Vermont Academy Mission and Core Beliefs

Mission
By providing a supportive community and close personal attention to its students, Vermont Academy develops confident, active learners and respectful citizens.

Purpose
Vermont Academy is a small secondary school—primarily boarding in nature—that sees the potential and value of every student and prepares them to thrive in college and life.

Vision
Using our Core Beliefs as a guide, Vermont Academy prepares its graduates to engage in the world as critical thinkers and make a positive difference in the global community.

Core Beliefs
Each member of the Vermont Academy community:
● Is important, has worth and dignity, and is viewed as an asset
● Acts with the highest level of honesty and integrity
● Will grow and develop and is given every opportunity to do so here
● Seeks and gives help when appropriate
● Strives to achieve higher standards in the pursuit of personal excellence
● Cultivates strengths and seeks to overcome challenges
● Embraces personal and direct interaction to address issues and resolve differences
● Considers the impact of their actions, on both the immediate and world community, for the benefit of present and future generations.

Honor Code
Honesty, Trust, Respect, Responsibility.
Welcome, Students!

We are thrilled to welcome you to campus and get the new academic year underway. Please read this Student & Parent Handbook carefully, as it covers several key areas, including our dress code, performance and behavior expectations, and important information for using Health Services and other support services on campus. The Vermont Academy Student & Parent Handbook serves to outline expectations, policies and procedures that inform the student experience. The Academy reserves in its sole discretion the right to make changes to this document and will notify students and parents whenever changes occur. It is going to be an amazing year in the classroom, on the field, and under the spotlight. Go Wildcats!

— Student Life Office
Table of Contents

Year at-a-Glance Page 1

Statement on Diversity Page 2

Greetings from the Head of School Page 3

Academics Pages 4-11
Requirements
Grading System
Honor Recognition
Graduation with Academic Distinction
Cum Laude Society and the National Honor Society
Academic Expectations
Academic Honesty
Maintaining an Academic Environment in the Classroom
Maintaining an Academic Tone on Campus
Attendance Expectations
Drop/Add

Athletics and Afternoon Activities Pages 12-14
Code of Ethics and Conduct
Participation Requirements
Game Day Travel Expectations
Effort Marks
Attendance
Substance Abuse
Equipment/Gym Lockers
Early Departures/Responsibility for Missed Work
Independent Projects
Additional Activities

Community Expectations Pages 15-19
Effort Marks
Dress Code
Cellular Phone Usage
Sign-Out/In Procedures
Community Service
Skateboards, Rollerblades, and Bicycles
Healthy Relationships
Fundraising Policy

Residential Student Life Pages 20-26
Academic Day Hours
Dorm Check-In/Evening Study Period
Campus Boundaries
Room Responsibility
Visitors
Residential Visitations
Room Checks
Residential Common Space Expectations and Responsibility
Fire Safety
Room Decorations/Equipment Room
Room Assignments
Room Check-In/Out
Summer Storage
Formal/Family-Style Meals
Special and Standard Weekend Leave Policies
Standard Weekend Leave
Other Permission for Missing Classes
Automobile/Motorized Vehicles

Day Student Life Page 27
Attendance
Absences
Leaving Campus Due to Illness
Weather-Related Early Departure
Day Student Automobiles
Staying Overnight on Campus
Lockers
Community Consequences Pages 28-31
- General Respect
- Immediate Dismissal
- Major Offenses
- Harrassment, Hazing & Bullying
- Drugs and Alcohol
- Nicotine
- Electronic Cigarettes/Vaping and Paraphernalia
- Cell Phones and Computers
- Detention Study Hall
- Weapons
- Detention Offenses
- Minor Offenses

Disciplinary Process & Statuses Pages 32-33
- Disciplinary Process
- Standards Committee
- Social Warning Status
- Final Warning Status
- Work Squad/Detention
- Bounds/Loss of Privileges
- Suspension
- Dismissal
- Disclosure of Major Disciplinary Action

Student Support Pages 34-41
- Faculty/Student Advisor Program
- Vermont Academy Student Association (VASA)
- College Counseling
- Computer Services
- Proctor House Health and Counseling Services
- Gender Inclusion Policy
- Counseling Services
- Therapeutic Support Animals
- Sports Medicine
- Head Injuries
- Sports Related Medications/ Supplements
- Sanctuary Policy
- Student Assistance Program

Other Services Page 42
- Vermont Academy Store and Bank
- Laundry Services
- Postal Services
- Religious Services

Appendix (Policies not included in sections above) Pages 44-65
2021-2022 Year-at-a-Glance

August
31 Tuesday Proctors arrive

September
2 Thursday Registration for fall athletes
4 Saturday Registration for all students
6 Monday Convocation/Wildcat Games
7 Tuesday Start of classes

October
7 - 9 Thurs-Sat Fall Family Weekend/Parent Conferences
10 - 12 Sun-Tues Fall Long Weekend (back in dorms by 8 p.m. on 10/12)
13 Wednesday Classes resume

November
18 Thursday End of Fall Term (T1 ends)
19 Friday Thanksgiving break (Travel day)
29 Monday Thanksgiving break ends (back in dorms by 8:00 p.m.)
30 Tuesday Classes Resume (T2 begins)

December
17 Wednesday Classes Resume

January
3 Monday Winter break ends (back in dorms by 8:00 p.m.)
4 Tuesday Classes resume

February
5 - 8 Sat-Tues Winter Long Weekend (back in dorms by 8:00 p.m. on 2/8)
9 Wednesday Classes Resume
17 - 20 Thurs-Sun Winter Carnival

March
3 Thursday Last day of classes before the break (T2 ends)
4 Friday Spring break (Travel day)
23 Wednesday Spring break ends (back in dorms by 8:00 p.m.)
24 Thursday Classes resume (T3 begins)

April
21 Thursday Earth Day

May
7 - 8 Sat-Sun Spring Arts Weekend
20 Friday Last day of classes
21 Saturday Commencement
21 Saturday All students depart campus

Historically, the Academy also takes a day for Mountain Day in the fall. This is unscheduled. The Head of School also reserves the privilege to declare a Head-of-School Day at any time during the school year.
Statement on Diversity

Vermont Academy dedicates itself to creating an environment in which all people—regardless of gender, marital status, sexual orientation, political orientation, ideology, physical disability, race, ethnicity, economic level, age or religion—can feel comfortable and thrive.

Through diversity, we ensure richness within our Academy community and celebrate that we are part of a global community comprised of many different kinds of people.

A commitment to diversity requires that each member of Vermont Academy’s community examine attitudes and beliefs about differences and shed those that are inappropriate. It also requires that our behavior demonstrate respect and appreciation of differences.

Vermont Academy insists that all members of its community actively show their respect for others. The Academy will not tolerate emotional or physical abuse of any individual.
Greetings from the Head of School

Welcome to the 2021-2022 school year at Vermont Academy!

From the moment that I first drove up to Vermont to meet the faculty and staff at Vermont Academy and drove past the hills in that stretch between Holyoke and Deerfield on my way to Saxtons River, I felt a great relief to be in such a beautiful place and with so many talented colleagues who put students at the center of every question and decision each day. In order to do my best work as your Head of School, I need to be both the conduit to the past as well as the strategic planner and visionary of the future. A good Head of School is a steward of all that is in the foundation of the school’s being and all that it can potentially be.

This student handbook may look like a series of processes and rules to you, but it is very much more. You should know that the early leaders and teachers at Vermont Academy saw the moments and activities outside of the classroom as time that is just as important as learning to write a riveting essay, work with logarithms, or paint with oils or watercolors. Your time on the court, on the field, in the dorm, or socializing with friends is profound educational time. Your dorm heads, your coaches, your advisors, your deans—they all are helping you to grow into good citizens and to become people of character.

Please read through this handbook and see it as a collection of best practices for life. You will, someday, make decisions about how you will act, carry yourself, and care for others. In these times, the core values that this handbook expresses represent the values that led the founders of this school to call it Vermont Academy. We are not a school with a local name of a town, street, or neighborhood, but a school that embraces a philosophy of personal conduct and character that lie at the center of hardy, responsible Vermont values. We are a little polis, a democracy of citizens who must uphold the values we embrace or face the disintegration of the fabric of our community. If you have not read this booklet before, read it now, and know that it is an essential part of your Vermont Academy education.

Jennifer L. Zaccara, Head of School
jzaccara@vermontacademy.org
Academics

Vermont Academy’s Mission Statement challenges us to develop “confident and active learners.” Our goal is to provide an academic program that inspires each student to meet this challenge. The Head of School assumes the ultimate responsibility for the academic strength and integrity of the school.

A confident and active learner:

- Pursues learning beyond limits set by the teacher
- Sets an effective schedule for accomplishing tasks
- Keeps track of and manages all tasks associated with learning
- Gathers, processes, and communicates ideas and information effectively
- Demonstrates self-discipline
- Seeks opportunities to share talents and ideas with others
- Portrays a willingness to take risks in pursuit of learning
- Possesses an excitement and joy in learning itself
- Demonstrates an awareness of ability and performs to that ability.

Requirements

1. Students must satisfactorily complete at least 17 college preparatory course units to meet Vermont Academy’s diploma requirements. Starting with the class of 2025 students will need a minimum of 20 course units to graduate. For the best college placement, 23 or more units are preferable.

The record is expected to include:

<table>
<thead>
<tr>
<th>Subject</th>
<th>Minimum Credit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4 Credits</td>
</tr>
<tr>
<td>(Eng 9, Eng 10, Eng 11 and 1/3 credit each trimester in Grade 12; American Literature required)</td>
<td></td>
</tr>
<tr>
<td>Mathematics</td>
<td>3 credits</td>
</tr>
<tr>
<td>(Algebra 1, Algebra 2, Geometry)</td>
<td></td>
</tr>
<tr>
<td>History (U.S. History required.)</td>
<td>3 credits</td>
</tr>
<tr>
<td>Science (One biological science and one physical science required)</td>
<td>3 credits</td>
</tr>
</tbody>
</table>
World Languages (2 years of one language)  |  2 credits (3 credits stating with the class of 2025)
Arts (Music, Art, or Theater. Does not include 9th Grade Arts)  |  1 credit (2 credits starting with the class of 2025)
Electives (Any credit from one of the departments above)  |  1 credit (2 credits starting with the class of 2025)

2. Year-long courses receive 1/3 credit each trimester. If the student fails the first trimester, continuation of the course and granting credit are at the discretion of the teacher, the Department Chair, and the Academic Dean.

3. All students are expected to enroll in at least five courses each term. However, in some instances, the Academic Dean, the Director of Learning Skills, and the Director of College Counseling may approve a minimum of four courses. The final decision rests with the Academic Dean.

4. In order to graduate from Vermont Academy, seniors must have earned appropriate course credits and have been matriculated and in attendance at the Academy for three trimesters in the senior year. Seniors must pass at least four courses each trimester during their senior year, one bring English as well as any other graduation requirements taken as a senior.

5. In extremely rare circumstances, a Vermont Academy student, having left in good standing before graduation, may petition to be granted a diploma.

6. Courses may be taken over the summer to make up a failed class or to accelerate a course of study. However, summer course credit will only be accepted if approval is given before the course is taken. Approval needs to be obtained from the Chair of the given academic department and the Academic Dean.

Granting Credits under Special Circumstances
For medical and administrative leave, please refer to the policy in the appendix at the end of this Handbook.

Students admitted after the beginning of a term will make up work they missed by the end of the trimester. Teachers, using their discretion, will require work that allows them to assess that the trimester objectives have been met in terms of skills and content.

For a dismissal or withdrawal resulting in a final separation from Vermont Academy, credits will be awarded through the most recently completed trimester.
Grading System

Grading Criteria
A = consistently exceptional; mastery of skills, fully engaged in the course
B = secure understanding of skills and material; engaged in the course
C = struggles to master skills and material; inconsistently engaged in the course
D = substandard mastery of skills and material; not engaged in the course
F = does not meet minimum the standard of the course

Performance grades are reported as follows:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numeric Value</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>97-100</td>
<td>4.33</td>
</tr>
<tr>
<td>A</td>
<td>93-96</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>90-92</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>83-86</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>80-82</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>73-76</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>70-72</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>67-69</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>63-66</td>
<td>1.00</td>
</tr>
<tr>
<td>D-</td>
<td>60-62</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0-59</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Honor Recognition
Academic recognition will be determined as follows:
High Honors: a GPA of 3.67 or above
Honors: a GPA of 3.33-3.66
Dean’s List: a GPA of 3.00-3.32

Graduation with Academic Distinction
Vermont Academy seniors and postgraduates may graduate with “Distinction” in a particular academic subject if they are deemed eligible for such recognition by a vote of the faculty members within that department. To be eligible for distinction, a student must have taken at least one course in the subject area as a senior and received no less than a B+ grade in that course. The senior year course will typically be honors or advanced level work. In order to receive distinction in a world language, seniors and postgraduates must be in year three or above in their current course of language study.

Distinction is not to be considered automatic. After discussion and a vote at the department level, there must be an official recommendation by the acting Department Head to the Academic Dean. The Academic Dean will review this recommendation prior to graduation.

Cum Laude Society and the National Honor Society
Vermont Academy is a member of the Cum Laude Society (chartered in 1939) and the National Honor Society. These nationwide societies recognize outstanding school citizens who exhibit outstanding leadership skills, give service to their community, and have achieved an excellent academic record. Each
society has its own admission guidelines and acceptance requirements. Guidelines and requirements may be obtained in the Registrar’s office.

**Academic Expectations**

We expect our students to perform at or above a minimum level of acceptable academic achievement. Students earning below a 1.67 GPA will be placed on “Academic Warning” status and have their academic progress reviewed periodically during the following trimester. Students will be expected to work with their advisor and teachers to improve their academic standing. If the improvement is not satisfactory when reviewed by the Academic Dean and the Class Dean at the end of the next trimester, students will be placed on “Academic Review” status and may lose their place at the Academy. In special circumstances, a student may present a written appeal to the Academic Dean for reconsideration by the Academic Dean, the Class Dean and/or the Assistant Head of School for Student Life. The appeal would explain the circumstances for such a consideration and include a specific plan of action with dates and objectives for a follow-up review.

