

# BRIDGTON ACADEMY SCHOOL HANDBOOK

for students and parents  
**2011-2012**



## MISSION STATEMENT

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

## VALUES

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



## **THE SCHOOL HANDBOOK**

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

# HEADMASTER'S WELCOME TO STUDENTS

Dear Members of the Class of 2012:

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

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

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

Graydon E. Vigneau, Jr.  
Headmaster

## **SCHOOL SPIRIT**

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

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

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

We are proud to be welcoming the class of 2012 this year, however, 2011-2012 is really **your** year. That fact makes it the most important year of all.

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

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

## **STATEMENT OF NONDISCRIMINATION POLICY**

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

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

# HEADMASTER'S LETTER TO PARENTS

Dear Parents of the Class of 2012:

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

A key component in supporting your son is allowing him to develop a sense of responsibility. One of Bridgton Academy's values (see page 1) states, "Bridgton Academy values personal and institutional accountability which is characterized by honesty, openness, clarity, and shared ethical standards." At Bridgton Academy, students must develop a strong sense of personal responsibility and accountability in all aspects of campus life. We need your support in helping your son develop the strength of character so needed in our society.

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

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

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

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

Graydon E. Vigneau, Jr.  
Headmaster

# **BRIDGTON ACADEMY COMMUNITY CODE OF BEHAVIOR**

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

Members of the Bridgton Academy community:

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

In addition:

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

## **HARASSMENT POLICY**

Harassment based on sex or gender, sexual orientation, race or color, minority or ethnic status, religion or religious belief or creed is unlawful under both state and federal laws, and is not tolerated at Bridgton Academy. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other forms of written, verbal, or physical conduct of a sexual nature or directed at members of one gender, 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. Harassment also can include physical touching, visual displays or graffiti, vulgar remarks, suggestive comments or jokes. Students who feel they have been subjected to harassment should report the incident immediately to the Director of Human Resources or the Headmaster.

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# ACADEMIC LIFE



Graduation Requirements  
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Classroom and Daily Academic Policies  
Communication  
Programs for Academic Support  
Technology



## OVERVIEW

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

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

## GRADUATION REQUIREMENTS

### ACADEMIC GRADUATION REQUIREMENTS

To be eligible to graduate from Bridgton Academy, a student must earn a minimal, cumulative academic grade point average of 1.7 (C-) in courses taken at the Academy during his academic year. In addition, a student can neither fail a course for the second semester, nor fail to complete any major assignment, project, or exam in the fourth quarter and remain eligible to graduate. All decisions regarding graduation eligibility rest with the Dean of Faculty.

### HIGH SCHOOL DIPLOMA REQUIREMENTS

Although the primary mission of the Academy is to provide a year of postgraduate study for young men who hold a high school diploma or its equivalent, some students attend the Academy with the goal of attaining a diploma. For such students, the following requirements apply: *To earn a high school diploma from Bridgton Academy, a student must be enrolled at the Academy for a full academic year as a full-time student, successfully completing a minimum of four full-credit courses per semester which must include English and an appropriate level of mathematics, and must be able to produce from another accredited secondary school an official transcript which shows that he has earned enough credits which, when combined with course credits earned at Bridgton Academy, satisfy the following requirements:*

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

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

**COLLEGE ARTICULATION PROGRAM (CAP)**

Since 1981, Bridgton Academy has enjoyed partnerships with the University of Southern Maine, University of New England, and Plymouth State University, which allow various college courses to be offered to qualified students on the Bridgton Academy campus. These courses earn college credits which may be transferable to each participant's college. CAP courses are taught with standards and a level of intensity commensurate with what is expected of students in the equivalent courses at the colleges through which the courses are sanctioned. Although enrollment in CAP courses is voluntary, the Dean of Faculty determines a student's qualifications for participation in a CAP course. Upon successful completion of a CAP course, a student may expect to earn credit, if he has received a grade of C or better. There is a non-refundable fee for CAP courses, which varies according to each course and which must be paid by November 1 for first semester courses, and by February 1 for second semester courses, in order to comply with the rules of the colleges granting the credit.

**ACADEMIC DAY SCHEDULE**

Classes meet on a modular schedule with rotating periods:

**Daily Schedule for 2011-12**

Time	M	T	W	TH	F
8:00-8:50	A	A	A	X-FAC. MTG.	A
8:55-9:40	B	B	B	8:15 - 9:30	B
9:50-10:40	X-CHAPEL	C	C	C	C
10:45-11:10	X-HELP	X - ADVISORY	X - HELP	X - CHAPEL	X-HELP/ MEETINGS
11:15-12:30		L U	N	C	H
12:05-12:55	D	X-HELP/ADV LUNCH	D	D	D
1:00-1:50	E	E G	Q - BA EXP.	E G	E
1:55-2:45	F	F G		F G	F

## ATTENDANCE POLICY

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

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

### **Standards:**

All unexcused absences will be addressed by a student's advisor through communication with the student and his parents or guardian. Multiple unexcused absences will result in disciplinary action from the Dean of Students Office. The following is a description of the types of absences the school records:

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

**PARENTAL DECISION:** A Parental Decision absence applies to absences in which a parent excuses their son BEFORE the absence occurs for family or personal reasons. If a parent does not make contact with the Dean of Students prior to the absence, it will be considered unexcused. The student MUST have all work completed or have a plan in place with each teacher BEFORE he leaves. Any assignments or assessments not completed prior to the absence will be considered late and be subject to individual teacher's rules regarding late work.

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

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

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

Level 1- In-School Detention and Supervised study.

Level 2- In-School Detention with a loss of co-curricular activities.

Level 3- Disciplinary action from the Dean of Students to include off-campus suspension.

Level 4- Considered Chronic and a major Code of Conduct violation, and as such, is cause for dismissal.

Students will begin each quarter with a clean slate of attendance.

In addition to disciplinary actions, a teacher will impose academic consequences for any absence in accordance with the following guidelines and the guidelines set forth in the respective course syllabi:

- If a student misses a class for any reason, he must meet with the teacher of the class missed to determine the consequence. Regardless of the reason for any absence, the student is responsible for all work missed.
- When a student knows, or should have known, that he will be absent, he is responsible for submitting any work due in advance of the absence, and such work will not be penalized. Any work submitted after a missed class may be graded with a ZERO at the discretion of the teacher. If a student will miss an assessment (test, quiz, presentation, etc.), he is responsible for informing his teacher and making arrangements in advance of the absence. Failure to do so may result in the missed assessment being graded a ZERO. This policy extends to student-athletes missing a class for a scheduled athletic contest and for Admission Office Ambassadors who may be conducting tours during classes.
- A teacher may subtract points from a student's final grade for any absence, either excused or unexcused; individual teacher policies are outlined on each course syllabus.

