birthdays acknowledged... in short, a lot goes on in Morning Meeting. It is important for students to be there on time.

Honey Bear Hut:

The Honey Bear Hut is our kitchen and lunch service. It was begun by an enterprising founding student and named for his family dog "Honey Bear." Lunch service is provided by Mr. Langston's Willow Tree Food Services. Families will need to order the following week's lunches before the Thursday prior, though a limited number of students are able to arrange day-of orders (AKA an "Oops! Lunch") by checking in with Mr. Langston before 9:30 am. Information will be made available through our website and the Bulletin. Students may also bring their lunches from home. Classes and school organizations will sign up to help prepare and serve lunch, make and serve desserts, and clean the kitchen, earning a stipend for the group. Students may put their lunches in the refrigerator in the Common Room. They are also welcome to use the microwaves and hot water until 3:00 pm.

Getting To and From School

Parents are responsible for arranging daily transportation to and from school. To assist parents, The Academy provides several options. Parents should not drop off students before 7:30 am and students should be picked up promptly at the end of the school day to ensure adult supervision

Transportation Options:

FRTA:

The school has an agreement with the Franklin Regional Transit Authority and the Town of Charlemont to provide a daily bus route from Greenfield to The Academy with a stop in Shelburne Falls. Parents may buy discounted yearly passes, billed monthly, or they may pay daily as needed.

Bus Services:

The school operates morning and afternoon bus service from Amherst/Hadley, Northampton, Williamsburg, South Deerfield, Ashfield, and Conway. Parents may obtain yearly passes for these routes, which are billed monthly. Route schedules and other details are available on line.

Sports and Field Trip Transportation:

The Academy provides transportation to and from school events, field trips, and sports during regular school hours. The school has vehicles available for such transportation, and we will often ask parents' help to drive. Please let the office know if you are available to drive to these events. Students are not allowed to drive themselves to school sponsored activities unless the student lives in the direction of the game, or is a senior and meets the criteria in the open campus policy (see below). After-school sports and activities are generally not cancelled due to weather, unless the weather is bad enough to close school. In the unlikely event of a cancellation, there will be activities for students as appropriate. Transportation routes do not change. If you need to pick-up your child before 5:00 pm, be sure to call the office. Your child will need to notify their coach and sign-out.

Student Vehicles:

One of the major rites of passage in the culture at large, as well as at The Academy, is getting a driver's license. While this does increase a student's mobility, it also increases responsibilities. Students must obtain permission to drive to school. The necessary forms can be found in the Main Office. Students who drive to school or school functions must obey all posted speed limits and traffic laws, and must not use or transport drugs or alcohol. They must not transport other students without the written consent of all families involved. Even with all families giving permission, students are not permitted to drive one another between school events, such as to field trips or away games, unless they are a senior with open campus privileges (see below). Students may only arrive to school or depart for home in the carpools consented to by both families. Students should not use their vehicles for lounging or recreation during the school day, or allow others to do so. We ask that students not use their vehicles as lockers and bring what they need for the day into the building. These regulations are not meant to restrict anyone's movement unduly; The Academy has created its policy on student vehicles in an effort to ensure, as best it can, the safety of all concerned. Failure to observe these regulations, or tardiness to school, may result in curtailment or suspension of driving privileges or other disciplinary actions.

Open Campus Policy:

In response to the Student Advisory Board's 2016 proposal to open The Academy's campus, the faculty and staff have considered and adopted the following new policy.

The Academy has an open campus. Open campus applies to seniors only, and begins on October 1 of each school year. As part of Registration, each senior family will sign a permission form with the following points (check all that apply):

- The senior has permission to drive off campus during the day
- The senior has permission to drive other seniors off campus during the day
- The senior has permission to ride in cars with other permitted senior-drivers off campus during the day
- Permission extends to field trips and after-school athletics (drivers only; no passengers)

Open campus is limited to C block, lunch, and D block, and students must ensure that they are not missing or late to any classes, meetings, or other obligations on campus. Tardies back from being off-campus still count as tardies (i.e., mechanical problems and traffic will not be excuses).

Seniors will have to sign themselves out and in (no signing for one another) in the Main Office each day.