The consequences attached to Academic Review status are deliberated individually, but it is possible or likely that the student:

- Will meet with the Academic Dean to discuss a plan
- Will be assigned to extra help and Learning Skills as necessary (the latter with parental approval because of the extra charges involved)
- Will require signatures from all teachers for weekends or special events

Note: A student may not drop a class in order to improve a GPA.

**Academic Honesty**

One of Vermont Academy’s Core Beliefs states that “each member of the Vermont Academy community acts with the highest level of honesty and integrity.” This particular Core Belief, the foundation of our school’s Honor Code, is one that can be applied to all aspects of a student’s experience while here at the Academy.

Nevertheless, it should be noted that academic dishonesty is taken seriously at Vermont Academy, and any violation of the school’s Honor Code will result in a consequence ranging from warning status to expulsion. The Academy expects all of its students to be honest and truthful in every interaction. Therefore, any dishonest act (cheating, plagiarism, etc.) on an academic exercise will be viewed as a violation of the Honor Code and a decision will be reached as to an appropriate consequence. Normally, a violation of the Honor Code will result in a meeting with the student, the teacher involved, the student’s advisor, and the Class Dean and/or Assistant Head of School for Student Life when the following statuses will be explained:

- **Honor Warning status:** a student will be placed on Honor Warning status if the Class Dean/and or Assistant Head of School for Student Life and the department chair feel that the spirit of the Honor Code has been violated, though the transgression does not warrant Honor Probation status. Examples include—but are not limited to—a first time honor offense; a misunderstanding between a teacher and student about academic expectations; homework
misconduct; providing assistance to another student during a test or quiz; and being found in an uncompromising situation during a test or quiz.

- **Honor Probation status:** a much more serious violation of the Honor Code can result in being placed on Honor Probation. Examples of possible academic dishonesty that would result in Honor Probation include—but are not limited to—cheating on a major examination; clear and premeditated plagiarism; lying to a teacher or Class Dean and/or Assistant Head of School for Student Life about any cheating incident; and sharing information with other students before or during an examination.

- **Expulsion:** if a student is found to be in clear violation of the school’s Honor Code while on Honor Probation status, dismissal from the Academy is likely. Before any decision is reached, the student will meet with the Standards Committee and a recommendation will be made to the Head of School.

Normally, any violation of the school’s Honor Code will result in a “zero” grade for that particular assignment. Teachers reserve the right to offer a chance for the work in question to be completed for a maximum grade of 50%.

School policy also forbids the use or possession of a cellular phone during any in-class assessment.

Plagiarism is discussed in all classes during the first weeks of school. In any course requiring research papers, the teacher will devote time to a presentation on plagiarism, how to avoid it, and the consequences of any honor violation. If students have any questions whatsoever on issues related to academic dishonesty (cheating and/or plagiarism), they should immediately consult with their teacher or advisor. It cannot be emphasized enough that claiming “ignorance” of the Honor Code or the specific rules of citation and how they relate to plagiarism will not be tolerated in any discussion or investigation of academic dishonesty. These rules, typical of any academic institution, are not meant to scare or threaten, but rather instruct and guide a student on how to best comport oneself when doing homework, taking a test, or writing a paper. Often, students will find themselves in a situation where stress and anxiety play a role in decision making. When it comes to the Honor Code, it is our hope that students will always make the right decision and remember the day when they signed the VA Honor Book at the beginning of their Vermont Academy career. At that important Community Meeting, all students made a promise to themselves and the Academy to be honorable in all their dealings as Vermont Academy students: “As a member of the Vermont Academy community, I commit my honesty, trust, respect, and responsibility to uphold the Core Beliefs of this institution.”

**Maintaining an Academic Environment in the Classroom**

Our goal at the Academy is for all students to achieve academically to the best of their ability. As noted in our Core Beliefs, students are expected to contribute to the classroom atmosphere in a positive manner and may not impede the progress of others.

Occasionally, a teacher may find it necessary to send a student from the classroom to the Assistant Head of School for Student Life Office because the student’s behavior is compromising the learning of others. The student will receive a zero for the day. In these instances, the student’s advisor and Class Dean will
be notified. Consequences for a first dismissal will be a warning and a report to the advisor. A second offense in a trimester will result in a meeting with the Assistant Head of School for Student Life to determine a course of action. A third offense in a trimester may result in permanent removal from the class and a major offense.

**Maintaining an Academic Tone on Campus**
All members of the community have a shared responsibility for promoting a productive academic environment on campus. During the academic day and evening study hours, all students should behave in a manner that is neither disruptive nor distracting to others. Additionally, all students are required to be in classroom dress while in public campus spaces during the academic day.

**Attendance expectations**
Students are expected to attend all academic, extracurricular, and community commitments. When a student misses a commitment, they will receive a detention offense. There are also academic consequences for an unexcused absence for an academic commitment (see academic attendance policy below). If students receive three unexcused absences or the equivalent, they will be required to meet with their advisor and Class Dean to discuss their attendance issues. If students reach five unexcused absences in a trimester or the equivalent, they will be placed on social status. If attendance issues continue after being put on social status, the student will face more severe disciplinary consequences, up to dismissal.

When a student misses a class (excused or unexcused), it is the responsibility of the student and the expectation of the Academy that all work will be made up and turned in within a timely fashion. This responsibility lies on the student. All grades for missed work due to absences are zeros until the student makes them up. Advisors will help students manage this responsibility, but ultimately, submitting work missed due to absence is the student's responsibility.

**Absence due to illness**
Students too sick to go to class, formal meal, or afternoon activity must be in the health center at Proctor House in order to be excused from the commitment. You must be logged into the Health Service log prior to the start of the commitment period in order to receive an excused absence.

If a class is missed, students should inform teachers that they were in Proctor House. If unable to complete or hand in any graded assignment while medically excused from class, the student should contact the teacher as soon as possible, acknowledge that the assignment will be late, and clarify when the assignment can be completed.

**Procedure for clearing absences**
If students are marked absent from class, they will have 24 hours to clear the absence in question before it is considered unexcused. In order to clear an absence, students must provide written confirmation to the Student Life Office within 24 hours of receiving the notice. Failure to clear an absence within 24 hours will result in an unexcused absence.
**Attendance Policies**

The Academy places great emphasis on class attendance, and students who choose to attend Vermont Academy are expected to be diligent in meeting all academic and co-curricular commitments. Class attendance is paramount in providing students the opportunity to grow and develop and is vital to the Vermont Academy education.

If a student misses 20% of an academic class—excused or unexcused—the teacher, the department chair, and Academic Dean will determine if credit will be given on a pass/fail basis. If a student misses 30 percent of an academic class—excused or unexcused—the teacher, Department Chair, and Academic Dean will decide if credit will be awarded for the course. These consequences are applicable to unexcused academic absences by trimester.

All leaves resulting in more than 4 days of missed class time must be coordinated through **Health Services and the Deans office in conjunction with the Academic Dean.** Extenuating circumstances (e.g. an extended medical leave) will be addressed on a case-by-case basis. For additional information on extended leaves of absence, please refer to the policy in the appendix at the end of this Handbook.

All teachers submit daily reports on student absences—from class, sports, activities, and other commitments—to the Student Life office to determine which absences are excused. It is our expectation that students attend all commitments.

**Consequences for Unexcused Absences**—

If a student has an unexcused absence, the following consequences will be enacted. These consequences are applicable to any unexcused absence per term including community meeting, community meals, advisory, athletics, and activities, etc. Academic consequences are applicable to absences from classes.

First Absence: Students receiving their first unexcused absence will have their absence recorded as a detention offense but will not be required to serve a detention or work squad.

Teachers will warn student of academic consequences of further absences from class.

Second Absence: Students receiving their second unexcused absence and detention offense will be required to serve a detention or work squad. Other restorative action may be assigned to demonstrate the importance of meeting all school commitments.

A third-step grade deduction at the end of term is levied by the teacher (an A becomes an A-, a C+ becomes a C, etc.).

Third and/or Fourth Absence: After the third or fourth unexcused absence, students will continue to serve detentions and may be placed in Structured Study Hall, serve dorm restrictions, or be assigned further restorative action until the Effort Mark period ends. Also, students may be required to meet with their Class Dean or Assistant Head of School for Student Life.
After a third unexcused absence, a whole-step grade reduction at the end of term is levied by the teacher (an A becomes a B, a C+ becomes a D+, etc.).

After a fourth unexcused absence, credit for class may be withdrawn/or awarded on a pass-fail basis at the discretion of the teacher after consultation with the Academic Dean.

Fifth Unexcused Absence: Students will be asked to attend a formal meeting with the Class Dean and advisor to discuss the accumulated five absences/detention offenses within a trimester. A student may be placed on status or a contract to deter further absences.

Consequences for Unexcused Absences—Academic
If a student misses twenty percent of an academic class, excused or unexcused, the teacher, the department chair, and Academic Dean will determine if credit will be given on a pass/fail basis. If a student misses 30 percent of an academic class—excused or unexcused— the teacher, Department Chair, and Academic Dean will decide if credit will be awarded for the course. These consequences are applicable to unexcused academic absences by trimester.

Extenuating circumstances (e.g. an extended medical leave) will be addressed on a case-by-case basis. Medical leaves, brief or extended, need to be reported to and arranged through the Health Services Office.

Drop/Add
At the beginning of each new trimester, students may elect to add or drop a course by filling out a drop/add form (available in the Registrar’s office) and getting the necessary signatures. The request must be received in the Registrar’s office no later than the end of the class day when the drop/add period ends, which is marked in the planner.

For all students the required permission includes:

- The teacher of the course the student wishes to drop
- The teacher of the course the student wishes to add
- The student’s the advisor
- The Department Chair
- Parents

In addition, for juniors and seniors:
- The director of college counseling

If a teacher initiates the drop/add process to move a student to another level in the same content area or section of a class, the teacher will speak with the student and notify the advisor. Provided all parties agree to the proposed change, the student will have the drop/add card filled out and returned to the Registrar’s office. The Academic Dean makes all final decisions in the best interest of the student and the school.
Athletics and Afternoon Activities

Vermont Academy’s athletic and activity program supports and promotes the development of the whole student (head, hand, and heart) by focusing particularly on the following themes: teamwork and sportsmanship, self-discipline to acquire and apply specific skills and strategies, an appreciation of being fit, responsibility and commitment to a team, and having a positive experience while participating. Our intent is that students, once exposed to this variety of opportunities, will carry with them a desire to remain involved, whether it be on a team or individually, in a gym or out in the wilderness.

Code of Ethics and Conduct
Vermont Academy supports the NEPSAC (New England Prep School Athletic Council) Code of Ethics and Conduct:

1. Treat other persons, as you know they should be treated and, as you wish them to fairly treat you.
2. Regard the rules of your game as agreements—the spirit or letter of which you should not evade or break.
3. Treat officials and opponents with respect.
4. Accept absolutely and without quarrel the final decision of any official.
5. Honor visiting teams and spectators as your own guests and treat them as such. Likewise, behave as an honored guest when you visit another school.
6. Be gracious in victory and defeat; learn especially to take defeat well.
7. Be as cooperative as you are competitive.
8. Remember that your actions on and off the field reflect on you and your school.

Participation Requirements

- Students must have an annual physical exam with the results on file prior to participating in any physical activity. Per VT state law, all parents and students must complete annual concussion education, and all students must complete an ImPACT test every two years prior to participating in any physical activity.
- We expect students to participate at an acceptable level in a team or non-team activity in all three terms.
- We expect students to participate in, and successfully complete with a passing effort grade, two team activities during each academic year.
- All new students must participate in a team activity during their first season on campus in their first year.
- Students have an opportunity to try different activities/sports at the beginning of the season, but need to fully commit to one prior to the designated “end of switch” date.
- As a member of a Vermont Academy Interscholastic team, every student is expected to attend each and every team practice and game. Your commitment to your VA team comes before any other outside athletic participation. Participation on travel teams, AAU teams, or other off-campus sports teams in any sport must come after all VA athletic commitments are met. While participation on off-campus teams is not prohibited, commitments at VA in terms of academics and classes, participation on VA athletic teams and activities, and other VA programs must take precedence over any “extra-mural activities.”
- Students may serve as team managers only one time each year. Team credit can be earned. Ninth graders may not manage a team.
● Some sports/activities can only accommodate limited numbers. In the event that there are more students wanting to participate than time, space, or appropriate supervision can allow, cuts will be made. Previous effort marks may be taken into consideration as criteria for selection.

**Game Day Travel Expectations**
Mindful that all team members are representatives of Vermont Academy, traveling teams must be dressed appropriately and uniformly, either in team uniforms or in classroom or formal dress. At the beginning of each season, the Athletic Director will review this with all teams.

**Effort Marks**
Students will receive an effort mark every three weeks, as well as an effort mark at the end of each season. See more regarding effort marks beginning on p. 15.

Failure to complete the school’s requirement of two team activities due to an unsatisfactory effort mark will require a student to successfully complete team activities in three seasons the following year. Should this happen with a senior, they will be required to complete a comparable program over the summer in order to meet graduation requirements.

**Attendance**
Students are expected to attend all athletic practices, games, or afternoon activities. As with academic absences, students are notified of any absence and have 48 hours in which to clarify whether or not it was excused. Students acquiring three absences in a season may be liable for loss of team or activity credit. Continued absence may be considered as non-compliance, which is a major offense.

**Substance Abuse**
We expect our athletes to be substance-free, including performance-enhancing drugs. Any athlete found in violation of the Academy’s regulations concerning drugs, alcohol, tobacco, and nicotine will be subject to disciplinary action under the direction of the Assistant Head of School for Student Life, as well as suspension from athletic competition as deemed appropriate by the Athletic Director based upon the nature of the offense.

This includes possession and/or use of any substance, prescription, or non-prescription medication that the student has not been specifically directed to take for health reasons by a physician or other licensed health care provider for the time period in question. All supplements must be approved by Health Services staff. Banned substances such as anabolic steroids and related agents are never allowed. For more on this, see the Community Consequences section of this handbook.