The intent of the attendance policy is to place the responsibility for meeting obligations on the student himself. If a student chooses to miss an obligation, he must know that his decision will carry consequences.

### **ACADEMIC COURSE LOAD**

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

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

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

### **COURSE/SCHEDULE CHANGES**

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

- Discuss the proposed change with his Faculty Advisor.
- With tentative approval of the Advisor, address the change with the Dean of Faculty. If the Dean approves the change, the student will be issued an Academic Course Add-Drop Form.
  - It is the student's responsibility to take the Add/Drop Form to the persons listed for their approval and signatures before taking the form back to the Dean of Faculty to effect the change. A student will be held accountable for attendance and completion of academic work assigned in a course being dropped UNTIL the completed form is submitted to the Dean of Faculty and a new schedule is provided to the student.

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

### **GRADING CALENDAR**

Bridgton Academy divides the academic year into two semesters, and there are two marking periods (quarters) within each semester. Grades are issued and made available online at the conclusion of the first marking period in late-October; the first semester in mid-December; the third marking period in early March; and the second semester in mid-May).

### **TEACHER COMMENTS**

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

## ACADEMIC EVALUATION

### GRADING SYSTEM

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

**A 93-100 4.0      A- 90-92 3.7**

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

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

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

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

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

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

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

**F 59 and Below 0.0**

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

### ACADEMIC TRANSCRIPT

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

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

*BRIDGTON ACADEMY DOES NOT COMPUTE CLASS RANK.* A GPA (Grade Point Average) is calculated for each student at the conclusion of each marking period. An honor roll is posted to reward the efforts and performance of students who maintain at least a 3.0 GPA and earn no grade below C-. Within this group, Honors are awarded to students earning between a 3.0 and a 3.34 GPA; High Honors are awarded to students with a GPA between 3.35 and 3.74; Highest Honors are awarded to those students who earn a GPA above 3.75.

## **SEMESTER AND FINAL EXAMS**

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

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

Exams are scheduled at the end of both semesters, with schedules posted well in advance. Exams are intended to give students experience in a collegiate examination period; i.e., exams may be scheduled late in the afternoon or during the evening. Students may have up to two exams scheduled on the same day.

# **CLASSROOM AND DAILY ACADEMIC POLICIES**

**ATTENDANCE** (See page 12 for complete attendance policy.)

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

## **VACATION POLICY**

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

## **MEDICAL LEAVE POLICY**

A student will not earn course credit if he misses 20 consecutive school days or a single class more than 20 times over the course of a single semester. These absences include excused and unexcused absences, but do not include absences as a result of traveling on a school-sponsored trip (school-sponsored athletic contests, field trips, etc.).

## **MISSING AND INCOMPLETE WORK**

### **MAKE-UP WORK**

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

### **INCOMPLETE GRADE POLICY**

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

## **ACADEMIC DRESS CODE**

The purpose of an academic dress code is two-fold; first, to reinforce the importance of classroom decorum, behavior, and academic expectations; second, to teach students to understand the importance of their own personal presentation (Dress for Success).

The Bridgton Academy Academic Dress Code is as follows, during the academic day students must wear: A shirt, appropriately buttoned and tucked in, with a collar. Slacks or appropriate jeans without holes (neat, clean, and presentable)

### **Or**

A sweater—crew neck, v neck, or ¼ zip—that is neat, clean, and free of holes. Those wearing sweaters do not need to wear a collared shirt underneath.

Please note that the following are NOT PERMITTED in the classroom buildings, chapel, library, or Academy Building during the academic day (8:00am-3:00pm, Monday to Friday, including lunch): shorts, bare feet, tank tops, athletic clothing, sweatpants, hooded sweatshirts, and HATS.

The Dean of Students reserves the right, based on weather concerns or for special occasions, to alter the dress code as necessary.

## **PLAGIARISM AND ACADEMIC DISHONESTY**

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

The Academy expects that the work each student submits is his own. When a teacher suspects that a student has committed plagiarism of any sort, the incident is reviewed with the Dean of Faculty; in turn, he may bring the case before the Academic Review Committee for investigation and recommendation, to the Judicial Board, of disciplinary action. Any student who knowingly supplies his work to be copied will be subject to similar disciplinary action as well.

## **COMMUNICATION**

### **DAILY BULLETIN**

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

### **ACADEMIC LIFE COMMUNICATION**

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

## **ACADEMIC PROBLEMS**

### **ACADEMIC WARNING**

At any time during the year, a classroom teacher may express concern about the performance of a student through the issuance of an interim report to the Dean of Faculty and the student's Faculty Advisor. When a student is the subject of multiple reports of concern, repeated reports in the same subject, or a single report of serious concern, the Dean of Faculty, in conjunction with the Academic Review Committee (please see below) may place the student in a status of either academic probation or academic warning, at which point a formal letter of notification is sent home to parents, outlining the terms and conditions of the respective status.

## **ACADEMIC REVIEW COMMITTEE**

The Academic Review Committee, comprised of members of the Academic Affairs Committee and selected faculty members, deals with academic issues and reviews the progress of those students in academic jeopardy over the course of the year. The role of the Academic Review Committee is to work with students experiencing academic difficulties and their advisors to develop an action plan for improvement. If, however, the student is not able to follow this plan—or if the ongoing results do not reflect appropriate progress—the Academic Review Committee possesses the authority to recommend dismissal from the Academy on academic grounds.

At the end of the first marking period, the Academic Review Committee meets to discuss all students whose academic GPA is below 1.7 or whose effort and habits are cause for concern. The Committee, in conjunction with the Dean of Faculty, may, following a meeting with the student, place him on Academic Warning or Academic Probation at this time. When a student is asked to appear before the Committee, his Faculty Advisor accompanies him and serves as his advocate. Parents are informed when such action is taken; they will also, following the meeting, receive a copy of the letter that their son will receive as a follow-up outlining the Committee's recommendations from the Dean of Faculty.

The Committee may also require a student to present evidence of improvement between formal marking periods. In such a case, the student's Faculty Advisor generally serves as the monitoring agent for the Academic Review Committee. Parents are informed when such action is taken. At the end of the first semester, the Academic Review Committee will again review the progress of any student whose academic average remains or falls below 1.7 or whose general academic performance continues to languish, and will make a recommendation for Warning or Probation. The Committee will require a student and his Faculty Advisor to appear before them to discuss the best plan for improving the situation, and to direct the Advisor to continue to monitor the student's progress for the Committee. As in all cases that concern the Academic Review Committee, parents will be informed as to the Committee's recommendations. In certain cases, the Committee may recommend to the Headmaster that a student's performance and/or effort have fallen so far below standards that he be dismissed.