This privilege can be suspended or revoked for any student who fails to uphold the following criteria:

- Students have no grades lower than C (including C-, D+, D, D-, F) in any class
- Students demonstrate leadership responsibility
- Students shows consistent and continuous progress in all areas of assessment throughout the academic year
- Student-drivers must comply with Massachusetts laws regarding driving and passengers

Consequences for violating these criteria or any Academy rules may include suspension or revocation of this privilege for any period of time, at the discretion of the administration.

Further considerations:

Athletic coaches will have discretion about applying this policy to away game travel for seniors. Teachers will have discretion about applying this policy to field trips.

Should this policy be abused or student behavior become unacceptable, in the eyes of the administration, the entire policy will be up for review and revocation.

Special Circumstances:

Home and Away Games:

Home games are sometimes scheduled to be completed by 5:15 pm so students who take a bus may ride it home. If a game is scheduled to still be going at 5:15 pm, the online school calendar will state this and note that students will not make the bus. For away games, teams are usually not back to school by 5:15 pm and parents will need to make arrangements to pick up their child either at the game or at school. The estimated time for a team's return to the school is on the online calendar. With prior arrangement, a student might be dropped off at a point between the game and The Academy. For example, a game bus might be able stop at the Big Y in Greenfield on the way back from a game.

Student Life

There is no Academy student government in the traditional sense. Instead, students participate in the day-to-day decision-making and general life of the school in several ways: as class members, as members of teams, through their representatives on six leadership councils, and through their representative to the Board of Trustees. These are briefly described below. Each of the groups described has faculty advisors.

Classes:

The basic unit of student organization is the class (grade). Classes meet regularly to discuss matters of particular interest and concern and to comment on proposed activities.

Teams:

So that students have a chance to interact across ages, teams are formed each fall. They consist of students from all grades led by juniors or seniors; faculty and staff are also members. These groups give themselves creative names (like "Einstein's Atomic Slippers") based on themes selected at the beginning of the year through a nomination and voting process. They perform daily chores together and participate in other activities during the school year as a team.

Councils:

There are six Councils, each made up of representatives from all grades, which reflect a diverse range of areas of interest for both the community and our students. All students and faculty serve on a council. Though each council has its own particular mission, the work of all councils is to lead the school by creating school-wide opportunities for learning that are specific to each council's content area.

- ***The Arts and Athletics Council.*** The Arts and Athletics Council is responsible for helping to maintain arts and athletics as integral parts of the school and for supervising materials and equipment used by students.
- ***The Community Service Council.*** The CSC serves as a clearinghouse for community service ideas and proposals, coordinates service activities on campus and off campus, and builds enthusiasm for service learning projects.
- ***The Cultural Exchange Council.*** This council helps international exchange students understand and adapt to the culture and traditions of The Academy while also teaching the school community about the cultures and traditions of our international students.
- ***The Honor Council.*** In the early days of The Academy, students and teachers developed and adopted the Honor Code to serve as the guiding principle of Academy life. The Honor Council is responsible for developing and sustaining an ongoing discussion of the Honor Code and its implications for student conduct and attitudes.
- ***The Social Justice Council.*** This council focuses on issues of justice and equality both locally and globally and seeks to educate the community about topics of concern.
- ***The Sustainability Council.*** The Sustainability Council helps reduce our carbon footprint and encourage awareness of environmental issues.

Councils meet once per week to work towards achieving goals they set for themselves.

Student Representative to the Board of Trustees:

Each year in the spring, students elect a member of the rising senior class to serve as their representative to the Board of Trustees. The student representative to the Board serves as ex-officio: without a vote, but the representative does have a voice and acts as an important liaison between students and The Academy's governing body.

Student Advisory Board

Ideally including interested students from each grade, the mission of this group is to empower the collective voice of the student body and discuss the student culture in the interest of strengthening our community. The purpose of this group (formed in the spring of 2015) is not to create a hierarchy among students, but to serve as a platform for discussing the daily life of students and school policy. The students in this group will not have more authority than other students. The student rep will be present at all meetings, and will bring relevant issues to board meetings. The student group may ask the Academic Deans, the Dean of Students, and/or the Head of School to be present at certain meetings. It is suggested that they meet with the administrators at least once a month to discuss some of the topics that have come up in conversations.