**Equipment/Gym Lockers**
Students are responsible for all athletic equipment and uniforms issued to them and will be charged a replacement fee for all lost and unreasonably damaged equipment or uniforms. Students are issued a gym locker at the beginning of the year and are responsible for its contents.

**Early Departures/Responsibility for Missed Work**
If students miss class for an athletic event, they are responsible for keeping current with their teacher to make up missed work.
Independent Projects
Students wishing to participate in an independent activity must submit a written proposal to the Athletic Director within the following time frame:

- Fall season by April 1st of the previous year
- Winter season by October 1st
- Spring season by January 15th

The proposal form can be obtained from the AD office. Once submitted, the proposal will be reviewed and voted upon by the Afternoon Program Committee.

Additional Activities
The Academy offers several afternoon opportunities that serve as a team activity, including dance, theater, wilderness skills, recreational skiing/ snowboarding, robotics, audio/visual/journalism program and more.
Community Expectations

Vermont Academy students are expected to abide by the tenets of our Honor Code: Honesty, Trust, Respect, and Responsibility. Following these principles and the guidelines listed below will help to ensure that our community is conducive to healthy growth and learning.

Students are expected to:

- Live by the Core Beliefs of the Academy
- Take responsibility for their actions
- Meet commitments and arrive on time
- Abstain from the use of alcohol, drugs (including performance enhancing drugs), and nicotine
- Be prepared to participate in class or activities by being dressed appropriately and having all necessary materials,
- Behave in a manner appropriate of a Vermont Academy student by treating all members of our community with respect and abiding by the rules and guidelines of Vermont Academy.

Effort Marks

Effort marks are awarded approximately every three weeks and at the close of a trimester for each academic course, athletic or afternoon activities, and dormitory life. These marks are designed to reflect the teacher, coach, or dorm parent’s assessment of a student’s effort in a particular area. The Core Beliefs are the model by which a student is assessed.

In the classroom, a student modeling these beliefs will:

- Act respectfully toward classmates and teachers
- Prepare effectively and arrive on time
- Complete assignments on time and with integrity
- Work cooperatively and collaboratively with others
- Engage actively with the material, regardless of the challenge

On the playing field, a student modeling these beliefs will:

- Treat teammates, opposing team members, coaches, and officials with respect
- Arrive on time—prepared with uniform and equipment for practices and games
- Complete drills and play the game with integrity
- Engage in the pursuit of fitness
- Strive to rise to the challenge of the game, regardless of natural ability

In the dormitory, a student modeling these beliefs will:

- Treat dorm mates and residential staff with respect
- Complete dormitory chores with integrity
- Adequately maintain personal and community space
- Use evening study time appropriately
- Check in on time
Effort marks are recorded as follows:

**Commendable**
Student consistently demonstrates these behaviors without reminder and goes above and beyond.

**Satisfactory**
Student routinely demonstrates these behaviors with only an occasional reminder.

**Inconsistent**
Student inconsistently demonstrates these behaviors and needs frequent reminders to meet expectations.

**Unsatisfactory**
Student seldom or never demonstrates appropriate behavior and resists or ignores reminders.

**Dress Code**

*General dress code guidelines*
- Hats may not be worn indoors, except in athletic buildings, the student lounge, and dormitory areas.
- Classroom dress is worn throughout the class day—from the time students leave a dorm or arrive on campus until the end of the last class on any given day. Classroom dress is also expected whenever students represent the Academy at off-campus testing or events (SATs, college fairs, etc.).
- Students in violation of the dress code will be expected to remedy the situation immediately or they will face a minor infraction.

*Classroom Dress*
- Blouses, dress shirts, collared shirts (e.g. polos, turtlenecks, flannel dress shirts), tailored shirts, and sweaters; 1/4-zip collared sweatshirts; Undergarments should never be visible. No hoodies.
- Dress pants, trousers/slacks, khakis, corduroys, capris, dresses, skirts, shorts, and skorts of an appropriate length.
- Shoes, sneakers, hiking boots, and sandals, laced up or buckled.
- Well-groomed hair, clean-shaven or with a full, trimmed beard/goatee/mustache

*Unacceptable for classroom dress*
- Clothing that is not neat, clean, modest, and in good repair (not frayed, torn, or patched)
- Athletic clothing including sweatpants, yoga pants, hooded sweatshirts, zippered sweatshirt, and warm-ups
- T-shirts with logos or designs, or those that appear to be undershirts
- No VA Athletic wear unless it is on a game day
- Garments with inappropriate graphics or text including any sexual connotations, violence, swearing, or drug/alcohol/ tobacco
- Blue jeans
- Overalls or army fatigues
- Hats of any type including bandanas (except for that dictated by religious observance) in all
academic buildings, classrooms, the library, and the dining hall. Headbands are acceptable.

- Bare feet
- Shorts or flip-flops/slides may not be worn during the winter trimester.

**Formal dress**
- Formal dress is worn for formal meals and special Academy functions. Attire for these events should be respectful in nature.
- Collared dress shirt with tie or banded collar dress shirt
- Sport coat or blazer
- Dress slacks with belt
- Socks and appropriate dress shoes
- Dress or skirt with a suitable blouse
- Dress slacks with a blazer and suitable blouse

**Casual dress**
Casual dress that is worn during the weekends and after the academic day should be neat, clean, and modest.

**Cellular Phone Usage**
The Vermont Academy community appreciates the usefulness of a cell phone. However, used inappropriately, cell phones run counter to our value of respect for other community members. Classroom usage is only allowed at the discretion of the teacher. Usage is not permitted in Shepardson Dining Hall during meals. Additionally, at all times, cell phones may not be used at Community Lunch, Formal Meal, and Community Meetings. Students in violation of this rule will have their phone confiscated and it will be given to a Class Dean and/or Assistant Head of School for Student Life.

**Sign-Out/In Procedures**
The Academy takes the sign out/in procedure seriously, as we are focused on student safety. All boarding students must sign out to go beyond school boundaries (hiking, biking, trips to Bellows Falls with day students). Students should refer to the detailed information on pages 20-21 to review school boundaries. Students may only sign out and sign in during the designated times with the faculty member on duty. Violation of these procedures will result in disciplinary action.

**Community Service**
Vermont Academy challenges students to contribute to the communities of Vermont Academy and Saxtons River as preparation for active membership in the greater communities beyond. Finding a way for each student to make such a contribution is the purpose of the community service/service learning program. Through this service, both mind and spirit find opportunities to develop and grow. Students go beyond the boundaries of the classroom and find meaningful ways to connect to the larger community and develop the skills and attitudes of responsible citizenship.

Students are required to complete a ten hours of service per year. We promote many opportunities and encourage students and staff to participate. Campus-based activities include Peer Tutoring, volunteering in the School Store, helping in Admissions, and many more. Off-campus opportunities include mentoring at two local primary schools, helping and visiting residents in town, volunteering with area social service agencies, and many more possibilities.
Skateboards, Rollerblades, Scooters and Bicycles
Skateboards, rollerblades, scooters, and bikes may only be used outside. All will require the use of a helmet.

Healthy Relationships
Vermont Academy recognizes that adolescents, as emerging adults, have a need to develop mature, healthy, and responsible relationships with peers. Mutual trust, respect, and honest communication are essential in developing these relationships.

To support our students in delaying sexual activity until they are ready for mature, healthy relationships, Vermont Academy addresses the issues of communication, abstinence, sexual limit setting, and resistance to peer pressure. This is done via Student Life programming, Health class, and at Health Services. The laws of Vermont and the nation as they pertain to underage sexual activity will be reviewed with students annually at the start of school. Before engaging in sexual activity, students are encouraged to speak with a health care provider about the issues of intimacy, accountability, and responsibility. Students are expected to be responsible for their own actions as they relate to all aspects of their lives, including sexual behavior. Inappropriate sexual behavior, including any sexual behavior lacking consent and/or in violation of the Vermont Academy Code of Conduct and/or in violation of state and federal law will result in disciplinary action. For more detailed information, please refer to the Sexual Misconduct and Harassment Policies in the appendix of this handbook.

Consent is a voluntary agreement to engage in sexual activity, demonstrated by words or actions freely and actively given by each party, which a reasonable person would interpret as a willingness to participate in agreed upon sexual contact.

- Consent cannot be inferred by the absence of a verbal “no.”
- Consent to some acts does not imply consent to others, nor does past consent to a given act imply present or future consent.
- Consent must be ongoing and can be revoked at any time.
- Being in an intimate relationship does not, in and of itself, imply consent.
- Consent cannot be obtained by threat, coercion or force. Agreement under such circumstances does not constitute consent.
- Consent cannot be obtained from someone who is under the age of consent as defined by Vermont state law.
- Someone who is incapacitated cannot effectively consent (such as when a person is incapacitated by the use of drugs, alcohol, or other medication, when a person is asleep or unconscious, or when a person has an intellectual or other disability that prevents the person from having capacity to give consent).
  - Incapacitation is a state where an individual cannot make an informed or rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g. to understand the who, what, when, where, why or how of the sexual interaction) and/or is physically unable to do so.

At no time may any employee of Vermont Academy engage in sexual conduct with a student, regardless of the student’s age.

It is the responsibility of those who initiate and/or engage in sexual activity to be clear that informed,
voluntary consent is given before proceeding with further sexual activity. It should be noted that ignorance of the policy noted above, or the intoxication of the respondent, will not be considered an excuse.

**Fundraising Policy**

Any solicitation of the VA Community must be pre-approved by both the Assistant Head of School & Director of Advancement. All gifts of in-kind goods or services or cash, solicited or unsolicited to the School or for the benefit of the School, its students or faculty, must be coordinated through the Advancement Office prior to any solicitation and/or acceptance. Approvals must be received before entering any dates on the School calendar, volunteer recruiting, or communication with potential donors and third parties is initiated.

Student Fundraising Forms, which should be filled out prior to any fundraising activities or events, are available in the Advancement Office. Students, including VASA, who wish to fundraise for any purpose, must review their plans with the Director of Annual Giving in the Advancement Office prior to filling out the Student Fundraising Form.
Residential Student Life

Our residential program strives to maintain a familial atmosphere, while gradually preparing students for the challenges of independent living in college. Vermont Academy dorm parents, faculty, and staff act “in loco parentis” for our boarding students, assuming the duties and responsibilities of the parent while students are in our care.

Academic Day Hours
Dormitories will be closed from 9:30 a.m. until the start of lunch so that students can maximize the potential of our academic spaces and conference period. After lunch, residential halls are open but are to remain quiet throughout the remainder of the academic day.

Dorm Check-in/Evening Study Period
Students must be in residence halls and physically check-in with the on-duty faculty member and/or proctor prior to evening study period Monday-Thursday at 7:45 p.m., Friday at 8:15 p.m., and Saturday at 11 p.m. with students remaining in residence halls until 6 a.m. the following morning (Sunday).

Formal evening study period will run Monday-Thursday from 8 p.m. to 10 p.m. and on Friday and Sunday from 8:30 p.m. to 10 p.m. During the evening study period, students study in their residence halls, the library, or a designated supervised study area. In order to study outside of the residence hall, students must physically sign out with the adult and/or proctor on duty. They must report to their desired study location by the start of study hall. Students may not be permitted to sign out of residence halls after study hours commence without specific permission from a dorm parent.

Students utilizing the entire study period and needing extra time may request “late lights” privilege. All late lights will be turned off by 11:30 p.m.

Campus Boundaries
From 7:45 p.m. (6:15 p.m. on Formal Meal nights) until the end of the following class day, students are required to remain on the main campus; boundaries are defined with a dotted line as shown on the following map. Only seniors and postgraduates are permitted to go to the Village Market during the academic day.

Extended boundaries (after the last class of the day and before the first evening commitment and from 8 a.m. to 7:30 p.m. on Sundays) are defined on the same map with a solid line. This includes any commercial establishment on Main Street in Saxtons River.
**Room Responsibility**
Students are responsible for keeping track of their personal belongings, clothing, and all items in their room. Students are expected to lock their doors when rooms are not occupied, and the Academy recommends that all students have an individual footlocker with lock for valuables and food. The Academy is not responsible for lost or stolen items.

Students are responsible for any guest invited into their room. Students visiting from other dorms should also be welcome and invited. At no time should a student be present in another student's room without one of the room's residents present. This can result in disciplinary action.

**Visitors**
Overnight visitors can only be accommodated on non-academic nights. If there are weather conditions or special circumstances, the Student Life Office will notify students and parents. Permission is needed from both the dorm parent and the Student Life Office, at least one day in advance for any overnights. Upon arrival, the host should check the visitor in with the on-duty faculty member. Visitors are expected to adhere to all Vermont Academy rules and expectations.

The host is responsible for ensuring appropriate conduct. Students are not permitted to have visitors of the opposite gender overnight in the residence hall. In addition, boarding students are permitted to stay overnight in rooms other than their own only with the permission of the dorm parents and the administrator on duty.

**Residential Visitations**
Residential visitation is considered a privilege that must be earned and will happen only with the consent of the appropriate dorm parent. In regard to visitation by non-residents in residential rooms, the following rules apply:

- Visitations will only occur on floors that are properly maintained and in rooms that are clean and appropriately decorated.
- Visitors must first check in with the on-duty dorm parent.
- Visitors must be invited by a member of that floor.
- The door to the room being visited must be propped open.
- Visitations may not occur in stairwells.

Mutual respect, self-discipline, and concern for others should govern any visitation. Visitation violations are considered a major offense.

**Room Checks**
Students are responsible for the condition and contents of their room. Rooms are to be kept neat, clean, and free of fire hazards. Residential faculty, proctors, and administrators will check rooms regularly to ensure that they are neat and that health and safety regulations are met.

A student’s room is considered clean if:

- The floor is free from clothing, trash, and debris
- Food is properly stored
- Closet space and under the bed is neat and orderly
- The desk is conducive to studying and is clothing/debris free
● The trash is empty
● The bed is made and free from clothing, trash, and debris

If, during the course of such room checks, damage to Academy property is discovered, the student(s) responsible will be assessed the cost of replacement or repair. In the event that responsibility is disputed, each member of the room or floor will be assessed an equal portion of that total cost. As referred to in the disciplinary section, The Academy maintains the right to check residential rooms, backpacks, cell phones, computers, or cars at any time for illegal contraband materials, dangerous items, or stolen articles. However, recognizing the privacy and integrity of students, such checks will be conducted only when due cause exists and whenever possible in the presence of the residing student(s) or a proctor. Searches to a room without the presence of a student(s) may be allowed in situations determined to be in the best interest of maintaining the safety and security of the VA campus.