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

## **ACADEMIC PROBATION**

Academic Probation means that a student's eligibility to graduate is in jeopardy and is the Academy's most serious statement of academic concern. A student may be placed on Academic Probation when his academic GPA falls below 1.7 after the first marking period or if there is a significant issue with a particular student's academic preparation and/or classroom comportment.

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

## **ACADEMIC SUPPORT**

### **FACULTY ADVISORS**

Most members of the Academy's professional staff serve as Faculty Advisors. Each Advisor has a group of approximately three to four students with whom he/she meets regularly, both individually and collectively. The Advisor is the primary point of contact with the Academy for parents. The role of the Advisor is to get to know the student and his particular background well enough to provide sound advice about all aspects of life at the Academy, while monitoring his progress throughout the year. The Faculty Advisor should not be confused with either the School Counselor, Mr. Katz, or with any one of the College Counselors to whom each student is assigned.

The Advisor is the faculty member to whom a student may turn for assistance with any question or concern and upon whom parents may rely for communication about their son. The Advisor also writes the official Bridgton Academy letter of recommendation to accompany the student's supporting documents in the college application process.

### **COLLEGE COUNSELING**

College counseling is a major component of the postgraduate year at Bridgton Academy. As a result of the intensive nature of the college process at a one-year institution, the bond between students and their college counselor is one of the more significant of those forged during the year at Bridgton. Our experience, drawn from nearly fifty years of counseling and placing postgraduates, demonstrates clearly that there are indeed programs for everyone, and our goal each year is to find the best fit for each of our students, academically, socially, athletically, geographically, and financially. Indeed, the process of finding that match begins before a student actually sets foot on campus. During the summer prior to their arrival at the Academy, students fill out personal histories and interest inventories, allowing their counselors to gain a good sense of student profiles before formally meeting with them. As the academic year progresses, the counselors schedule a series of meetings with each of their advisees in order to prepare individualized lists and plans, a process which extends throughout the year.

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

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

Bridgton Academy is a test site for administration of both the SAT and the ACT tests. Students may take these tests on the Academy campus as follows: SAT Reasoning and SAT Subject Tests- November 5, 2011, December 3, 2011, and January 28, 2012. ACT Tests - October 22, 2011, December 10, 2011 and February 11, 2012. 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. Often, we can arrange for transportation to nearby schools administering the tests on those non-Bridgton dates.

### **SAT PREPARATION COURSE**

Students who are planning to take the SAT may enroll in the SAT Prep Course taught on campus. This optional course meets twice weekly for the first semester and covers both verbal and math preparation as well as test-taking strategies. The class is taken as an extra course (in addition to a student's standard schedule) and is treated like any other academic responsibility. The fee for this course is \$400.00.

### **FOCUSED ACADEMIC COACHING**

Focused Academic Coaching is a method of support to help ensure a successful college career for students with learning disabilities and/or attention disorders. The coaching program combines individual meetings, at least one per week, with participation in the Learning Strategies course. The combination of individual and class sessions is designed to promote self-confidence, independent learning and strengthened academic skills. Tuition for coaching is \$1500 per semester, in addition to the other tuition fees of the Academy. Application for Focused Academic Coaching is required through the Office of Disability Services. Students who accept the offer of enrollment in coaching understand that their participation and appointments are treated like any other academic obligation.

### **THE BRIDGTON ACADEMY LIBRARY**

Bridgton Academy's library, located in the Humanities Center, is for the use of all Academy students and faculty. The library houses a collection of 8,000 volumes (books, DVDs, and assistive technology resources), and subscriptions to about 40 periodicals. The collection directly supports the specific curriculum areas, as well as the recreational and avocational interests of the students and faculty.

All students have access to complete library services, including nine computer workstations that offer the same options as those in the Computer Center, including Internet access, word processing programs, several research databases, and an online statewide catalog with interlibrary loan capacity.

The library is open from 7:45 a.m. until 3:45 p.m. Monday through Thursday and from 7:45 a.m. until 3:15 p.m. on Friday (the library is closed for a half-hour each day at lunch). It is also open during supervised study hours, 7:30 to 9:30 p.m., Monday through Thursday. The library is also available, through a sign up process, during specified hours on weekends. Students are expected to treat the library with respect and to maintain an environment conducive to study at all times.

### **COMPUTER CENTER**

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

### **WRITING CENTER**

The Writing Center is a room within the Humanities Center staffed by faculty members who are available to students for assistance with any writing assignments either as drop-ins or by appointments. Students are often required to use the Writing Center for assistance with various writing assignments.

## **EXTRA HELP**

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

## **MATH LAB**

Although individual teachers of math courses offer extensive extra help specific to their courses, students are also encouraged to use the Math Lab, which is generally staffed by student volunteers. Math Lab hours and location are posted around the campus. Students who have proven themselves capable and who have been approved by their teacher(s) may volunteer as peer tutors in the Math Lab. Like the Writing Center, Math Lab provides help in important skill development and introduces students to the types of assistance available at most colleges for those who seek it.

## **SUPERVISED STUDY**

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

### **1. Study Hall**

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

- Students arrive before 7:30 PM, prepared with all necessary books, materials, and assignments, ready to begin work promptly at 7:30 and to continue to work without interruption for two hours. Attendance is taken.
- Students remain in their seats for the full two hours.
- Headphones and tablets/laptop computers are permitted; smartphones are not. Bottled water is allowed; food and any other type of beverage are not. Internet access is permitted, but student use will be monitored closely to ensure that academic priorities are being met.

### **2. Room Study**

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

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

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

### **3. SHUSH Study**

Students earning High Honors (a GPA in the 3.35-3.74 range) will work, during Study Hall, in what are called SHUSH (Self-Helping, Unsupervised Study Hall) Rooms. In SHUSH Rooms, students

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

#### **4. Honors Study**

Students earning Honors (a GPA in the 3.00-3.34 range) will be grouped together for a somewhat less-supervised Study Hall. Quiet group work may occur and students are permitted Internet access.

#### **5. Evening Use of Library**

In accordance with procedures established and reviewed with students, after a few weeks of attending Study Hall, qualified students may be granted the privilege of using the library for predetermined academic work between 7:30 and 9:30 PM Monday through Thursday. Students must sign up in advance in the library. Use of this facility is closely monitored.