Awards:

Awards and prizes given at the end of the year include:

Book Prizes – These are awards offered by colleges, who send the school criteria for the prizes. The faculty determines the recipient of each award, based on the available criteria. These are not offered every year, and the colleges change from year to year.

Kerlin Conyngham Fine Arts Awards – Named in honor of former long-time faculty member Kerlin Conyngham, these awards honor two students who have shown outstanding dedication to their craft and to the vitality of The Academy's performing and visual arts.

Outstanding Athlete in the Lower and Upper Schools, Coaches Award – These awards are given at graduation and are determined by the Athletic Director in consultation with coaches.

Academic Prizes – These awards recognize academic excellence animated by critical and scholarly inquiry. Exemplary grades and work ethic, perseverance, and commitment to the highest standards of intellectual excellence, all reflected by an intensive examination of subject matter and technique, mark the foundation of this award. It is awarded by vote of the faculty annually to one student in each grade.

Robert Jaros Citizenship Award – Named in honor of former parent and long-time Trustee and Board Chair Robert Jaros, The Robert Jaros Citizenship Award celebrates commitment to social justice, selfless service, and an abiding concern for the well-being of The Academy community. This award is given at the discretion of the Head of School to one or more members of the graduating class.

Jane Grant Honor Council Award – Named in honor of former long-time faculty member Jane Grant, The Jane Grant Honor Council Award recognizes personal adherence to and effective advocacy for the principles embodied in the Honor Code. Students in grades 9, 10 and 11 are eligible to be nominated by a member of the Honor Council. This award is given by vote of the faculty to one student each year.

Ellen MacLeish Zale Community Service Award –This award is named in honor of long-standing faculty member and community service advocate Ellen MacLeish Zale, and is also designed to honor the importance a sense of service to the larger community held to both our school’s founding and its enduring culture. This award is given to an Academy student of any age who demonstrates an exceptional commitment to community service outside of The Academy.

Traditions

Community Suppers:

Each year, The Academy signs up to help serve community suppers at Trinity Church in Shelburne Falls. These provide a free hot meal to anyone in the community and are the only such suppers in the west county area. Each team signs up to serve two meals and each member of the team is expected to attend at least one of the suppers over the course of the year. The Academy provides transportation to community suppers. We depart the school at 3:45 pm and the dinner is finished around 6:45 pm. Parents should pick up students at the Trinity Church (17 Severance Street, Shelburne Falls). Students will also be able to get a ride back to The Academy after the community supper as needed.

Rafting Day:

Each September the school spends a day rafting down the Deerfield River. Students will receive information about what to wear on Rafting Day, what to bring, and return times prior to the event.

Mountain Day:

Mountain Day is an Academy tradition with a moveable (and secret) celebration date each year. Early on the morning of Mountain Day, students will receive a call to notify them that regular classes will be suspended for that day and the entire school will climb a mountain together instead. Layered clothing, a water bottle, sensible hiking shoes, and a bag lunch are the provisions needed for the day, which will end at the usual time unless otherwise noted. Students will climb the mountain in small groups, generally by class. Each hiking group will be supervised by a staff member. The seniors, as usual, help make the day a success for all participants. If a student has an injury or medical condition that would preclude hiking up a mountain, driving to the top with a staff member is an available option. Because we want the day to be a community-building experience for everyone, we choose mountains that will allow everyone to participate.

Polyglot:

Polyglot, so called because of our tradition of singing seasonal songs in many different languages, is The Academy’s annual winter holiday celebration. After Morning Meeting, we may listen to a story or watch a play, then participating students scurry around the campus following clues left for them by their Secret Santa. At midday we all sit down to a big turkey dinner which is prepared by the staff and served by the juniors; each class, in fact, will contribute to the dinner by bringing in an assigned food item and performing some task associated with the dinner. After lunch we gather in the Recital Hall to sing, and then we spend a few minutes taking down the holiday decorations and preparing the school for vacation. Polyglot is also a day when recent alumni/ae of the school are apt to drop by and re-connect with their former teachers and schoolmates.

Class Trips:

In May, all grade levels participate in Class Trips. These are generally curriculum-based and are considered part of the program. Students are expected to participate fully.