**Residential Common Space Expectations and Responsibility**

It is the responsibility of all boarding students to keep common areas clean and organized. Academy common space includes residence hallways, bathrooms, common lounges, and TV rooms. This will require all residents to alternately perform daily chores (emptying trash, removing recycling bins, etc.) that contribute to the general upkeep of the dorm. In addition, no personal items are to be left or stored in common space.

**Fire Safety**

Fire rules require that the door to all rooms remain unlocked whenever the room is occupied. Violation of this rule is a major offense.

Other fire rules are:

● There will be no lit flames in residence halls (candles, incense, camp lanterns, lighters, etc.). Any violation of this rule will result in immediate dismissal.
● The entire room must be easily accessible and clearly visible from the doorway.
● Smoke detectors must not be obstructed or tampered with in any way.
● All furniture must be Academy-approved.
● Sprinkler heads and doorways must not be obstructed.
● No more than one extension cord per outlet is allowed, and it must be at least #16 wire
● No items may be hung from the ceiling.
● All wall decorations must lie flat against the wall.
● None of the following are allowed: halogen lights and/or bulbs, microwaves, space heaters, indoor grills, or similar appliances.

**Room Decorations/Equipment Room**

Decorations should be selected keeping in mind that while it’s the student’s room, it’s also part of the dorm and the community. Residential faculty is authorized to request the removal of any materials that they feel are offensive or inappropriate. Pictures, bulletin boards, blankets, tapestries, and other decorations are permitted.

With this in mind, the following guidelines apply:

● All decorations will be in good taste; no sexual language or images.
● No drug- or alcohol-related decorations are allowed.
● Wall hangings should be attached in the following manner;
○ On plaster, sheet rock, carpeted or wallpapered walls, use tacks only. Do not use nails or adhesives.
○ On wood veneer paneling, use only tape or appropriate adhesive. Do not use tacks or nails.
- Computers, electric razors, sound systems, and fans are permitted.
- Small refrigerators are permitted with an additional $50 charge (waived for proctors) for electricity.
- Students provide their own blankets, linen, bed quilts, pillows, curtains, and rugs.
- Footlockers and/or lock boxes are highly recommended for securing valuables.
- Gaming systems are allowed; however, the Academy reserves the right to remove the system for reasons related to academic and social performance.
- No pets of any kind.

**Room Assignments**

Returning students may indicate their preferences for room assignment and roommate for the following year in May of the preceding school year. New students may do the same during the summer by filling out the Roommate Questionnaire Form. Every effort is made to create a satisfactory assignment for all students. Students are assigned rooms and roommates in mid-August. The assignment process takes into account the personalities and interests of each student as well as the needs of the Academy. Creating an environment conducive to learning is the primary goal in this process.

The Academy recognizes that adjustments to housing may be necessary and reserves the right to make housing changes at any given point based on the needs of the Academy. Students are not guaranteed any room assignment for the duration of the year. Usually, no room changes are made during the first few weeks of the school year. After that period, students may initiate the room-change process with the Student Life Office.

**Room Check-In/Out**

As part of the registration process, students receive keys and orientation folders. They must verify the condition of the room with dorm parents and sign for the appropriate keys with the Student Life Office. Students checking out of a room for any reason will follow check-out procedures. This will require verification of the condition of the room, which may include accountability for any damages and return of any keys. There is a $50 charge for each lost key.

All damage should be reported to the dorm parent at the time it occurs. Reimbursement to the school will be charged to individual accounts. Rooms are inspected for damage by the maintenance department during Academy vacations.

Students should not:
- Permanently attach shelves or other accessories to Academy property
- Mount pieces of furniture on top of each other
- Remove Academy furniture from rooms without permission from the Assistant Head of School for Student Life and/or dorm parent
- Change permanent fixtures that have been built into the room
- Violate fire safety in room arrangement

Any requests for exceptions must go through the Assistant Head of School for Student Life.
Summer Storage
Storage areas are available for returning students who wish to leave properly labeled boxes and some items over the summer vacation. Storage space is limited, and the Academy cannot store items such as lounge chairs, futons, etc. Students must bring those types of items home for the summer. The Academy is not responsible for damage or loss of any articles left in summer storage.

Formal/Family-Style Meals
The Vermont Academy residential community comes together one evening a week during the fall and spring trimesters for a sit-down, formally attired family-style meal. The entire community also meets throughout the year for a weekly Community Lunch. We value the importance of these community meals, and attendance is required. An unexcused absence from one of these meals will result in a disciplinary response.

Special and Standard Weekend Leave Policies
There are times when students want and/or need to leave campus on the weekends or other times. Students must follow the proper procedures prior to going on their leave. Students may not leave for the weekend before being approved. Doing so will result in an illegal weekend, which is a major offense. Students may lose all or partial weekend privileges if their social or academic conduct does not meet the Academy’s expectations.

Standard Weekend Leave—“A Blue Card”
Before leaving campus for a weekend, students must complete and turn in a weekend request card. All cards must be turned into the Student Life Office by the end of the class day on Thursday prior to the weekend. All permission and invitation calls must be received by Friday afternoon. Students will be informed by the Student Life Office of the status of their weekend request. It is the student’s responsibility to make sure their weekend is approved prior to leaving campus.

Other Permission for Missing Classes—“A Yellow Card”
There are times when a student needs to miss class time due to events outside of the school calendar. Permission for missing classes may be granted to attend a significant family event, college visit, or to participate in extracurricular academic or athletic events. Such permission will not be granted to attend events such as a prom, class reunion, nor to extend vacations or accommodate travel plans except in extreme situations. To obtain permission for a student to miss classes and other school commitments, a parent or guardian must contact the Student Life Office to request permission at least 48 hours prior to the expected time of departure. Once permission is granted, the student may obtain a yellow card from the Student Life Office and then complete it, which requires signatures from the student’s teachers, coach, and dorm parent. Yellow cards are due at least 24 hours prior to the student’s departure.

During vacations and weekends, students are considered to be on “school time” until reaching their stated destination or coming under the direct supervision of a parent and/or school, or parent-approved adult. The reverse is true on returning to the Academy. On “school time” means that the Academy’s rules, expectations, and consequences apply. Students are expected to return to campus by 7:30 p.m. on Sunday night. The Assistant Head of School for Student Life must approve late returns.
Automobiles/Motorized Vehicles
Boarding students may not have automobiles or other motorized vehicles on campus or at their disposal in nearby communities without obtaining approval from the Assistant Head of School for Student Life, which is given only in special circumstances and prior to the arrival of the vehicle. As a general rule, boarding students may not operate motor vehicles on campus. Any violation of this rule is a major offense.
Day Student Life

Attendance
Day students are required to be on campus from the beginning of their first commitment until the end of their last commitment, unless having received permission from the Student Life Office to depart campus. Day students are expected to attend all sports and activities commitments, class meetings, and any other required all-school functions.

Absences
Parents or guardians must notify the Academy at (802) 869-6284 before 8:00 a.m. or e-mail Caitlin Holton at cholton@vermontacademy.org if students are unable to attend school. Excessive excused or unexcused absences will be reviewed by the administration and could jeopardize credit for that trimester. See Academics for more information regarding absences.

Leaving Campus Due to Illness
Day students becoming ill while on campus must be excused by Health Services before being allowed to go home. Health Services personnel will determine whether a student is ill enough to leave campus. A parent may not excuse a student.

Weather-Related Early Departure
Students may only leave campus due to inclement weather and dangerous driving conditions following a confirmation call from the parent to the Student Life Office. Should driving home become impossible, the Academy can accommodate day students staying over.

Day Student Automobiles
It is a privilege to park a vehicle on campus. Day students are expected to use motor vehicles only for transportation to and from campus. During the day, vehicles must remain in the designated parking areas defined by the Student Life Office from the time of arrival in the morning until the time of departure after the last commitment. Students leaving campus before their last commitment must get permission from the Student Life Office. Boarding students may ride in a day student’s car only after following proper check-out procedures and with the appropriate permission form signed. Any inappropriate use of a car will result in disciplinary action, which may include temporary or permanent loss of driving privileges. The Academy reserves the right to check automobiles, while on school property, if there are concerns about what is inside. Day students are responsible for everything in their car.

Staying Overnight on Campus
Day students may stay in a dormitory on non-academic nights if given permission by the Student Life Office. It is the responsibility of the parent and student to email the Student Life Office 24 hours before the overnight. Overnights are allowed at the sole discretion of the Assistant Head of School for Student Life.

Lockers
In addition to a gymnasium locker, day students are assigned a locker in Shepardson Center for the storage of books, coats, etc. The Academy reserves the right to check lockers or backpacks at any time if there are concerns about what’s inside. However, recognizing a student’s privacy and integrity, such checks will only be conducted when due cause exists.
Community Consequences

It is the expectation of the Academy that our students will conduct themselves in a respectful manner at all times. When students behave in a manner inconsistent with Vermont Academy’s community standards, the Academy is responsible for educating them about their inappropriate action. Our expectation is that students and their families will accept constructive discipline and will recognize that life-long lessons can be learned from mistakes. Students are expected to know the policies and rules of the Academy and understand that the policies, procedures, and rules are applicable in all places at school and Academy activities—on or off campus. Students who demonstrate a lack of understanding, or knowingly disrespect Academy policies, will be held accountable for their actions in all situations.

General Respect
It is expected that students conduct themselves in a respectful manner at all times. This includes tone of voice during interactions with adults and peers, the use of proper language, and decorum and respect during school gatherings and in public places while enrolled at Vermont Academy.

Immediate Dismissal
Any of the following offenses may result in immediate dismissal from the Academy:

- Sexual misconduct
- Lit flame in a Vermont Academy building
- Possession of a firearm or any other dangerous weapon
- Significant issues of theft
- Intent to supply or distribute alcohol or drugs
- Dishonesty during a Standards Committee meeting
- Hazing, bullying, inappropriate or offensive use of social media

Major Offenses
At any time, whether on campus, off campus, or on the Internet, any behavior that discredits the student, and thereby the school, will result in a disciplinary response from the Academy. The following list of major offenses is provided to help students make the right choices.

Major offenses are:

- Dishonesty, lying, stealing, plagiarism
- Cases of academic dishonesty
- Possession and/or use of alcohol, drugs, or drug paraphernalia
- Possession or misuse of any narcotic, non-prescribed or prescription medicines, or any other psychotropic or controlled substance/medication
- Misuse of any product with the intent of altering one’s state of consciousness
- Possession or use of steroids
- Tampering with fire safety equipment
- Any act of vandalism
- Possession or use of unauthorized school property including school keys, computer software, or hardware
- Out of bounds, illegal check-outs, and/or illegal weekends
- Out of the dorm or illegally behind a locked door in an Academy building
- Any visitation violation, including being off your floor after lights out
- Violation of the Academy’s motor vehicle policy
● Continued non-compliance with Academy rules
● Conduct unbecoming a Vermont Academy student
● Accumulation of 10 unexcused absences

Those found to be knowingly in the presence of others committing a major offense might also face consequences up to and including the same as the primary offender(s). The Academy considers the cooperation of students and parents essential in carrying out our stated purposes and objectives. The Head of School reserves the right to terminate a student’s enrollment at Vermont Academy should such cooperation not be forthcoming. Also, if a student is found to be under investigation for a crime by local, state, or federal authorities, Vermont Academy may, at its own discretion, place the student on administrative leave until the matter is settled to Vermont Academy’s satisfaction.

Harassment, Hazing, and Bullying Policy

The Vermont Academy community stands against any harassment, hazing, and/or bullying. The Academy firmly believes that all persons are to be treated with respect and dignity. Consequently, all reported complaints of harassment, hazing, and/or bullying will be responded to in a timely and thorough manner. Harassment, hazing, and/or bullying refer to unwelcome and unwanted behavior that makes recipients feel afraid, embarrassed, helpless, angry, or unsafe. If students feel that their emotional well-being, sense of safety and security, or sense of self-worth is being affected by such conduct, a complaint should be reported to an adult member of the community with an investigation to follow. For more detailed information, please refer to the Harassment Policy in the appendix at the end of this Handbook. Vermont Academy will adhere to all Vermont laws as they apply to this issue.

Drugs and Alcohol

Drug and alcohol use is known to be detrimental to the well-being of adolescents and can detract from the opportunities we share together. Vermont Academy is committed to providing an environment where students are able to take full advantage of all that the Academy offers. Therefore, students are expected to be drug-free, and the Academy will do everything within its power to provide them with a healthy, drug-free community.

While under the jurisdiction of the Academy, the use of alcohol and drugs, including any products containing THC, is strictly prohibited and considered a major offense. To enforce this policy, the Academy reserves the right to require drug testing. If it is determined that there is reason to believe that a student has violated this policy, the student may be required to submit to tests (urinalysis, breathalyzer test) at the parents’ expense. If a student refuses to take a required test, the student will be considered in violation of our drug and alcohol policy and receive the appropriate consequences.

The Academy is committed to helping students gain perspective on their relationship with drugs and alcohol in an effort to encourage abstinence. For a first drug and alcohol offense, a student may face temporary removal from campus and will be placed on a warning status with subsequent periodic drug testing. The student will also receive support from the ASISST Program (see p. 49). Any second offense will likely result in a separation from the Academy and may result in dismissal.

Nicotine

Nicotine, the psychoactive ingredient in tobacco products, is an addictive chemical stimulant known to be carcinogenic and to result in numerous well-documented negative health effects. Vermont Academy is therefore a tobacco-free school. Students will not have permission to use any products containing
nicotine, including cigarettes, e-cigarettes, vaporizers, chewing tobacco, or snuff. Students who enter the Academy with nicotine dependence may seek support from Health Services and will be given the resources and structure to treat their addiction. Any student who is found to possess nicotine-containing products or paraphernalia and/or is caught using any form of nicotine will be subject to disciplinary action.