## **TECHNOLOGY**

### **BRIDGTON ACADEMY COMPUTER NETWORK**

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

#### **The Physical Network and Software:**

- Currently there are 280 active nodes on the network.
- Students have access to computers in both the library and Public Computer Center.
- All dormitory rooms have wired connections for students who wish to connect their personal computers.
- Currently the school uses Microsoft Office 2007 for productivity software.

#### **Academic Computing**

Use of a computer 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.

The Computer Center's sixteen computers are available from 8:30 A.M. to 9:30 P.M. The Library's eight computers and all other resource room computers are available from 8:30 A.M. to 3:30 P.M. or whenever a staff person is present. Throughout the academic day there are faculty members available to help students with computer questions.

Students are encouraged to bring their own computers to Bridgton Academy, although the school has a significant number of public access computers. Students who plan ahead, understanding that public access computers are not available on a 24-hour a day basis, generally manage quite well.

A student who brings a computer to school should also bring any available manuals, operating

system disks/CD, disks/CD's for installed software, all cables/connectors, and a surge strip. If a student brings a printer, he should also bring paper and extra ink cartridges.

Bridgton Academy staff can perform non-network related service and repairs if needed. Students will be charged a fee of \$50 per hour for all repairs. Please be advised that some machines still under warranty may lose their coverage if Bridgton Academy initiates service. Bridgton Academy accepts no responsibility for lost coverage.

The technology fee assessed as part of the student fees covers all network service for personal machines as well as network accessibility for lab machines in public areas. Network (Ethernet CAT 5) cables can be obtained through the technology department at no charge. Network Interface Cards (NIC's) can also be obtained through the technology department for a fee if a student's computer does not come equipped with one.

Bridgton Academy's website ([www.bridgtonacademy.org](http://www.bridgtonacademy.org)) is the source of much important school information, including current news, athletic schedules and results.

## **BRIDGTON ACADEMY COMPUTER NETWORK ACCEPTABLE USE POLICY**

The use of the Bridgton Academy computer network is a privilege. All members of the Bridgton Academy community have full access to the Internet, including E-mail, and the ability to access computers at other locations. In addition to the Internet, users have access to library resources and approved software located on the file server. This privilege brings with it responsibilities. Any action performed or initiated through the network must reflect integrity, honesty, and compliance with Bridgton Academy's rules of conduct.

The following policies exist to ensure the ethical use of the Bridgton Academy network. The network is defined as all Bridgton Academy computers, devices, and network connections (including connections to the network through private computers or remote connections).

- Interfering with the normal operation of the network is prohibited.
- Use of another person's access code without permission is prohibited.
- Users must respect the need of others for access.
- Academy use 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 behave accordingly.
- Bridgton Academy network resources are considered property of Bridgton Academy and may be inspected at any time. Accounts will be investigated when suspicious activities occur on the school network or originate from the network.
- Using the network for commercial purposes is prohibited.
- All members of the school community will respect the equipment and physical environment of Bridgton Academy's computer network.
- Using the network to view or print pornographic material is prohibited.

**VIOLATION OF THE ABOVE RULES  
WILL RESULT IN LOSS OF ACCESS PRIVILEGES AND  
IN FURTHER DISCIPLINARY ACTION.**



# STUDENT LIFE



## DISCIPLINE

- Philosophy
- Levels of Discipline
- Discipline Process
- Major Offenses
- Other Offenses

## ON-CAMPUS REGULATIONS/PROCEDURES

- Dormitory
- Fire Drills, Fire Escapes, and Fire Extinguishers
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## WEEKENDS AND VACATIONS

## STUDENT SERVICES AND SUPPORT

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(Telephones, Voice Mail, E-mail, Post Office)
- Religious Worship
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- Student Health Services
- Advising
- Counseling
- Financial Information



# DISCIPLINE

## PHILOSOPHY

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

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

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

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

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

## LEVELS OF DISCIPLINE

### Warning

Warnings will be administered by the Dean of Students in cases serious enough to warrant a warning. Students and parents should note that a warning usually proceeds further disciplinary action in both academic and behavioral areas. All official warnings are kept on record in the Dean of Students' office.

### Detention

Students who receive unexcused absences are initially assigned to supervised study sessions, as scheduled by the Dean of Students.

### Academy Service

In addition to or instead of detention, offenders may, at the discretion of the Dean of Students, be assigned service either on campus or in the broader community. This level of discipline is viewed as a way for those who take away from the Bridgton Academy Community to give back.

## **Campused Weekend**

A campused weekend is a middle stage of discipline at Bridgton Academy. Being "campused" requires the offender to forego the free weekend privilege and requires the offender to check in with the weekend duty personnel on a regular basis at designated places. Attendance at all meals is required.

A campused weekend begins Friday at 5:30 PM and continues throughout the weekend. A student may not leave the village of North Bridgton. A student who is campused will report regularly to the weekend duty personnel at times scheduled by weekend duty personnel or the Dean of Students:

The weekend duty personnel will establish the locations for check-in times other than at meals. A letter will be mailed to parents informing them of the campus detention, the reason, and the next disciplinary step if infractions continue.

Campused students are permitted to participate in and off-campus activities supervised and conducted by the duty personnel. Permission will be at the discretion of the duty personnel and contingent upon the availability of transportation after non-campused students have an opportunity to sign up for the activity. Campused students may not leave North Bridgton for any other purpose, including recreational skiing or golfing—nor can they participate in athletic events.

A student missing one of these check-in times may be restricted the following weekend. Should a student leave campus during a campused weekend or violate Academy regulations during a campused weekend, he will be referred to the Dean of Students likely for suspension.

## **On-Campus Suspension**

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

- a) loss of all free academic periods;
- b) required attendance at meals;
- c) assigned afternoon study/work period;
- d) loss of athletic or activity participation;
- e) campused weekends;
- f) assigned academy service;
- g) loss of vehicle privilege;
- h) any other disciplinary action recommended and approved by the Judicial Committee or the Headmaster.

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

## **Off-Campus Suspension**

The purpose of an off-campus suspension is to allow the student and his parents time to review and reflect on the actions which led to this judicial decision. While most off-campus suspensions are one week, the length of suspension can vary depending on the individual case, time of year, and school calendar.

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

## **Expulsion**

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

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

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

## **Probation**

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

Probation may involve any or all of the following:

- a) loss of vehicle privilege;
- b) parental consent or permission required to leave campus for a weekend;
- c) regular meetings with the Dean of Students, Advisor, or School Counselor
- d) random drug testing in cases of substance violations.