Field Day or Thing in the Spring/Roman Banquet

A recent addition to Academy traditions that rolls in an existing one (re: Roman Banquet), fondly called “Thing in the Spring” by the class of 2016, our field day is a spring time day of fun. Students spend the day with their teams (much as they do for Rafting Day), participating in various activities in the morning, enjoying a Roman Banquet (in toga attire) with some Latin entertainment in the middle of the day, and finish the schedule off with Academy Olympics.

Extracurricular Activities

Athletics/Activities Program:

Athletics are offered in the fall, winter, and spring seasons to all Academy students. The program has five goals:

- 1) to provide good physical exercise;
- 2) to encourage striving for excellence;
- 3) to be involved in teamwork;
- 4) to be involved in healthy competition, for we believe that winning and losing with grace are learned skills;
- 5) to be involved in the school community.

The Academy currently sponsors competitive teams in soccer, cross-country running, basketball, skiing, Ultimate Frisbee, lacrosse, and baseball. From year to year, the list of sports may vary depending upon student interest and availability of instructors and coaches. Emphasis is placed on sportsmanship, commitment, achieving one’s personal best, and team play.

All students are required to participate in the afternoon program each fall and spring. Each year students must have at least one season of competitive team athletics and one other activity in which some vigorous physical exercise is a component. Recreational programs such as kayaking, yoga, or hiking may be offered in the fall or spring, with updated information provided in the letter from the Athletic Director in the Registration packet.

In the winter season, students can participate in our major drama production, and recreational or competitive skiing and snowboarding. Winter transportation schedules are announced once we know how many students are choosing these activities. In some circumstances it may be possible for students to undertake an individualized athletic program. The process and requirements may be obtained from the Athletic Director.

Dances and Parties:

Several social events are held during the school year, sponsored by classes with guidance from designated chaperones. Students are encouraged to bring guests to most dances and parties but must sign up all guests beforehand using a guest sign-up sheet to be obtained from the Dean of Students or in the Main Office.

Field Trips:

Off-campus excursions organized by the school are an important element of the program; field trips support classroom learning and provide unique opportunities for social interaction. The Academy encourages its teachers to make good use of the cultural and natural resources around us – museums, parks, theaters, forests, lakes, rivers – by taking students to these places. A staff member will be in charge of the trip, but students will often be asked to contribute to the success of the trip by organizing the needed gear, planning the menu, acting as “buddies” for each other, or otherwise assuming some appropriate responsibility. As noted elsewhere, the dress code for

field trips may differ from daily, on-campus norms. If you have questions about the logistics of a field trip, have concerns about your child's participation, or have ideas that may contribute to the success of a planned trip, please contact the staff member in charge of that particular field trip. Parents may be asked to help chaperone trips, and planners welcome any input that will improve the quality of the field trip experience.

Some Practical Matters

Legal Notices:

By Massachusetts law we are required to notify parents of the availability of The Academy at Charlemont's *Asbestos Management Plan* and *Integrated Pest Management Plan*, which are available in the Business Office. Please contact the Business Office for additional information.

Tuition and Fees:

All families are required to sign an Enrollment and Tuition Contract and Payment Agreement, which sets forth the enrollment and financial obligation between The Academy at Charlemont and parents. Payment of tuition and fees are billed in two installments of 50% due August 1 and 50% due December 1. Monthly payments are available by direct debit. Non-tuition expenses such as transportation, lunches, and field trips are billed monthly as they occur. Payments are due within 30 days of the billing date and late charges will be assessed for any amount past due. Failure to meet these agreements are explained in The Academy's Collection Policy. Please see your Enrollment and Tuition Contract or contact the Business Office for additional information.

Buying Books:

The Academy has a contract with Classbook.com for parents to purchase textbooks online, by phone, or by mail. The "virtual bookstore" is available online at www.classbook.com/charl.asp. Each student can access a list of required books over the summer and may purchase them from Classbook.com or other sources. Classbook.com does stock used book titles at reduced cost and will purchase used books back after a course is over. If books are purchased from another source, careful attention to the ISBN number is important so that all are working from the same edition. Students in grades 7 through 8 are not required to purchase most textbooks for the core Lower School curriculum, but will need to purchase novels, workbooks, and language books. The Academy Parents Council (APC) often organizes a Used Book Sale over the summer.