**Electronic Cigarettes/Vaping and Paraphernalia**
Adolescent rates of nicotine addiction related to the use of e-cigarettes are epidemic. Ongoing research suggests potential negative health effects associated with the use of e-cigarettes. Therefore the use of e-cigarettes (vaping/juuling) and the possession of vaping paraphernalia are considered major offenses at Vermont Academy.

Any student found in the presence of vaping paraphernalia or in the act of vaping will be given a detention offense and will be required to meet with Health Services. On the second offense, the student may be put on a Warning Status and required to be in a mandated nicotine cessation and support program (ASISST) for one trimester (fee required). A third offense may result in a 48-hour suspension from school and other Restorative Action may be assigned at the discretion of the Assistant Head of School for Student Life. The student will also be placed on ASISST for a calendar year. Ongoing vaping offenses may result in dismissal.

**Weapons**
Weapons of any type are not permitted on campus or at any Vermont Academy sponsored event. Weapons include firearms, explosives, knives and other weapons or objects that might be considered dangerous or that could cause harm. Additionally, no explosives of any kind (including fireworks) are permitted. Exceptions are only made for small pocket knives. Students should check with dorm parents or the Student Life Office if they have any questions about the acceptability of a particular item.

**Cell Phones and Computers**
The Academy has the right to confiscate and search cell phones, computers, tablets and other electronic devices if the school has a reasonable basis to believe school policies were broken using an individual’s device. In the case a student’s device is searched, the Assistant Head of School for Student Life or his or her designee will contact the parents. Students should be aware that any materials on cell phones, computers or other electronic devices that break any handbook policies will be brought to the attention of the Student Life Office. Students should be aware that any material that is determined to be threatening, hateful, bullying, or discriminatory, or shows the intent to distribute or use illegal substances, or violates any major rule, will be handled as a major offense which may lead to dismissal.

**Detention Study Hall**
In the case that a student compiles two or more academic or disciplinary detention offenses, the Assistant Head of School for Student Life, Class Dean, or advisor may place the student in Detention Study Hall. In this situation, the student will report to a designated location during all free periods throughout the academic day. Detention Study Hall can also be recommended for students who are not meeting academic expectations in the classroom if seen as appropriate by the Assistant Head of School for Student Life.
**Detention Offenses**
To indicate the gravity of a student’s misbehavior or error in judgment, the Assistant Head of School for Student Life or Class Deans may issue a detention offense. Detention offenses will be tracked in the student’s disciplinary file.

Detention offenses may be issued for—but are not limited to—the following reasons:
- Disruptive behavior in a classroom, common space, athletic field or dorm
- Missed academic commitment (class, field trip, etc.)
- Missed athletic commitment
- Missed Community Meeting
- Missed Formal Meal
- Missed Community Lunch
- Missed community service assignment
- Missed waiter assignment for formal meal
- Unexcused absence from a community event (performance, special dinner, etc.)
- Nicotine offense (non-vaping)
- Cell Phone in non-designated area
- Failure to arrive on time for Evacuation Drill

If students receive five detention offenses, they will have a required meeting with the Class Dean and their advisor to discuss the student’s behavior and devise a contract with a Restorative action plan. Should students receive five detention offenses in a trimester, they will be subject to a Standards Committee meeting for continued non-compliance with Academy rules. They will most likely be placed on a Social Warning Status. If students continue to accrue detention offenses while on a warning status, they will face further disciplinary action, including up to dismissal.

**Minor Offenses**
Any Vermont Academy faculty member may issue minor offenses to students. Few students go through the academic year without some minor infractions of the rules, and a few occasional reports create no major concern and carry no penalty. However, when a student begins to accumulate a significant number of minor offenses, the student will be subject to additional disciplinary recourse as a result. Minor offenses will be tracked in the student’s disciplinary file. Class Deans review each student’s infraction and decide whether additional disciplinary action is necessary.

Minor offenses may be issued for, but are not limited to, the following infractions:
- Tardiness to an academic commitment
- Up past lights out/minor dorm infractions
- Dress code violation
- Use of profanity
- Use of cell phone/headphones in non-permitted areas

The accumulation of multiple minor offenses will result in the issuance of a detention offense for non-compliance. In addition, the Class Dean will call parents and explain the pattern of behavior being exhibited.
Disciplinary Process & Statutes

Disciplinary Process
Students who commit disciplinary infractions will discuss incidents with their advisors and Student Life Office to address any negative patterns of behavior and form Restorative action plans. Advisors and/or Class Deans will communicate with parents regarding matters of discipline. Certain disciplinary infractions will result in a student being brought before the Standards Committee to address the issue at hand. Parents will be notified in advance of the committee meeting.

Standards Committee
A Standards Committee is a standing committee of students and Class Deans—chaired by the Assistant Head of School for Student Life—who convenes to hear facts presented by the student(s) involved in certain disciplinary situations. A student’s faculty advisor is also present at a Standards hearing. After the hearing, the committee will make a recommendation to the Head of School for a course of action to be taken by the Academy. Only the Head of School, or the person acting on their behalf, can, in unusual circumstances, waive the need for the committee to meet.

Social Warning Status
A student may be placed on social warning status for the commission of certain major offenses or for a specified period of time after coming off final warning status. Should the student commit a major offense while on this status, the student will go before a Standards Committee, possibly concluding with a recommendation for dismissal.

Final Warning Status
This is the Academy’s most serious warning status. Students on this level of warning could be dismissed without a Standards Committee meeting if they were to commit a major offense. All students are placed on final warning during the final week of school and may be sent home for any infraction outlined in this handbook. In the instance a returning student is sent home during the final week of school, their return and/or disciplinary status for the following year will be discussed at the end of the year Student Review. In the case of seniors, an administrative review will determine eligibility to receive a diploma. Any student taken off final warning status during the school year, as a result of a positive review, will automatically be placed on social warning status.

Work Squad/Detention
Students may be assigned to weeknight and/or weekend detention for various forms of misconduct. Unexcused absences from work squad will result in a weekend detention and a loss of weekend leave privileges for the weekend serving detention. Unexcused absences from weekend detention may result in an in-school suspension.

Bounds/Loss of Privileges
Serious violations of school regulations can result in a student being placed on disciplinary restriction. For boarding students, this means confinement to campus; for a day student, it is a restriction from campus except for specified academic commitments. For all students, restriction entails attending all classes and detention/work detail. A student on restriction is not eligible to practice or compete on an athletic team or participate in co-curricular practices or performances. Various privileges, such as off-campus lunches, parking privileges, or participating in school activities, may be withheld as a disciplinary response.
Suspension
When a pattern of missed advisories, class lateness/absences, or required disciplinary action on the part of teachers gives evidence that a student is unwilling to meet school expectations of attendance and/or behavior, the student will need to have an immediate meeting with the Assistant Head of School for Student Life and may be put on a 48-hour suspension from campus. In this case, the parents will be required to make appropriate travel plans for the student in a timely manner in order for the student to be able to return to campus once the suspension has been served. Upon returning to campus, the student and guardian will be asked to meet with the Assistant Head of School for Student Life, Class Dean and advisor to go over a detailed Restorative Action plan moving forward. The student will be allowed to make up any work missed during the time of their suspension given that they comply with teachers’ request for the work to be done in a timely manner. In some cases, a student placed on suspension may have a Standards Meeting when returning to campus, and or the school may take immediate action and require the student not to return to campus until the school feels the student can meet certain expectations.

Dismissal
In certain cases, the Standards Committee may recommend to the Head of School that a student be dismissed from the Academy. Should a student be dismissed, the date of dismissal and the cumulative grades up through that date will be recorded on the student’s transcript. Vermont Academy will not award credit for courses not fully completed. Final examinations, assigned projects, and other exhibitions are considered part of the course. Vermont Academy will support a dismissed student to the extent of supplying the textbook titles and chapters or pages covered. It will be the responsibility of the receiving school to decide any additional requirements and the issuing of credit. The Academy is under no obligation to provide students who have been dismissed the opportunity to receive credit for completing the academic year or term. Students who are asked to leave Vermont Academy may return to campus only after their class has graduated or with the express permission of the Student Life Office. Additionally, students who leave the Academy for harassment issues are not allowed on campus until all parties involved have left the Academy. In special cases, the Academy will consider a dismissed student’s re-application. In the event that students are dismissed from the Academy, they will be separated from the student body and housed in the infirmary where they can be supervised. It is expected that students will vacate the campus within 24 hours. The student’s family bears the responsibility of creating a timely and viable plan by which the student can safely leave campus. Any student who remains on campus beyond a reasonable time period may incur additional fees.

Disclosure of Major Disciplinary Action
As a NACAC member, Vermont Academy will, when requested on the institution’s application, report student conduct records to colleges—including, but not limited to, serious disciplinary violations, honor violations, academic or behavioral misconduct, probation, suspensions, and dismissals. If a senior or postgraduate is suspended or dismissed after the student has applied to colleges, Vermont Academy will notify the colleges two weeks after the disciplinary action has been taken. Within this two-week period, students should notify the colleges of their changed status.
Student Support

Faculty/Student Advisor Program
The student’s advisor is their advocate on campus. The advisor is a faculty member with whom the student meets on a regular basis and with whom the student should feel most comfortable discussing issues. Advisors direct students through the Student Life Curriculum. The mission of Vermont Academy’s Student Life Program is to foster the personal growth of each student as an individual while living within a diverse community setting. Using the principles of self-discipline and empathy as a guide, we educate our students academically, socially, emotionally, and culturally; nurturing their intellect and spirit as they move toward living a balanced, fulfilling life. The student life curriculum is delivered to students through a blend of orientation programs, residential systems, student leadership and mentorship, health programming, weekend events, workshops, and MAPS.

MAPS (My Action Plan for Success) are working documents architected by each student with feedback from the student’s advisor, teachers, coaches, and parents. MAPS consider several areas, such as students’ self-assessments of strengths and improvement areas, learning preferences, and goal setting with action steps for success. Scheduled advisor check-ins occur several days a week. In order to take full advantage of an advisor’s support, attendance is mandatory at check-ins. The advisor’s role is to encourage and help students to achieve their MAPS goals. As the year progresses, all students should feel comfortable talking to their advisor and receiving counsel.

Vermont Academy Student Association (VASA)
VASA represents the student body in formulating policies and guidelines affecting the interests and government of the entire Academy community. Members of the student body from the 12th, 11th, and 10th grades are elected in the spring of the preceding academic year. Ninth graders are elected from the student body during the current fall trimester.

College Counseling
The college counseling office is located upstairs in the Tillinghast Memorial Library. Jonathan Gottsegen is the Director of College Counseling and may be reached at (802) 869-6229 or jgottsegen@vermontacademy.org. In the fall, along with individual meetings, seniors and postgraduates will take a course called College Seminar. In this course, students will cover the general college process in a group setting. Seniors and postgraduates will also have the opportunity to meet with representatives from various colleges and universities throughout the fall. Juniors will take the College Seminar course in the winter and spring and begin individual meetings with counselors. The college counseling office also handles the following standardized tests: ACT, SAT, TOEFL, and PSAT.

Computer Services
The IT department at Vermont Academy, led by Mr. Jeff Gaudet, supports the technology of the entire campus and provides wireless Internet access to all buildings using a network of wireless access points. Academic buildings have public printers/copiers available for student use. Students must bring their own wireless/mobile computers, connect to our network, and be prepared to use them in classes. At a minimum, they must have the ability to create documents and “PowerPoint-like” presentations. Basic support for personal computers, such as helping to connect to the network, printing, and other minor problems, will be available. Major issues such as virus infections, crashed hard drives, and broken screens are ultimately the responsibility of the student, with the IT department helping students arrange for repairs.
Proctor House Health and Counseling Services
The health and safety of Vermont Academy students are our top priorities. The Proctor House Health Services staff seeks to help students maintain the best possible level of physical and emotional health—both by providing treatment for acute and chronic physical, social, emotional, and behavioral health issues and by providing the knowledge and resources necessary to assist students in making healthy choices now and in the future.

All Vermont Academy students are required: to have an annual physical examination, to meet state of Vermont immunization requirements, and to possess health insurance coverage that allows for both non-urgent and urgent care in any New England state. Additional health forms and permissions must be completed and then updated annually by parents/guardians using the Magnus Health electronic system. Non-disclosure of significant student health and/or behavioral health histories may result in nullification of the student’s enrollment agreement.

Quick Facts

- In many cases, students can request that healthcare and/or counseling services remain confidential. It is the policy of the department to encourage disclosure to parents/guardians whenever appropriate. Any student disclosure of risk for harm to self or others will be reported to staff and parents/guardians as appropriate. Physical and/or sexual abuse will be reported to appropriate authorities per Vermont law.
- Family Planning, including reproductive health information and assistance, may be kept confidential under Vermont state law.
- Proctor House Health Services is located in the red house near the performing arts center and below the hockey rink. It includes an infirmary with 10 beds in a home-like environment and a counseling center on the second floor. The infirmary is open and staff is available when the “OPEN” flag is flying next to the front door.
- Health Services staff communicate with students using their Vermont Academy email account and/or via phone text. Students are expected to access their email accounts daily for important VA communications.
- Any student complaining of a physical or emotional health concern or illness must report immediately to the infirmary. Non-urgent health issues should be addressed outside of classroom or sports commitments whenever possible. Sick students will remain in the infirmary where they can be monitored by nursing staff. Students may be kept in the infirmary overnight if deemed necessary by the duty nurse.
- Nursing staff is available 24 hours a day via the Health Services pager at (802) 741-2440.
- All prescription medications must be kept at Proctor House and dispensed to students by a licensed nurse or designated faculty member. On occasion, with permission from the Director of Health Services, prescription medication can be kept in the dormitory and self-administered. This does not apply to controlled drugs, including stimulants and anxiolytics. STUDENTS MAY NOT keep prescription medications in their dorm rooms without permission; this can result in disciplinary action.
- All supplements including: herbal supplements, vitamins and cannabidiol-containing products (CBD) must be approved by a nurse and/or athletic trainer prior to use.
- Medical marijuana and any products containing THC may not be used at Vermont Academy per the alcohol and drug policy.
Vermont Academy expects that all routine medical, dental, and optical care will be scheduled during vacations for boarding students and/or outside of the academic day for day students. Families are expected to notify Health Services staff about any illness or injury sustained while away from the Academy to allow for the arrangement of appropriate follow-up care.