A student who violates school rules while on probation can expect more severe disciplinary action

## **DISCIPLINE PROCESS**

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

The Dean of Students may request the reporting faculty member, the student, and the student's advisor to prepare a written narrative about the case, and may choose to meet with the student with or without the presence of the student's advisor. Students are expected to be honest, but honesty is not necessarily a mitigating factor, and students' own statements may be used against them. A student must cooperate in the discipline process, including, if so requested, providing a factual statement; failure to do so may be cause for further disciplinary action. After investigating the case, the Dean of Students decides if the case warrants disciplinary action and whether it may involve a violation of a major offense, that is, one which could involve possible suspension or expulsion.

In all regular cases, where there is no possibility of suspension or expulsion, the Dean of Students makes the final decision. In all major cases, involving possible suspension or expulsion, the Dean of Students makes a recommendation to the Headmaster, and the Headmaster makes the final decision, with or without an informal hearing before the Judicial Board. The Headmaster reserves the right, in all major violations, to call a judicial board hearing.

When the student is charged with a major offense, that is, where expulsion is a possibility, the student may request an informal hearing before the Judicial Board. Although the Headmaster

generally refers the case to the Judicial Board for an informal hearing, he is not required to do so, and he may issue his final decision without a Judicial Board hearing. Following the informal hearing, if any, the Judicial Board makes its recommendation to the Headmaster. The Headmaster is not bound to follow the recommendation of the Judicial Board, and the Headmaster retains final authority in all major cases, that is, those involving possible suspension or expulsion.

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

### **Judicial Board Hearings**

In major cases, where suspension or expulsion is a possibility, the Headmaster may request an informal hearing before the Judicial Board if there is a question of fact or circumstance regarding the infraction that is at issue. Students may, when expulsion is a possibility, request a Judicial Board hearing. The Board is composed of five faculty members and two students. The faculty members are elected by the faculty and are voting members. The students are appointed by the Dean of Students and are non-voting members.

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

## **MAJOR OFFENSES**

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

- Possession or Use of Alcohol. The legal age for possession and use of alcoholic beverages in the State of Maine is twenty-one. The law is strictly enforced by local, county, and state police.
- Use of Tobacco. Bridgton Academy does not endorse smoking or condone the use of any tobacco products. It recognizes the health risks associated with tobacco use and therefore upholds a tobacco-free campus.
- Possession, use, transportation, sale, or distribution of illegal drugs, alcohol, steroids, or drug-related paraphernalia (to include the inappropriate use of “bath salts” and “incense” or the misuse of prescription drugs. Further, it is a violation of Bridgton Academy policy to be in the presence of alcohol, drugs, or related paraphernalia.)
- Any major act of dishonesty such as theft or fraud.
- Sexual or other unlawful harassment of others.
- Any use of threatening or intimidating language, actions, or physical contact directed at any member of the Academy community.
- Any act that intentionally or recklessly compromises the safety of oneself or others.

- Smoking or setting fire to any substance inside a building. Flammable materials such as paint removers, lacquers, gasoline, and other fuels may not be stored or used in student rooms.
- Possession or use of a firearm or other weapon, firecrackers, or explosives of any kind.
- Stealing: Theft is grounds for immediate expulsion.
- Insubordination: Any use of threatening or intimidating language, actions, or physical contact directed at a member of the Bridgton Academy adult community shall be deemed insubordination.
- Chronic Absenteeism: As defined by 16 or more absences from classes, advisories, chapels, study halls, or other required events.

## **OTHER OFFENSES**

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

- Unauthorized use of a car or riding in a car without permission
- Abuse or destruction of school property
- Insubordination toward staff (as defined in willful refusal to follow directions or requests by members of the staff)
- Unauthorized possession of keys to school buildings
- Tampering with fire prevention equipment or alarm systems (see page 36)
- Disruptive dormitory behavior
- Leaving the village of North Bridgton, Monday through Friday, without permission
- Off-campus conduct that reflects discredit on the Academy
- Persistent violation of standards for day-to-day conduct
- Presence at the violation of any major offense
- Violation of Bridgton Academy Computer Network Acceptable Use Policy (see page 24)

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

# ON CAMPUS REGULATIONS and PROCEDURES DORMITORY

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

- All students must be in their dormitories no later than 10:30 PM Sunday through Thursday nights, at which time the dormitory is expected to be quiet so that students and faculty may sleep or study.
- All campus lights out in dormitory hallways follows the dorm check-in at 11:00 p.m. The "brown out" as it is known requires all hallway lights to be turned off or at minimal levels and all residents to be in their rooms. The Academy's internet is scheduled to go off at midnight and turn on at 6:00 a.m.
- Smoking or chewing of tobacco in dormitories is strictly prohibited.
- Rooms will be inspected weekly. If the occupants are directed to clean the room, they are expected to do so immediately.
- When damage occurs in a dormitory, the person(s) involved will be charged the amount of damage, and a letter will be mailed home reporting the damage to parents. When the person(s) responsible cannot be identified, the damage will be charged to all occupants of the dormitory.
- Dormitory room searches, Bridgton Academy maintains the right to check students' rooms at any time for illegal materials, dangerous items, or stolen articles. Whenever practicable, such checks will be conducted only when due cause exists, and whenever possible, in the presence of the room's resident(s) and/or a student dorm representative. Canine searches for illegal drugs and paraphernalia may be conducted at random times throughout the year.
- Tampering with fire extinguishers, fire hoses, or fire alarm systems is a serious offense that may lead to suspension or dismissal and a \$100 fine on the first offense.
- Personal locks are not permitted on dormitory room doors. If a door lock is broken or does not secure, notify the dorm director immediately, and the lock will be repaired or replaced.
- Cooking appliances are not permitted in dormitory rooms.
- During study hours, students who have earned room study privileges are expected to stay in their rooms with doors open. Failure to comply may result in forfeiture of room study privilege.
- Ball playing, stick hockey, etc. are not permitted inside the dormitories.
- Room wastebaskets are to be emptied into the large trash cans located at central locations in each dormitory.
- Students are not permitted to have pets.
- Female visitors are not permitted in dormitories. Overnight male guests must have permission from the dormitory director. When permission is granted, visitors are expected to comply with Academy rules.
- Room changes can only be made through the dormitory director with final approval by the Dean of Residential, Community and Student Life.
- Lounge furniture is for the use of the entire dormitory and is not to be removed.
- Writing on room walls and doors is prohibited. Name tags should not be removed from doors.

- Room lights and electronic equipment should be turned off when a student leaves his room.
- Except in case of fire, students are not to be on roofs or fire escapes.
- No alcohol bottles or cans may be in the rooms.
- The burning of incense or candles is prohibited.
- During the December and March vacations, and shortly before graduation, dormitory rooms will be inspected for damage and for property not belonging to the occupants.
- Items left behind and unclaimed become the property of Bridgton Academy thirty (30) days after the student leaves school.