Other Costs:

- Yearbooks: Students are all assigned an ad to sell as a way of building business skills and to cover the price of printing *The Grove*. Families of students who do not sell an ad will be charged at cost (typically about \$20) if they decide to take a copy of the yearbook.
- ESL and other tutorial fees are charged on an as-used basis.
- Fees for private music lessons are charged when the lessons begin. Coaching and uniform use costs are covered by the Activities Fee. Families will be billed for uniforms missing or not returned in other than good condition. Families are responsible for providing appropriate footwear and safety gear for the sport(s) in which their child/ren choose to participate.

Please remember to plan for occasional incidental expenses for field trips, social events, etc.

Academy Parent Council:

The Academy Parents Council (APC) is a parent volunteer organization. Its work is inspired by and supports The Academy's mission, and its own mission is to support and strengthen the Academy community. Participation is welcome from all who are interested. Members are engaged in planning and executing a range of programmatic, service based, and fundraising events. The fund raisers are an annual pie sale at the Ashfield Fall Festival which supports APC priorities, and The Academy's Cornucopia Auction in November.

The APC meets three to four times a year, rotating the meeting location in an effort to facilitate parent attendance in places farther from the school. Faculty and members of the school's Board of Trustees are encouraged to attend several meetings a year to keep the parent body informed of issues and visions and to listen to thoughts and concerns of the council. Specific locations will be announced. Meetings are posted on the school calendar and announced in the Bulletin. To learn more or to join us please contact current APC co-chairs Phoebe Walker P17, 21 (phoebe01370@gmail.com) and Paul Catanzaro P21 (catanzaropaul@gmail.com), or simply attend a meeting.

Fundraising at The Academy:

Like other small, nonprofit institutions, The Academy at Charlemont relies on donations to meet a good part of its operating expenses. Parents have a unique relationship to the school, and we are conscious of the number of times we contact you. This section in the Handbook is an effort to apprise you of the fundraising campaigns we conduct each year, what they are, and when they happen.

In early fall we begin our Annual Fund Campaign, the bread and butter of our development program. We seek to reach parents, grandparents, alumni/ae, and friends. The Annual Fund plays a major part in furthering the mission of the school, providing a quality academic education, and aligning the diversity of our student body with the economic diversity represented in the towns we serve. The Academy benefits from two, regular annual fundraising events. In October, the APC organizes an Apple Pie Sale at the Ashfield Fall Festival. This is a time to raise a bit of money and, equally important, spread the word about our October Admissions Open House and the second event, our November Cornucopia Auction. To get involved, or to learn more about these efforts, please contact Carol Foote, Director of Development, at 339-4912 or cfoote@charlemont.org.

International Students:

The Academy accepts several international students each year in an effort to bring the broader world to our school and to provide a unique educational experience to them. We are committed to integrating those students as fully as possible into the school and the broader community. We encourage families to consider hosting an international student for a whole school year or part of a school year. Families are also encouraged to invite our exchange students for an evening or weekend activity, giving them more social opportunities in our rural setting. Families may contact the International Student Coordinator (Sabine Mauri, smauri@charlemont.org) for more information.

Animals at The Academy:

The following guidelines must be followed for dogs to be allowed in buildings and on campus between the start of the school day and the end of classes:

- Pre-approval must be gained from the Dean of Students or the Head of School;

- the animal needs to be leashed at all times;
- the dog owner must provide the school with proof of current rabies vaccination, and
- the behavior, cleanup, and welfare of the dog is the responsibility of the dog owner.

No animal may be brought into the classroom without prior consent of the classroom teacher, and its owner is responsible for the behavior and welfare of the pet, and also for any cleanup necessary as a result of the visit. With prior approval, the pet is allowed in all common areas except the Common Room and the kitchen.

Where to Get Information and Help

The Bulletin:

Every week *The Bulletin* is sent to all families and staff via email. The Bulletin is also available online at www.charlemont.org/bulletin. It gives an update on the calendar and activities, lists special events, and, in general, provides useful information to The Academy community. Please do take the time to read through each *Bulletin*.

Individual Staff:

As the school year progresses, questions and problems sometimes arise. The Head of School is available to all parents as needed.