For questions about Health Services and/or to speak to a nurse, call 802-869-6239 or email nurse@vermontacademy.org.

Counseling Services
Health Services staff includes two counselors: one clinical social worker and one certified alcohol and drug abuse counselor. Individual counseling, assistance with social/emotional struggles, peer relationships, drug or alcohol abuse support, family meetings, classroom observations and feedback, as well as off-campus referrals are available to all students. Ongoing weekly counseling slots are prioritized for boarding students with every effort made to provide appropriate referrals to day students when on-site counseling is unavailable. Counselors are on campus Monday through Friday with office hours from 8:00 a.m. to 4:00 pm. Counselors are available after hours on an on-call basis. If an emergency mental health issue arises when the office is closed, students are encouraged to seek out a faculty member and call the Health Services on-call pager (802) 741-2440. The nurse will then contact the on-call counselor as needed.

Counseling services are available both for ongoing support and when a crisis arises. It is the student's responsibility to keep all counseling appointments. If students are unable to make it to a scheduled appointment, they must contact the counselor in advance to cancel. For questions about counseling services or referrals, please contact the Director of Health Services at (802) 869-6210 or 6239.

Gender Inclusion Policy
Vermont Academy is committed to providing a supportive community and close personal attention to its students, viewing all community members as important and having worth and dignity in accordance with our Core Beliefs. This policy has been developed using best practices outlined by the VT Department of Education, the U.S. Justice Department and the U.S. Department of Education.

Student Records/Information Systems
All forms and IS templates provide a third gender-neutral option (“non-binary”) whenever possible. Departments will review forms and electronic records systems, editing as necessary—ongoing.

Dress Code
The Student Dress code does not reference gender.

Restrooms
Gender inclusive restrooms will be provided in all buildings whenever possible. Campus restrooms were surveyed and all single-stall restrooms are gender inclusive.

Housing
Vermont Academy is excited to offer a variety of dorm community options this Fall. It is our aim to make these communities welcoming to all students in their home away from home.
• This plan honors that gender is based on self-reporting, and we are committed to providing options so that all students feel welcome and at home.
• Transgender, non-binary, transitioning, gender queer and gender non-conforming students may choose to live in any dorm on any floor.
• As you share your preferences for housing, please consider what you need and want for yourself and also which dorm community will be the best match for you.

Athletics
Vermont Academy supports and agrees with the NEPSAC’s Transgender Statement and conforms to the NEPSAC Eligibility requirements.

1. Any student identifying as male is eligible to participate on varsity teams under the NEPSAC designation Boys Athletics.
2. Any student identifying as female is eligible to participate on varsity teams under the NEPSAC designation Girls Athletics.
3. Athletic programs designated Co-Ed are available to both boys and girls.
4. Junior Varsity and “Thirds” programs are available to both boys and girls at the discretion of the Athletic Director

Athletes may request a separate changing area. Private changing areas in the gymnasium and hockey rink will be identified by the Athletic Director and made available to Vermont Academy athletes as well as visiting athletes.

Transitioning athletes may play on different gendered teams during the school year.

NEPSAC Transgender Statement
NEPSAC believes in the importance of participation in interscholastic athletics for its positive values: sportsmanship, commitment, teamwork, wellness, dedication. NEPSAC values diversity both in the wide range of offerings for athletic competition by our member schools as well as the inclusion of all member school student-athletes. NEPSAC supports transgender youth in their self-expression, and in prohibiting bullying, harassment and unfair treatment, and in ensuring the safety of all students. Recognizing that NEPSAC governs independent schools across seven states (New England and New York), NEPSAC recommends that each member school strongly consider its own transgender athlete policy that promotes inclusion and celebrates diversity.

School Traditions
School Traditions will be followed in a non-binary fashion whenever possible.

Faculty/Staff/Student Training
All community members will be provided sensitivity training on issues of gender and sexuality and including harassment.
Service and Therapeutic Support Animals

Vermont Academy students are not allowed to have pets of any kind with the following exceptions:

1. Service animals as defined by the Americans with Disabilities Act (ADA) are allowed.
2. Therapeutic support animals may be considered on a case-by-case basis. Formal requests must be made to the Assistant Head of School for Student Life and the Director of Health Services with permission granted prior to the animal being brought to campus. The following criteria must be met for consideration:
   - The animal must be a therapeutic animal designated to perform a specific task
   - Therapeutic need must be documented by a licensed medical provider

Any approved animals will be solely cared for by the student in possession. It is solely the responsibility of the student and family to arrange for off-campus care of any approved animals during vacations and periods when the campus is closed. Vermont Academy reserves the right to deny any and all such requests based upon the best interests of the community.

Infirmary Hours and Medication Administration

Proctor House Health Services is open:
Monday-Friday, 8 a.m. to 8 p.m.
Saturday, 8:30 a.m. to 1 p.m.
Sunday, on-call only

Medication administration takes place in Shepardson Dining Hall:
Monday-Saturday during breakfast and supper
Sunday during brunch and supper
Medications are also available at Proctor House during office hours.

—Robin Patch, MA, BSN, RN, Director of Health Services

Sports Medicine

The Health Services staff also includes a full-time and a part-time certified athletic trainer (ATC). The athletic trainers manage the athletic training room located in Williams Gymnasium. Athletic training services include: practice and game coverage, care for sports-related and orthopedic injuries, rehabilitation as well as strength and conditioning. Any student who has suffered illness or injury must be cleared by a nurse or athletic trainer prior to returning to sports/activities. Any student suffering a suspected head injury will be excluded from all sports until they are symptom-free, have completed the Vermont Academy return-to-play protocol and have been cleared by a medical professional. Any student under the care of an off-campus medical professional must obtain a written order from the treating health care provider before the student will be allowed to resume sports and activities. For questions about athletic training and/or to speak to the athletic trainers, call (802) 869-6237 or email atc@vermontacademy.org.
Head Injuries
Head injury protocols are strictly enforced at the Academy to ensure minimal risk of re-injury and/or second impact syndrome. Any student suspected of sustaining a concussion will be monitored carefully by medical staff including nurses, athletic trainers and additional healthcare providers as needed and in accordance with the Vermont Academy Head Injury Protocol and Procedure. Any student cleared by a personal physician prior to the limitations within our stated protocol will continue to be restricted from activities until all aspects of the VT Academy Head Injury Protocol have been met. Students with head injuries are required to check in with nursing staff or athletic trainers daily until cleared; failure to do so may result in a disciplinary infraction.

Sports Related Medications/Supplements
All medications and dietary supplements must be presented to and approved by Health Services nurses or athletic trainers. It is the responsibility of the student and parents/guardians to verify that any medications/supplements brought to campus are not officially banned substances or detrimental to the health or well-being of the student. For the purposes of determining which substances are banned from use, the athletic trainer shall consult the official National College Athletic Association (NCAA) list of banned-drug classes. A complete listing is available online at www.ncaa.org/health-and-safety/policy.

Because the health and safety of our students are our primary concerns, we want to create an environment in which concerned individuals can share information about potential violations of the school’s substance abuse policy by student athletes without fear of negative consequences. As a result, an individual wishing to bring forth such information may choose to remain anonymous. In the event that a student athlete is accused of using a performance-enhancing drug, the athletic trainer and the Director of Health Services will undertake an initial investigation. If, upon researching the allegation, the athletic trainer and Director of Health Services agree that there is sufficient basis for a formal investigation, they will inform the athletic director and refer the matter to the Student Life Office as a potential violation of the substance abuse policy.

Sanctuary Policy
Any time a student believes the health or safety of themselves and/or peers are in jeopardy due to the effects of ingestion of drugs or alcohol, the student should:
- Call 911 immediately if a student is unresponsive.
- Contact any adult on campus immediately.
- Page the on-call nurse at (802) 741-2440.
- Bring the student(s) directly to Health Services for assistance if directed to do so by the on-call nurse.

Under such circumstances, in order to get the impaired student(s) immediate medical assistance, the student(s) involved can invoke this Sanctuary Policy and:
- The student(s) involved will retain anonymity to the greatest extent possible, with the exception of disclosure to Health Services staff, who may need to know the names of those involved in order to assist the impaired student(s).
- There will be no disciplinary action against the reporting student(s) or the impaired student(s).
Incident Follow Up:

- Health Services staff will inform the Head of School that a Sanctuary was requested. **No student names will be disclosed.**
- The impaired student(s) must meet with a counselor or the Director of Health Services within 48 hours to make arrangements to see the ASISST counselor to discuss the incident.
- The impaired student(s) will notify their parents of the incident in the presence of either the Director of Health Services, a campus administrator, a nurse on duty, or a counselor as soon as possible and at the discretion of the responding adults.

**IMPORTANT:** Students must initiate the process. Any student who has already been confronted or discovered by a faculty/staff member is ineligible for Sanctuary. Students may invoke the Sanctuary Policy for incidents occurring on or off campus. However, if law enforcement officials respond to an incident, the Academy’s Sanctuary Policy cannot release students from whatever legal action follows.

If at any time a student would like to seek support for a substance abuse problem, the student may contact any Health Services staff without risk of disciplinary response. It is the policy of Health Services to communicate with parents as appropriate; however, information about substance abuse treatment may be kept confidential as allowed for by Vermont law. Disclosures indicating that a student and/or others are at risk for harm will not be kept confidential.

The intention of this policy is to keep students safe and to promote safety within our community as much as possible. When a student is found by a faculty member to be under the influence of alcohol or other drugs, Vermont Academy has no alternative other than a disciplinary response. Furthermore, in such a situation, the faculty member or dean is obligated to investigate the possibility that other students may be in trouble and in need of medical attention.

**Student Assistance Program (ASISST)**

The student assistance program at Vermont Academy, ASISST (Aiding Students in Sound and Sober Thinking), is designed to provide education and positive support to students for issues involving the use of drugs and alcohol. Vermont Academy maintains the philosophy that adolescents will make mistakes, and they have a responsibility to learn from those mistakes. Students referred to the ASISST program by faculty, staff, parents, the Student Life Office, or the admissions process will be provided support according to the program protocols.

Furthermore, any student may confidentially request the services offered by ASISST. The office of the Assistant Head of School for Student Life is responsible for any related disciplinary consequences. Recognizing that the use and misuse of drugs and alcohol can be a complex problem, the ASISST Program focuses on several areas of support: intervention, individual and group counseling, sober support group meetings, random drug testing, educational activities, and professional assessment. Attendance at 12-step programs such as Alcoholics Anonymous, Al-Anon, Alateen, and Narcotics Anonymous may be arranged on an individual basis. Communication with and the involvement of parents and/or guardians are strongly encouraged. As with other health concerns, parents and guardians are responsible for the cost of services in the ASISST Program. These will include counseling, drug/alcohol assessments, and urine screening tests.

All of the ASISST team’s efforts are undertaken with the clear understanding that students and their
families are entitled to respect and privacy in these matters. A student’s confidentiality will be protected at all times. Limited information will only be released as needed to serve the best interests of the student in the Vermont Academy community.

ASISST referrals and assessments are not part of a student’s permanent record. Information about ASISST protocols and fees can be obtained by contacting the ASISST Coordinator, Ms. Amy Lanterman, at alanterman@vermontacademy.org.
Other Services

**Vermont Academy Store & Bank**
The Vermont Academy Store and Bank is located in the basement of Shepardson Center and is open Monday through Friday. School supplies, VA gear, snacks, toiletries, and Vermont Academy mementos may be purchased with a credit card, check, or cash, or billed through the student’s account. Students must have adequate funds in their account to make a purchase or to make a withdrawal from the student bank. Vermont Academy allows students to withdraw up to $40 per week. A parent must approve withdrawals greater than $40. Parents may also set up restrictions for withdrawals.

**Laundry Services**
E&R Laundry provides laundry and dry cleaning to Vermont Academy students for an additional fee. Information is available in the Student Life Office.

**Postal Services**
Mail is distributed by lunch hour Monday through Friday. Student mailboxes are located on the first floor of Fuller Hall. Correspondence to students should be addressed as follows: Name, Vermont Academy, P.O. Box 500, Saxtons River, VT 05154-0500.

Packages requiring a physical address should be addressed to Vermont Academy, 10 Long Walk, Saxtons River, VT, 05154.

**Religious Services**
Students are welcome to attend religious services in Saxtons River and surrounding towns. We can help with transportation.
THE VERMONT ACADEMY EVENING SONG

Written by Headmaster Laurence Leavitt’s wife, Dorothy, in 1934, their first year at VA

O Vermont, we’ve seen your beauty changing with each hour and day
We have found your hidden trout pools, where the light and shadows play
Swirling sparks above a campfire, hemlocks laden down with snow
Autumn hillsides flaming crimson, where the sugar maples grow

Morning mist upon the mountains, frosty stars across the sky
Snowy campus turned to silver, when the moon is riding high
O Vermont, we will not leave you, here behind us when we part
We will take your beauty with us, etched forever on each heart
Appendix (Policies not included in sections above)

Vermont Academy Administrative Leave Protocol

Three types of Leave are granted to students at Vermont Academy:

1. Medical Leave: Illness, psychosocial issue, physical condition with undetermined recovery time
2. Short Term Medical Leave: Illness, Injury or Surgery with predetermined recovery time
3. Administrative Leave: Family Emergencies, Bereavement, Funerals, Discipline

Administrative Leave is defined as a short term leave necessitated by a situation that requires a student be separated from the Academy for non-medical reasons.

Determination of Leave:
An Administrative Leave may be initiated by Academy administration and/or by the family in conjunction with Academy administration.