**Parents and students should take special note that the Academy campus and dormitories are closed and cannot accommodate students at the following times during the year: November 20-November 26, December 17-January 8, and March 3 - March 17.**

#### DORMITORY ROOM SEARCHES

Bridgton Academy maintains the right to check students' rooms at any time for illegal materials, dangerous items, or stolen articles.

Whenever practicable, such checks will be conducted only when due cause exists, and whenever possible, in the presence of the room's resident(s) and/or a student dorm representative. Canine searches for illegal drugs and paraphernalia may be conducted at random times throughout the year.

# FIRE DRILLS, FIRE ESCAPES, AND FIRE EXTINGUISHERS

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

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

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

## General Fire Procedure

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

## DINING HALL

- There are no limits on food, but students are permitted only one entree at a time. They must return to the serving line for additional servings.
- Students are asked to use only two glasses.
- Dishes, glasses, silverware, beverages, and food (except fruit, cookies, or other desserts not served in dishes) are not to be removed from the dining room.
- All plates, trays, napkins, glasses, and silver, are to be removed from the table to the dish washing area.
- If something is spilled on the floor, it is to be cleaned up by the individual responsible for the accident.
- The dining hall should be a quiet, friendly environment. Students should conduct themselves as if they were dining at home with family and guests.
- **No hats** are to be worn in the dining hall. School dress codes are enforced in the dining hall.

## ***MEAL SCHEDULE***

### **Monday - Friday**

Breakfast	7:00 - 7:50
Lunch	11:15 - 12:30
Dinner	6:00 - 7:00 (Friday 5:30 - 6:30)

### **Saturday and Sunday**

Brunch	10:30 - 12:00
Dinner	5:30 - 6:30

## **DRESS CODE**

Concern for personal appearance is an indication of self-respect and courtesy towards others. The essentials are cleanliness and neatness in dress and grooming.

1) From 7:45 AM through the end of each class day, Monday through Friday, academic dress code (see page 17) applies in the Hamlin Math & Science Center, Humanities Center, Academy Building, Chapel, all classrooms, and the dining hall.

2) At breakfast and dinner, students are expected to be neat and clean. Tank tops/sleeveless tee shirts are never allowed in the dining hall. Clean athletic gear and shorts at breakfast and dinner are acceptable.

3) Hats are never allowed indoors except in dorms and the gym.

4) Footwear is required in every building except dormitories.

## **PERSONAL PROPERTY INSURANCE**

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

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

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

## VEHICLES

- It is a privilege for students to have motor vehicles on campus.
- Students must have written parental permission prior to having a motor vehicle on campus. Parents assume complete responsibility for the vehicle.
- Student vehicles are permitted on campus prior to the first open weekend in September, however students are not permitted to use their vehicle until the first open weekend.
- All vehicles must be registered with the Dean of Students' office and must carry a Bridgton Academy parking decal on the rear bumper. There is a \$50 fee to register a car.
- **Vehicles must be parked in the student parking lot at all times. Vehicles must be returned to the student parking lot before supervised study hours on Sunday evening. Illegal parking on campus may result in a fine and/or the towing of the vehicle at the owner's expense.**
- Unless permission is received from the Dean of Students, vehicles may not be used during the week (7:30 PM Sunday to 11:30 AM Friday). The parking lot closes at 7:30 PM on Sundays and re-opens at 11:30 AM on Friday.
- Situations such as lack of parental permission, unauthorized use of vehicle during the academic week, illegal parking on campus, use of vehicle during a campus restriction, traffic violations, speeding, and transporting alcohol or drugs may result in a loss of motor vehicle privileges.
- Students may use their vehicles after their last scheduled school commitment or class prior to weekends and vacations.

## BICYCLES

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

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

During the week, students are not permitted to leave campus without permission from the Dean of Students. 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 biking, roller blading, or jogging as a part of afternoon activities.

## **WEEKENDS AND VACATIONS WEEKENDS/WEEKEND PERMISSION**

Students are permitted to leave campus for the weekend *following the end of their final class or appointment on Fridays (except for those weeks with Saturday classes or Academy Weekends)*. Students do not require permission to leave school on scheduled vacations.

**The Academy maintains an interest in a student's conduct while away from campus, and may take disciplinary action when his behavior reflects adversely upon the school.**

A student remains under the rules and regulations of the Academy at all times unless he is at home within supervision of parents. The fact that a student is off campus on what might be interpreted as free time does not change his responsibility to follow the rules and regulations of the Academy.

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

All students must be back on campus by 6:00 PM Sunday evening, and following designated vacations, in both cases checking in at dinner with the faculty on duty.

Students leaving for all or part of a weekend must sign out with their dorm parents by Thursday Night Check-In.

A student who signs out is expected to be off campus from Friday until Sunday unless he states otherwise on the weekend signout sheet. If his plans change, and he will be on campus Friday and/or Saturday nights, the weekend duty personnel must be notified that the student will not be away the entire weekend.

Students without disciplinary restrictions who remain on campus during a weekend may leave campus at their discretion and without permission on Friday, Saturday, or Sunday. They are expected to be in their dormitories by 11:15 PM on Friday and Saturday, and on campus by 6:00 PM on Sunday.

## VACATIONS AND LONG WEEKENDS

**Thursday, October 13**

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

Students return Monday, October 17, by 6:00 PM

**Saturday, November 19**

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

Students return Sunday, November 27, by 6:00 PM.

**Wednesday, December 16**

**Christmas vacation begins  
after the final exam is completed.**

Students return Monday, January 9, by 6:00 PM.

**Friday, March 2**

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

Students return Sunday, March 18, by 6:00 PM.

## ACADEMY WEEKENDS

### **Closed Weekends**

The purpose of an Academy Weekend is to promote a sense of community and to support periods of time critical to academics. A closed weekend means that **ALL** members of the Bridgton Academy community will be on campus throughout the weekend.

Closed weekends are the weekends of August 27-28, September 2-4, September 9-11 and January 13-15. There will be no weekend permission on any of these weekends.

### ***Parents' Weekend (September 30- October 2)***

Parents' Weekend is designed primarily to be social in nature. It is an informal weekend which gives parents the chance to meet faculty and other parents. Activities are scheduled throughout the weekend, including athletic events, a reception for parents and faculty, and various meetings. Students must return to campus by 6:00 PM on Sunday.

### ***Parents' Winter Visit Day (Monday, February 20)***

Parents are welcome to visit student classes. Detailed information will be mailed at the completion of the 1st semester.