Academic Matters:

The first person to contact with questions about your child's classes and related matters such as homework, study habits, etc. is his or her teacher. If you need further help, speak to your child's advisor or to an Academic Dean. For more information on when a student has serious academic difficulties, see page 10.

Social and Personal Adjustment:

If you have any questions or concerns about your child's adjustment to school, the first person to contact is her or his advisor. Depending on the outcome of this contact, the two of you may decide to ask for the help of other staff, such as the Dean of Students.

Financial Aid:

Contact the Head of School.

Activities & Athletics:

The Athletic Director (John Schatz, athletics@charlemont.org) and the coaching staff are responsible for after school programs. If you have questions about sports you should contact the Athletic Director or the coach of a specific team. The Dean of Students is responsible for many of the special events or activities that are not a part of the athletics program, such as Rafting Day, Mountain Day, and Polyglot. For questions about specific events or programs, contact the faculty advisor or supervising staff for the specific activity.

College Placement and related matters:

Neale Gay (ngay@charlemont.org) is responsible for recommendations, reports, and application documents. He will work directly with students and parents in the planning process.

If you're unsure whom to contact, call the Main Office for assistance. We will get you to the right person as quickly as possible.

APPENDIX: Anti-Bullying, Hazing, and Harassment policy

The Academy is required by law to distribute to you each year a copy of these regulations and to certify that you have received same. We take student safety very seriously at The Academy: one cannot learn and grow if one does not feel safe, physically and emotionally. So it stands to reason that we all must strive to make each child feel safe to live, learn, take risks, and be themselves as vibrant members of this community.

I. PURPOSE

A safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, hazing, and harassment, like other violent or disruptive behaviors, are forms of conduct that interfere with students' ability to learn and teachers' ability to educate students in a safe environment. The Academy cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel. However, to the extent such conduct affects the educational environment at The Academy and the rights and welfare of its students and is within the control of The Academy in its normal operations, it is The Academy's intent to prevent bullying, hazing, and harassment and to take action to investigate, respond, remediate, and discipline those acts of bullying which have not been successfully prevented. The purpose of this policy is to assist The Academy in its goal of preventing and responding to acts of bullying, intimidation, violence, hazing, harassment, and other similar disruptive behavior.

II. GENERAL STATEMENT OF POLICY

- A. An act of bullying, hazing, or harassment, by either an individual student or a group of students, is expressly prohibited on The Academy's property or at school-related functions. This policy applies not only to students and school personnel who directly engage in an act of bullying but also to students and school personnel who, by their indirect behavior, condone or support an act of bullying. This policy also applies to any student or school personnel whose conduct at any time or in any place constitutes bullying that interferes with or obstructs the mission or operations of The Academy or the safety or welfare of the student, other students, or employees. The misuse of technology including, but not limited to, teasing, intimidating, defaming, threatening, or terrorizing another student, teacher, administrator, volunteer, contractor, or other employee of The Academy by sending or posting e-mail messages, instant messages, text messages, digital pictures or images, or website postings, including blogs, also may constitute an act of bullying regardless of whether such acts are committed on or off Academy property and/or with or without the use of school resources.
- B. No teacher, administrator, volunteer, contractor, or other employee of The Academy shall permit, condone, or tolerate bullying, hazing, or harassment.
- C. Apparent permission or consent by a student or school personnel being bullied does not lessen the prohibitions contained in this policy.
- D. Retaliation against a victim, good faith reporter, or a witness of bullying, hazing, or harassment is prohibited.

E. False accusations or reports of bullying, hazing, or harassment against another student are prohibited.

F. A person who engages in an act of bullying, reprisal, or false reporting of bullying or permits, condones, or tolerates bullying, hazing, or harassment shall be subject to discipline for that act in accordance with The Academy's policies and procedures. The Academy may take into account the following factors:

1. The developmental and maturity levels of the parties involved;
2. The level of harm, surrounding circumstances, and nature of the behavior;
3. Past incidences or past or continuing patterns of behavior;
4. The relationship between the parties involved; and
5. The context in which the alleged incidents occurred.

Consequences for students or school personnel who commit prohibited acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for school personnel who permit, condone, or tolerate bullying or engage in an act of reprisal or intentional false reporting of bullying may result in disciplinary action up to and including termination. Consequences for other individuals engaging in prohibited acts of bullying may include, but not be limited to, exclusion from Academy property and events and/or termination of services and/or contracts.