Duration of Leave:
Administrative leave is a non-medical leave lasting between four days and two weeks. The student will be instructed to take home schoolbooks or other materials necessary to complete assignments while away from the Academy and is expected, to the best of his/her ability, to remain current with academic expectations. The Academic Dean and Class Dean in coordination with the student’s advisor will facilitate coordination of assignments between the student and his/her teachers while away on leave. If it appears that an extended absence will be needed, the parents must complete and submit the Academic Appeal for Long-Term Leave form. If the student is unable to return within a timeframe that will ensure that academic requirements can be met, withdrawal may be granted, and the student may be considered for readmission.

Return from Administrative Leave:
Academy administrators in conjunction with the family determine the return date. Faculty and staff will then be notified in a timely manner.

Appeal of the school’s decision to require leave or of a decision regarding return from leave:
Parents who wish to provide additional facts that they believe should have been considered when a mandatory leave or return decision was made, or who think school policies were not appropriately applied, may appeal in writing to the Head of School. The Head of School’s decision will be final.

Academy Withdrawal:
In the event that a student’s leave extends until the point of withdrawal from the Academy, the date of withdrawal will be considered the date upon which the leave began.
I have read and understood the terms of this Administrative Leave including the Academic Appeal for a Long Term Leave procedure as it applies to __________________(student name.)

___________________________________ ________________
Parent/Guardian signature

___________________________________ ________________
Student signature

___________________________________ ________________
Administrator signature

___________________________________ ________________
Academic Dean signature
Academic Appeal for a Long-Term Leave

Students who are away from Vermont Academy for extended periods of time often struggle to stay current with their academic commitments. Any student leave extending beyond a two week period must meet the following criteria for academic credit to be earned, noting that academic credit is not guaranteed when a student is separated from the Academy for an extended period of time:

1. The student’s family must provide the Class Dean and Academic Dean with an official request to extend the leave beyond two weeks.

2. In the case of a Medical Leave, the family must provide the Class Dean and Academic Dean with a letter from a current medical provider by day #10 of the student’s leave stating:
   a. Reason for request for extended leave beyond two weeks.
   b. Defined date student will return to campus.
   c. Clear expectations/limitations for student’s completion of academic work.

3. For students away on leave but not enrolled in a treatment program, the Class Dean and/or Academic Dean will coordinate with the student, teachers and family to establish a feasible plan for completion of academic commitments.
   a. The Class Dean and/or Academic Dean will determine (in conjunction with the student’s teachers) requirements in each course for assignments completed remotely during the absence.
   b. The student is expected to communicate with teachers via email and access course work via their class pages.
   c. Some courses may have to be dropped because of studio or laboratory work that is not able to be completed off campus.

4. If a student is enrolled in a treatment program, the program must provide Vermont Academy with an academic plan within one week of program enrollment. Participation in a treatment program that does not provide academic support may result in withdrawal from the Academy.

5. Vermont Academy reserves the right to determine that the conditions of the leave will not allow the student to continue as enrolled.

6. On the date of student return, the student and family will meet with the Class Dean, the Academic Dean and a representative of Health Team to:
   a. Review clearance from Health Services as appropriate and implications for participation in the academic program.
   b. Review any medical accommodations/assistance needed.
   c. Discuss and create an education plan for re-entering. Copies will be provided to parents and advisor. Advisor will disseminate to faculty.

7. Coursework completed during leaves or absences resulting in 20% of total class time missed are only eligible to be awarded Pass/Fail credit. Credit may not be awarded for leaves resulting in 30% or more class time missed and withdrawal may be recommended.
Vermont Academy Medical Leave Protocol

Three types of Leave are granted to students at Vermont Academy
1. Medical Leave: Illness, psychosocial issue, physical condition with undetermined recovery time
2. Short Term Medical Leave: Illness, Injury or Surgery with known date of return
3. Administrative Leave: Family Emergencies, Bereavement, Funerals, Discipline

Medical Leave
A Medical Leave is defined as an absence from classes necessitated by an illness, a psychosocial issue or a physical condition with an undetermined recovery time.

Determination of Medical Leave:
A medical leave may be required by the school under the following circumstances: a student is unable to constructively engage in Academy life for psychosocial reasons or for reasons of illness/injury. A leave for psychosocial reasons will occur when a student’s well-being or safety is determined to be in jeopardy and/or the well-being and safety of other students may be in jeopardy due to the continued presence of the student on campus. A psychosocial leave may include but is not limited to: emotional dysregulation, eating disorders, self-mutilation and/or aggressive behaviors. A medical leave may also be required if a student suffers from a physical illness, injury or condition which renders the student unable to engage in Academy life. Examples of medical leaves for physical reasons may include but are not limited to: extended illness, protracted concussion, surgery. The need for a medical leave is determined by the Director of Health Services in collaboration with the family, Health Team (counselors, LSK Director, Assistant Head of School for Student Life, Class Deans) and advisor.

Departure Plan:
When a medical leave is initiated, Health Services staff will notify: the parents, the Head of School and the Dean of Students, Academic Dean, advisor, and the dorm parents. A limited email to faculty and staff will follow in a timely manner.

A student’s family will be provided with a copy of the medical leave packet which contains:
1. Medical Leave Protocol.
2. Medical Leave Faculty Contact Information.
5. Academic Appeal for Long Term Leave.

The student will be instructed to take home schoolbooks or other materials necessary to complete assignments while away from the Academy. All prescribed medications will be packaged and dispensed to the student/family. The student will be observed at Health Services while staff coordinates transportation arrangements with the parents.
While on Leave:

- Students on medical leave for psychosocial reasons will be required to obtain a clinical evaluation from a licensed mental health professional currently providing care. This evaluation must meet the Academy Evaluation Criteria. The VA counselor, family, and evaluating professional must communicate on a regular basis to ensure that the necessary information has been obtained, received by, and reviewed by members of the Health Team to ensure a safe and timely return of the student.

- Students on medical leave for an illness or physical condition will be required to obtain an evaluation from a licensed medical professional outlining the student's ability to return to the Academy including specific accommodations/limitations both physical and academic.

- If a student is enrolled in a treatment program, the program must provide Vermont Academy with an academic plan within one week of program enrollment. Participation in a treatment program that does not provide academic support may result in withdrawal from the Academy.

The student is expected, to the best of their ability, to remain current with academics via email with teachers and use of the class pages. The student’s advisor in conjunction with the Academic Dean and Class Dean will facilitate coordination of academic requirements between the student and teachers for the duration of the leave.

Students on Medical Leave will not be allowed on campus for the duration of the leave without written permission from the Head of School.

Duration of Leave:
Medical leave will be considered for potential absences of more than four days and less than two weeks. If it appears that an extended absence will be needed, the parents must complete and submit the Academic Appeal for Long-Term Leave form by day #10 of the leave. If the student is unable to return within a timeframe that will ensure all academic requirements can be met, a medical withdrawal will be granted, and the student may be considered for readmission.

Return from Medical Leave criteria and process:

- A student must be cleared from medical leave granted for psychosocial reasons by at least three members of the Health Team prior to returning to campus. The Health Team members will review the written evaluation provided by the evaluating health professional (see Academy Evaluation Criteria) to determine the student’s readiness for return to the Academy. Once approved, a support plan will be drafted and provided to the student and parents prior to the student’s return. In addition, the Academy may require a re-entry meeting with the family and designated members of the Health Team and/or an academic staffing (to include the Class Dean, Academic Dean, teachers, advisor, dorm parents, and coaches) as appropriate. Please note that in the event that a student has participated in a clinical program such as: in-patient hospitalization, residential treatment, wilderness treatment, intensive outpatient treatment and/or day treatment,
the required written evaluation must be completed by the program attended and then submitted for review.

- A student returning from a medical leave granted for illness or physical condition must provide a signed clinical note from their health care provider stating the student’s readiness to return to campus and including any recommendations for ongoing care and accommodations needed.

**Multiple Leaves within an academic year:**
Any student who requires more than two medical leaves within an academic year will be granted a medical withdrawal for the duration of the year. The student may be considered for readmission in a subsequent academic year.

**Appeal of the school’s decision to require leave or of a decision regarding return from leave:**
Parents who wish to provide additional facts that they believe should have been considered when a mandatory leave or return decision was made, or who think school policies were not appropriately applied, may appeal in writing to the Head of School. The Head of School’s decision will be final.

**Academy Withdrawal:**
In the event that a student’s leave extends to the point of withdrawal from the Academy, the date of withdrawal will be considered the date upon which the leave began.

I have read and understood the terms of this Medical Leave including the Academic Appeal for a Long Term Leave procedure as it applies to ______________________________ (student name.)

___________________________________ ________________
Parent/Guardian signature Date

___________________________________ ________________
Student signature Date

___________________________________ ________________
Health Services Director signature Date

___________________________________ ________________
Academic Dean signature Date
Vermont Academy Short Term Medical Leave Protocol

Three types of Leave are granted to students at Vermont Academy
1. Medical Leave: Illness, psychosocial issue, physical condition with undetermined recovery time
2. Short Term Medical Leave: Illness, Injury or Surgery for a predetermined period of time
3. Administrative Leave: Family Emergencies, Bereavement, Funerals, Discipline

Short Term Medical Leave
A short term leave is defined as an illness, injury or medical/surgical procedure that prevents the student from attending classes for a specified period of time in excess of four days.

Departure Plan:
When a Short Term Medical Leave is initiated, Health Services staff will notify: the parents, the Head of School, the Dean of Students, the Academic Dean, the Class Dean, the advisor, and the dorm parents. A limited email to faculty and staff will follow in a timely manner.

A student’s family will be provided with a copy of the leave packet. This packet contains:
1. Short Term Medical Leave Protocol.
2. Medical Leave Faculty Contact Information.
3. Academic Appeal for Long-Term Leave.
5. Medication Plan as needed.

The student will be instructed to take home schoolbooks or other materials necessary to complete assignments while away from the Academy. All prescribed medications will be packaged and dispensed to the student/family.

While on Leave:
The student’s advisor in conjunction with the Class Dean will facilitate coordination of academic requirements. The student is expected to communicate with teachers via email and use their class pages and, to the best of their ability, to remain current with academic expectations.

If what was expected to be a short-term leave extends beyond a two-week absence, the treating healthcare provider and family must complete and submit an Academic Appeal for a Long Term Leave.

Students on Medical Leave will not be allowed on campus for the duration of the leave unless the family has obtained permission from the Head of School.
Return from Short Term Medical Leave criteria and process:
The treating health care provider must contact Health Services to verify that the student has recovered sufficiently to safely return to campus. Documentation must be provided containing a summary of the treatment and any required follow-up including: monitoring, restrictions on activity, and or medications.

If the student will require new prescription medications, the health care provider must fill out and return a complete and signed Medication Plan.

Appeal of the school’s decision to require leave or of a decision regarding return from leave:
Parents who wish to provide additional facts that they believe should have been considered when a mandatory leave or return decision was made, or who think school policies were not appropriately applied, may appeal in writing to the Head of School. The Head of School’s decision will be final.

Academy Withdrawal:
In the event that a student’s leave extends to the point of withdrawal from the Academy, the date of withdrawal will be considered the date upon which the leave began.

I have read and understood the terms of this Short Term Medical Leave including the Academic Appeal for a Long Term Leave procedure as it applies to_____________________. (student name.)

___________________________________ ________________
Parent/Guardian signature  Date

___________________________________ ________________
Student signature  Date

___________________________________ ________________
Health Services Director signature  Date

___________________________________ ________________
Academic Dean signature  Date
Vermont Academy Infectious Disease Prevention and Response Protocol

In the event that Vermont Academy has unusually high numbers of students ill with symptoms of flu-like illness, gastroenteritis or other contagious viral disease, the following steps will be implemented:

Day students:
Day students should remain home whenever they have a fever (temperature of 100.4 F [38 C] or higher) or symptoms of infectious disease such as: vomiting, diarrhea, cough, sore throat, etc. Sick students should remain home for at least 24 hours after they are fever-free (without the aid of medications like acetaminophen, Tylenol, ibuprofen or Advil.)

Boarding students living within a 250 mile radius of Vermont Academy:
Students who present with symptoms of flu-like illness, gastroenteritis or other contagious viral disease will be treated and isolated at Proctor House Health Services. In the event of widespread illness parents living with in a 250 mile radius of the school may be asked to take their child home for the duration of the illness.

International and domestic students who live beyond the 250 mile radius
Students who present with symptoms of flu-like illness, gastroenteritis or other contagious viral disease will be treated and isolated at Proctor House Health Services until they have been fever-free for 24 hours without the aid of medications like acetaminophen, Tylenol, ibuprofen and Advil.

Any time a large number of students become ill and cannot all be housed at Proctor House Health Services, every effort will be made to use either an unoccupied dormitory space or designate a dormitory space specifically for ill and recovering students.

Preventative measures
All Vermont Academy restrooms have soap dispensers and paper towels for hand washing. Alcohol-based hand sanitizer is available in the dining hall.

Students receive ongoing education about hygiene and disease prevention strategies both in and out of the classroom.

Vermont Academy students are required to comply with state of Vermont immunization requirements. Students will be administered missing vaccines (according to schedule) during an annual September vaccination clinic and throughout the year at our consulting medical practice, Brattleboro Pediatrics.

Influenza (flu) vaccine clinics:
Seasonal flu vaccinations will be offered to all students and faculty/staff annually before November 1st. Student vaccine request forms are included as part of enrollment and must be completed in order for the vaccine to be administered.
In the event of a larger domestic or international epidemic or pandemic:
Vermont Academy Health Services will work closely with Brattleboro Pediatrics and the Vermont Department of Health to ensure compliance with U.S. Centers for Disease Control (CDC), World Health Organization (WHO) and federal recommendations for the containment and prevention of the outbreak. Procedures will be implemented as directed to protect students and staff from contagion. Refer to Pandemic Response guidelines for more detailed information.
Vermont Academy HEAD INJURY Protocol

Definition: A traumatic brain injury induced by biomechanical forces. Signs and symptoms may include but are not limited to: headache, nausea, dizziness, vision problems, feeling “foggy”, trouble concentrating, loss of consciousness, changes in behavior, emotional sensitivity, phonophobia, photophobia, and amnesia.

Subjective/Objective:
Any student observed suffering a blow to the head or concussive force to the body and/or who reports any of the defining symptoms should be evaluated for a head injury.