## TRANSPORTATION

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

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

*When 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 is printed inside the back cover of this Handbook and provides the framework within which transportation plans for and around vacations should be established. Please note that students are not released from their obligations until the last scheduled class, lab, exam, or appointment is completed. Absence from any obligation in the week prior or subsequent to a scheduled vacation or long weekend, for the purpose of travel convenience, is not excused (see Attendance Policy, page 12). Any academic work missed as the result of such an absence is graded as **ZERO**, not F. When scheduling departure and return flights or buses, parents are urged to pay close attention to the calendar and to book transportation which does not place the student in academic jeopardy.*

During the year, the Academy provides transportation on weekends, at no charge, to the town of Bridgton, church services, the golf course, Shawnee Peak at Pleasant Mountain (during ski season), and to such places as the Maine Mall, Freeport, area colleges, etc., as part of planned weekend activities. Transportation to a doctor, dentist, or hospital, when the reason is **INITIAL TREATMENT** of an athletic injury or illness, is also provided. The cost of repeated trips and follow-up visits to a doctor or dentist will be billed to the student. **Other transportation to or from the Academy is the responsibility of the student and his parent(s).**

*The school will provide transportation to and from Portland, ME, for a reasonable fee at the start and end of each scheduled long weekend and vacation. These trips are pre-scheduled and detailed information was provided in the summer mailing. The Dean of Residential, Community and Student Life will answer any questions about these scheduled trips.*

# STUDENT SERVICES AND SUPPORT

## COMMUNICATION

### ***Telephones***

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

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

Cell phones use is not allowed in the following buildings:

- Goldsmith Dining Hall
- Humanities Center
- Hamlin Study Center
- Twitchell Chapel

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

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

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

### ***Post Office***

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

## RELIGIOUS WORSHIP

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

## LAUNDRY/LINEN SERVICE

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

# STUDENT HEALTH SERVICES

Bridgton Academy employs a full-time RN on campus during class hours as well as an athletic trainer and a school counselor. The offices of the nurse and the school counselor are located in Hamlin Center, and the athletic trainer's office is in Memorial Gymnasium. In the evenings and weekends, an on-call physician is only a phone call away.

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

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

When a student is ill or injured, he should see the school nurse or athletic trainer (as appropriate). If a student needs medical attention and the health staff is not available, the student is to notify his dorm director, or if the dorm director is unavailable, the Administrator on Duty, the Dean of Students, the Dean of Residential, Community and Student Life, or a member of the weekend duty team.

When the school nurse or a physician determines that a student needs overnight medical attention, the student will be admitted to Bridgton Hospital.

Confidentiality is maintained in all communications between the client and the staff, and information is released only with the permission of the student.

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

Each student is covered by a modest group accident policy at Bridgton Academy. The policy provides first dollar coverage for the first \$200 of a claim, after which the family's health insurance applies. Details of this plan are outlined in the accident insurance brochure included with the Academy's summer informational mailing.

## **Important cell phone numbers for Student Health Services:**

Dean of Residential, Community and Student Life: 207-595-0294.

Dean of Students: 207-653-5805.

School Counselor: 207-653-4062.

## **ADVISING**

The advising program has been developed to serve the special needs of the student taking an additional year to prepare for college.

All faculty members and many others on the professional staff serve as Faculty Advisors and can be consulted on both personal and academic matters. The Faculty Advisors are not trained counselors. They are acquainted with an advisee's background as well as his performance at the Academy; consequently, they are in a position to give friendly advice on many aspects of school life. Through communication with parents, the Advisor establishes an important conduit between family and school.

## **COUNSELING**

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

Bridgton Academy maintains a relationship with a local psychiatrist for students who require psychiatric or similar professional services beyond those available through the School Counselor. The charges for these services are the responsibility of the student and his family and are billed directly. The School Counselor typically makes the referral and assists with making appointments and with transportation as necessary.

## FINANCIAL INFORMATION

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

The \$2,500 deposit for this account is billed as part of your original bill with tuition and fees. The SRE account is used for the purchase of text books, CAP registrations, on-campus nurse/medical services, etc. College applications & SAT and/or ACT test fees are not included in the SRE and must be paid for separately by the student or parent by credit card, debit card, money order, or check.

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

Any unused portion of the SRE Account will be refunded after the school year is completed and the accounts are reconciled. There is a required minimum balance of \$100 in this account. The initial \$2,500 deposit may need to be augmented during the year, depending on the amount of school-related spending. Payments can be made to the SRE Expense Accounts by contacting the Business Office.

### **STUDENT CASH NEEDS**

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

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

*QUESTIONS CONCERNING SRE ACCOUNTS SHOULD BE DIRECTED TO THE BUSINESS OFFICE MONDAY – FRIDAY, 9AM– 3PM*

Certain expenses relating to student activities are charged through a one-time, non-refundable, COMPREHENSIVE FEE of \$670. This fee covers the following:

- Copier use and paper
- School yearbook
- Graduation week activities (*including a limited number of admissions to the May 12th Commencement dinner and award ceremonies*)
- Technology fee
- BA team sportswear issue
- Three transcripts to colleges of your choice

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

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

### ***Tuition Payments***

For those who selected payment plans A or B (1 payment and 3 payments respectively), tuition bills are mailed from the Business Office well in advance of due dates. Parents who selected payment plan C through FACTS Management Company, will not be notified in advance of the automatic debits to their accounts. Therefore, parents should plan accordingly so that there will be sufficient funds in their accounts for each of the seven monthly payments. These debits occur on the 5th or the 20th of each month beginning on June 5 or June 20.

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

*For students whose tuition accounts are in arrears:*

- *Diplomas are not issued to students whose financial obligations to the school are not complete.*
- *Bridgton Academy reserves the right to dispose of personal property left behind by the student.*

### ***Work Study***

Bridgton Academy offers a limited work study program to selected students. This program allows a student to earn spending money by performing various jobs at Bridgton Academy. This program could also be used to defray any expenses the student may incur while at Bridgton Academy. If there are past due expenses owed to Bridgton Academy, the Business Office will withhold 50% of the student's net pay to be applied to any outstanding indebtedness.

# ATHLETICS



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# ATHLETICS

## STATEMENT OF PURPOSE

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

This is accomplished by:

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

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

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

## OVERVIEW

Bridgton Academy offers a broad program of interscholastic athletics, which includes football, soccer, golf, hockey, basketball, baseball, lacrosse, 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, of receiving specific levels of playing time.

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

Following is general information regarding rules and regulations of the athletic department at Bridgton Academy.

## **ACADEMIC REQUIREMENT**

Although the Academy has no formal academic eligibility guidelines, the Academy (which may include input from the Coach, Academic Advisor, Academic Dean, Athletic Director, and Academic Review Committee) has the authority to restrict a student's athletic participation if it appears to have significant negative impact on his academic performance.