G. The Academy will act to investigate all complaints of bullying, hazing, or harassment and will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of The Academy who is found to have violated this policy.

III. DEFINITIONS

For purposes of this policy, the definitions included in this section apply.

A. "Bullying" means any written or verbal expression, physical act or gesture, or pattern thereof, including without limitation the misuse of technology as set forth in Section II.A. above, by a student or school personnel that is intended to cause or is perceived as causing distress to a student, group of students, employee, or group of employees, and which substantially interferes with another person's educational benefits, opportunities, or performance. Bullying includes, but is not limited to, conduct by a party against another party or a group that a reasonable person under the circumstances knows or should know has the effect of:

1. harming a student or a group of students or adults;
2. damaging a person or a group of person's property;
3. placing a person or group of people in reasonable fear of harm to person or property;
4. creating a hostile educational environment for a person or group of people; or
5. intimidating a student, school personnel, or group of people.

B. "Immediately" means as soon as possible but in no event longer than 24 hours.

C. “On Academy property or at school-related functions” means all Academy buildings, school grounds, and school property or property immediately adjacent to school grounds, school bus stops, school buses, school vehicles, school contracted vehicles, or any other vehicles approved for school purposes, the area of entrance or departure from school grounds, premises, or events, and all school-related functions, school-sponsored activities, events, or trips. Academy property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, The Academy does not represent that it will provide supervision or assume liability at these locations and events.

IV. REPORTING PROCEDURE

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the Dean of Students or Head of School. A person may report bullying anonymously. However, The Academy’s ability to take action against an alleged perpetrator based solely on an anonymous report may be limited.

B. The persons designated above (IV.A) (hereinafter “report taker”) is the person responsible for receiving reports of bullying at the building level. If the complaint involves the report taker, the complaint shall be made or filed directly with the Head of School by the reporting party or complainant; in the absence or disqualification of the Head of School, the complaint shall be made or filed directly with the Chairperson of the Board of Trustees.

C. A teacher, school administrator, volunteer, contractor, or other school employee shall be particularly alert to possible situations, circumstances, or events that might include bullying, hazing, or harassment. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying shall inform a report taker immediately. Academy personnel who fail to inform the report taker of conduct that may constitute bullying, hazing, or harassment in a timely manner may be subject to disciplinary action.

D. Reports of bullying, hazing, or harassment are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.

E. Submission of a good faith complaint or report of bullying will not affect the complainant’s or reporter’s future employment, grades, or work assignments, or educational or work environment.

F. The Academy will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with The Academy’s obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

V. SCHOOL ACTION

A. Upon receipt of a complaint or report of bullying, The Academy shall undertake or authorize an investigation by Academy officials or a third party designated by The Academy.

B. The Academy may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, hazing, or harassment consistent with applicable law.

C. Upon completion of the investigation, The Academy will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. Academy action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the Commonwealth of Massachusetts Pupil Fair Dismissal Act and Academy policies.

D. The Academy is not authorized to disclose to a victim private educational or personnel data regarding an alleged perpetrator who is a student or employee of The Academy. School officials will notify the parent(s) or guardian(s) of students involved in a bullying incident and the remedial action taken, to the extent permitted by law, based on a confirmed report

VI. REPRISAL

The Academy will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor, or other employee of The Academy who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, reprisal, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

A. The Academy annually will provide information and any applicable training to staff regarding this policy.

B. The Academy annually will provide education and information to students regarding bullying, including information regarding this policy prohibiting bullying, hazing, and harassment, the harmful effects thereof, and other applicable initiatives to prevent bullying, hazing, and harassment.

C. The administration of The Academy is directed to implement programs and other initiatives to prevent bullying, hazing, and harassment, to respond to bullying, hazing, and harassment, in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying, hazing, and harassment.

VIII. NOTICE

The Academy will give annual notice of this policy to students, parents or guardians, and staff, and mention of policy shall appear in the Student and Parent Handbook.

Legal references:

Commonwealth of Mass. Law I.XII.71.37O

Commonwealth of Mass. Law IV.I.269.17-19