## **ATHLETIC DRESS CODE**

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

Dress code guidelines are established to ensure a high standard of appearance whenever teams travel to other schools for athletic contests. These guidelines are determined by the individual sport coach's discretion. Factors such as the sport, weather conditions, and length of trip are to be considered. In most cases, the student-athlete will wear a collared shirt, tie, slacks or "dress jeans," socks, and shoes (preferably no sneakers).

## **UNIFORMS**

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

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

## **FACILITIES**

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

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

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

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

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

### **TRANSPORTATION FOR TEAMS**

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

### **HEALTH AND INJURIES**

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

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

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

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

Each student is covered by a modest group accident policy at Bridgton Academy. It provides first dollar coverage for the first \$1000, after which the family's health insurance coverage applies. Details of this plan are outlined in the accident insurance brochure included with the Academy's summer informational mailing. Copies are available through the business office.

### **OPENING THE SEASON**

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

## **SPECIAL TRIPS**

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

## **ATHLETES' CODE OF CONDUCT**

- Players shall at all times represent themselves and Bridgton Academy with honor, proper conduct, and good sportsmanship.
- They shall understand that competitive rivalries are encouraged, but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries.
- They shall confine the competitiveness of the game to the field, and in particular, behave properly on the sidelines and in the locker room both before and after games.
- Players shall comply fully with the rulings of the officials. In no way, by voice, action, or gesture, shall they demonstrate their dissatisfaction with the decisions made.
- Players shall not deface property or remove equipment of any kind from their own or another school.
- Players who are ejected from a game for unsportsmanlike conduct or other flagrant behavior will forfeit their eligibility to play in the next regularly scheduled game or tournament game played in that sport.
- Any student-athlete who fails to comply with this Code of Conduct may be subject to discipline set forth by Bridgton Academy, including separation from the team.

## **SPECTATORS' CODE OF CONDUCT**

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

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

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

# LIFE AFTER B.A.

## BRIDGTON ACADEMY ALUMNI ASSOCIATION

1) Interest and participation in Bridgton Academy activities does not end with commencement. The Alumni Association provides a link between undergraduate days and later life. Participation in our activities is encouraged.

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

3) Alumni are encouraged to return to campus with their families and friends at any time. Alumni reunions are held annually and focus on five-year graduating classes. Milestone reunions for the Class of 2012 will be held in years ending in 2's and 7's, however, all alumni are welcome at every reunion. The Class of 2012 will celebrate its five-year reunion in the year 2017. In addition to reunions, the Alumni Office sponsors a variety of events including regional gatherings, an annual Red Sox outing, and alumni sports such as the Annual Alumni Hockey Game held in December.

4) The Alumni Office maintains names and addresses of alumni, and is happy to provide that information to other alumni.

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

6) Each year, alumni, parents, and friends of Bridgton Academy give to the Annual Fund which provides money for scholarship aid, improvements to campus, and other special activities. Alumni support is always greatly appreciated. Annual 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.

7) The Bridgton Academy Office of Alumni & Development looks forward to welcoming the Class of 2012 as our newest alumni. We encourage you to stay connected with Bridgton Academy in the years to come.

Contact the Office of Alumni and Development

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

Facebook: [facebook.com/BridgtonAcademy1808](https://www.facebook.com/BridgtonAcademy1808)

Phone: 207.647.3322 x229

# WHO'S WHO AT BRIDGTON ACADEMY

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

## **Headmaster**

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

## **Director of Finance and Operations**

Mr. Clark is responsible for the school budget, long-term financial planning, negotiation of contracted services for the school, and overseeing the Academy's endowment funds. His office is in the Hamlin House.

## **Dean of Faculty**

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

## **Dean of Residential, Community and Student Life**

Mrs. Carr oversees all issues related to Residential Life, community activities, and student life. Her office is in the Humanities Building.

## **Dean of Students**

Mr. MacDonald's responsibilities include all disciplinary and attendance issues. His office is in the Humanities Building.

## **Director of Athletics**

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

## **Director of Disability Services**

Mrs. Dunckel is responsible for all aspects of the Program for Academic Support. Her office is in the Humanities Center.

## **Director of Technology**

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

## **Director of College Counseling**

Mrs. Leveille helps students select and apply to appropriate colleges and oversees academic credentials. She also coordinates the standardized testing program. Her office is in the Humanities Center.

**Library Director**

Mrs. Casellas-Katz oversees the operation of the Bridgton Academy Library located in the Humanities Center.

**Registrar**

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

**School Counselor**

Mr. Katz works with students and faculty members individually and in groups in workshops and on an as-needed basis. His office is in Hamlin Math & Science Center.

**School Nurse**

The school nurse is on campus Monday through Friday for student medical concerns. Her office is located in Hamlin Math & Science Center.

**Director of Annual Fund**

Mrs. Priola coordinates all fundraising and alumni activities. Her office is in the Academy Building.

**Director of Admission and Financial Aid**

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

**Director of Marketing and Communications**

Mr. Cole oversees the schools marketing efforts as well as the 1808 Media House.

**Controller**

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

**Director of Human Resources**

Mrs. Kutasi handles all human resource issues.

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



# BRIDGTON ACADEMY

## COMMENCEMENT AWARDS

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

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

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

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

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

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

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

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

### **ALUMNI AWARD**

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

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

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

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

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

### **GOULD AWARD**

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

### **HEADMASTER'S AWARD**

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

### **SPOONER AWARD**

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

### **GOLF IMPROVEMENT AWARD**

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

### **TENNIS COACHES' AWARD**

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

### **BLACK KNIGHT RUGBY AWARD**

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

**DeSORRENTO SOCCER AWARD**

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

**COREY SMITH '88 MEMORIAL AWARD**

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

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

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

**JOHN T. FABELLO HOCKEY AWARD**

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

**DOUGLAS R. AVERY AWARD**

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

**AUSTIN FOOTBALL AWARD**

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

**AL HARRY '58 IMPROVEMENT AWARD**

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

**SPORTSMANSHIP AWARD**

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

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

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

**SYLVESTER SPELLING PRIZE**

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

**LEE AND CAROL NOBLE FINE ARTS AWARD**

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

**FACULTY AWARD**

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

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

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

**DIANNE C. FABELLO MEMORIAL AWARD**

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

**DENNIS O'BRIEN '67 AWARD**

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

**HOWE AWARD**

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

**RICHARD R. MARCELLA AWARD**

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

**DeFELICE ENGLISH IMPROVEMENT AWARD**

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

**HOLT AWARDS**

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

**ADDIE M. CHADBOURNE AWARD**

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