Procedure:
1. All students will complete ImPACT cognitive baseline testing prior to participation in any Vermont Academy sports or intense physical activity. Baseline testing will be repeated every two years.
2. Students suffering a blow to the head or concussive force to the body resulting in subjective or objective symptoms will be immediately removed from the game or associated physical activity and evaluated for a head injury by the athletic trainer, nurse or in the absence of a health professional, by the coach or responsible faculty member.
3. If any of the defining signs and symptoms of a head injury are suspected or confirmed, the student will not be allowed to return to play and should be referred to the athletic trainer and Health Services for follow up care.
4. If a loss of consciousness has occurred and/or the student’s level of consciousness appears to be changing, the student should be immediately transported to the nearest hospital for evaluation.
5. If the student does not require hospital care, a sideline SCAT (Sport Concussion Assessment Tool) or in-office SCOAT (Sport Concussion Office Assessment Tool) will be administered as soon as possible and within 24 hours along with a VOMS (Vestibular/Ocular Motor Screen.)
6. Provider diagnosis and/or positive SCAT, SCOAT and/or VOMS will be treated as a suspected concussion.
7. Parents/guardians will be notified as soon as possible (same day whenever possible) via phone and/or using the Parent Head Injury email template.
8. Student’s teachers, dorm parents, coaches, advisors will be notified the same day using the Faculty Head Injury email template.

Treatment:
1. Student will be kept out of all sports and high intensity physical activity until cleared by a medical professional.
2. Student is expected to report to Health Services and/or athletic training daily for symptom evaluation.
3. Academic accommodations will be made based upon reported symptoms using the Return to Learn guidelines and Academic Accommodations chart.
4. Once the student no longer requires symptom-based academic accommodations and reports no symptoms for at least 24 hours, the student will be administered the ImPACT post-injury test, a SCAT5 and VOMS.

5. Once all post-injury neurocognitive testing has returned to “normal” values, the Return-to-Play protocol will be implemented. This protocol is based upon current recommendations from NATA, ImPACT, CDC, VT Principals’ Association and the consensus statement on concussion in sports-5th International Conference on concussion held in Berlin, Germany (2016.) (McCrory, et al.2016. Consensus Statement on concussion in Sport, 5th International Conference on Concussion in Sport. BJSM. online: Apr. 2017)

6. Upon successful completion of the Return-to-Play Protocol and medical clearance from a physician, physician’s assistant or nurse practitioner the student will be cleared to resume all activities/sports.

Appendix:
Vermont Academy Head Injury Return-to-Learn Guidelines
Concussion is a form of traumatic brain injury. As with other injuries, recovery requires rest. Brain rest can be complicated as it must include not only physical rest to prevent re-injury but also cognitive rest. Following a head injury it is common for students to experience difficulty in the school setting. The following information and guidelines are intended to inform faculty about accepted standards of practice for accommodations while a student recovers from a concussion. Every concussion is different, just as each student is different. Accommodations should reflect the needs of the individual student and should be coordinated with Health Services, the advisor, Learning Skills and the Studies Office.

<table>
<thead>
<tr>
<th>Accommodations</th>
<th>Rationale</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Excused absences from class.</td>
<td>Several days of complete rest may be needed.</td>
</tr>
<tr>
<td>2. Rest periods during the day.</td>
<td>If symptoms flare, brief rest may be needed.</td>
</tr>
<tr>
<td>3. Shortened class day.</td>
<td>Symptom flare may require longer rest periods.</td>
</tr>
<tr>
<td>4. Extension of assignment deadlines.</td>
<td>Processing speed may be impeded.</td>
</tr>
<tr>
<td>5. Postponement of/staggering of tests.</td>
<td>Mental effort to prepare/sit for test may worsen sx.</td>
</tr>
<tr>
<td>8. Extended test-taking time.</td>
<td>Processing speed may be impeded.</td>
</tr>
<tr>
<td>12. Use of quieter exam room.</td>
<td>Reduces stimulation/distraction</td>
</tr>
<tr>
<td>13. Preferential classroom seating.</td>
<td>Reduces distraction</td>
</tr>
</tbody>
</table>
The student’s advisor is responsible for coordinating accommodations and should assess progress by checking-in with the affected student, his/her teachers and Health Services 2-3 times per week until the student is symptom-free.

For more information visit the Center for Disease Control’s concussion information webpage at http://www.cdc.gov/headsup/index.html and the Brain Injury Association of Vermont’s webpage at www.biavt.org.

References

Vermont Academy Return-to-Play Protocol
To be initiated once the student has been symptom-free for 24 hours and all neurocognitive testing has returned to “normal” values. No analgesic or other pain relievers should be taken at any point.

Step 1: Symptom-limited activity
- Daily activities that do not provoke symptoms
- 24 hour rest period

Step 2: Light aerobic conditioning—Stationary cycling x 10 minutes
- Target heart rate (HR): 30-40% max HR
- Additional activities: Static stretching, low difficulty balancing, light band exercises
- Duration: no more than 30 minutes
- 24 hour rest period

Step 3: Sport-specific conditioning – Treadmill/elliptical x 20 minutes
- Target HR: 40-60% max HR
- Additional activities: Body weight exercises, dynamic stretching, moderate balancing, basic agility drills
- Duration: No more than 60 minutes
- Limitations: No contact of any type including scrimmaging and/or head impact
- 24 hour rest period

Step 4: Non-Contact conditioning – Treadmill/jogging x 30 minutes
- Target HR: 60-80% max HR
- Additional activities: Complex drills, pylometrics, weight lifting, coordination/balance exercises
duration: No more than 90 minutes
- 24 hour rest period
Step 5: Full Contact Practice

- Medical clearance by MD, PA, NP required to proceed
- No intensity/duration restrictions

**If symptoms develop during any stage, a rest period of at least 24 hours will be implemented after which the last step “passed” will be repeated. If symptoms develop 2 or more times during the Return-to-Play process, further medical evaluation may be required**
Student Harassment, Hazing and Bullying

Harassment and Discrimination
It is Vermont Academy’s policy to maintain a learning and environment that is free from all forms of harassment and discrimination including sexual harassment. The School will not tolerate harassment of any kind, whether it is of a general or sexual nature, or whether it is based on specific characteristics such as a person’s age, race, sex sexual orientation or gender identity, physical, mental, or other qualified disability, HIV status, national origin, religion or creed, genetic information, or any other category protected by law. The School will not tolerate sexual or other discrimination against or harassment of employees or students by anyone, whether on school property, at school or work-related assignments, off school property, or at school-sponsored social functions or activities. Where inappropriate conduct is found, the School will act promptly to eliminate the harassing conduct and take other appropriate corrective action up to and including separation of the offender from the School.

Any form of harassment, including written or verbal harassment in the form of voice mail, electronic messaging systems, e-mail, or use of the school’s Internet or website will not be tolerated. Harassment may include easily identifiable acts of verbal, written, or physical abuse, disparaging references to members of a protected group, threats or acts of physical harm (abuse), stalking and intimidation. It may also include more subtle, but equally damaging forms of harassment such as graffiti, epithets, and remarks, slurs, taunts or "humor" that negatively stereotype individuals. No matter what form it takes, harassment of any member of this community is strictly prohibited.

It shall be a violation of this policy for any student of the School to harass another employee, or student, or other visitors or members of the School community through conduct or communications of a harassing or sexual nature as further defined in this policy. Violations of this policy will be cause for disciplinary action up to and including dismissal for students.

The School condemns and expressly prohibits sexual contact or relationships between employees and students and sexual harassment of any kind. All sexual advances or social conduct of a romantic nature between employees and students are strictly prohibited, on or off school grounds. Sexual behavior between employees and students may also include criminal ramifications and mandatory reporting pursuant to state laws. See Sexual Harassment section of this policy and refer to the Sexual Misconduct policy for specific prohibitions between students.

Any form of retaliation directed toward someone making a complaint about harassment or for participating in a harassment investigation is also prohibited.

Unlawful Discrimination: Unlawful discrimination refers to the denial of equal employment opportunities based upon an individual’s actual or perceived age, sex (including pregnancy), race, color, physical or mental disability, religion, national origin, veteran status, marital status, genetic information, or other characteristic protected by law.
**Definition of Harassment:** Harassment refers to unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, undermines and detracts from or interferes with an individual’s educational or work performance or access to School resources, or creates a hostile work environment. Examples of harassment include conduct or comments that threaten physical violence; offensive, unsolicited remarks; unwelcome gestures or physical contact; display or circulation of written materials, items or pictures degrading to any gender, racial, ethnic, religious, age, handicap or other group listed above; and verbal abuse or insults about or directed at any student, employee, or other individual, or group of students, employees or others because of their relationship in any of the groups listed above.

Any of the following acts may be viewed as harassment:
- Conduct or comments that threaten physical violence
- Offensive, unsolicited comments
- Unwelcome gestures or physical contact, including, but not limited to, threatening phone calls, texts or other forms of electronic communication
- Display or circulation of degrading printed materials or pictures
- Any action that is threatening or implies a threat

**Definition of Sexual Harassment:** Sexual harassment is a form of sex discrimination and is defined as unwelcome sexual advances, requests for sexual favors, and other physical and expressive behavior of a sexual nature where:
1. submission to such conduct is either explicitly or implicitly
2. submission to or rejection of such conduct by an individual is used as a basis for retaliation against the individual; or
3. such conduct has the purpose or effect of interfering with an individual's professional performance or educational performance or creating an intimidating, hostile, or demeaning workplace or educational environment.

The following behaviors are examples of sexually harassing behaviors. The list is not exhaustive, and students should seek advice and assistance in any circumstance in which they are made to feel uncomfortable by the behaviors of another. Some examples of harassment are:
- physical assault, including rape or any coerced or non-consensual sexual relations
- sexual advances, whether they involve physical touching or not
- touching or grabbing a sexual part of a person’s body
- touching or grabbing any part of a person’s body after that person has indicated, or it is known or reasonably should be known that physical contact is unwanted
- continuing to ask a person to socialize when that person has indicated that s/he is not interested
- continuing to write sexually suggestive notes or letters if it is known or reasonably should be known that the person does not welcome such behavior and/or the person is not of legal age
- sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments
- inquiries into one's sexual experiences or activities or discussion of one's own sexual experiences or activities
• intimidating, derogatory, provoking or suggestive remarks about an individual's sexual orientation, whether actual or implied
• sexually suggestive or degrading sounds or remarks (written, oral, or electronically displayed or transmitted), including graffiti and the spreading of sexual rumors, made to or about another student or member of the community
• the use of school technology to record, display or transmit sexually suggestive, offensive, and/or degrading material, whether received at the school or elsewhere
• the open display or transmission of sexually offensive objects, pictures, and messages.

Each student should exercise his or her own good judgment to avoid engaging in conduct that may be perceived by others as harassment.

Harassment can come from fellow students, employees, visitors, or vendors. The School will not tolerate any form of illegal discrimination or harassment. Violations of this policy, intentional or not, will not be permitted.

**Reporting Instances of Discrimination:** VA is also committed to assisting students who feel that they have been harassed or discriminated against. If students believe that they have been harassed or the subject of discrimination, they should immediately report their concern to any trusted adult, the Assistant Head of School for Student Life, the Head of School, or an Assistant Head of School. The responsibility for reporting instances of discrimination or harassment at the School rests not only with persons who reasonably believe they have been subjected to improper treatment, but also with every member of the faculty and staff who becomes aware of instances of discrimination or harassment. This means, among other things, that if any member of the School complains to any member of the faculty or staff about instances of harassment or discrimination, the person receiving the complaint should bring the complaint forward to, as appropriate, the Assistant Head of School for Student Life, the Head of School or an Assistant Head of School.

**Complaint Procedure:** When a complaint of harassment or unlawful discrimination is made by one student vs another student or staff member vs a student, VA will conduct an investigation. Complaints will be kept confidential to the extent consistent with the School's obligation to look into and remedy any harassment or discrimination. For most matters, the investigation includes an interview with the person who is making the complaint, an interview with the person alleged to have committed the harassment or discrimination and, to the extent necessary, interviews with other witnesses.

The school reserves the right in its sole discretion to separate members from the community during the investigation process.

All members of the community are expected to be truthful and cooperative in connection with a complaint investigation and to maintain confidence regarding the complaint and investigation.
Once the investigation is complete, VA will, to the extent possible, relate the results of the investigation to the student filing the complaint, their parents and to the person alleged to have committed the conduct. In the case of a student respondent, their parents will also be notified. If it is determined that inappropriate conduct occurred, the School will act promptly to eliminate the offending conduct, and where it is appropriate, will impose disciplinary or other responsive action. Students found to have committed harassment will be subject to disciplinary action up to and including suspension or dismissal, as may be deemed necessary to the situation.

It may be determined that some behaviors that are inappropriate or offensive but do not rise to the level of unlawful harassment. The School maintains the right to discipline students for inappropriate behavior that does not rise to the level of unlawful harassment.

Retaliation: The School prohibits any form of retaliation against any student or other member of the school community for filing a good faith complaint under this policy or for assisting in a complaint investigation. Any student with any question or concern whatsoever about harassment or other offensive behavior should seek the assistance of the Head of School or Assistant Head of School.
Sexual Misconduct Policy

Vermont Academy is committed to the promotion of healthy relationships between students as well as the prevention of and immediate response to any allegations of sexual misconduct.

Sexual misconduct is prohibited against any student regardless of their gender or gender identity and includes any misconduct by other students, employees or third parties as well as any misconduct occurring outside of the academic year or “off campus.”

Definitions

Sexual misconduct is defined as any sexual assault and/or harassment including but not limited to the following:

- **Sexual Assault**: nonconsensual sexual intercourse or contact.
  - Sexual contact: deliberate touching of another person’s intimate parts (including genitalia, breast, buttocks or clothing covering any of those areas) or any act which forces, coerces or intimidates the other party to touch their own or another person’s intimate parts.
  - Sexual intercourse: penetration (anal, oral or vaginal), however slight, by any body part or inanimate object.

- **Sexual exploitation**: taking non-consensual sexual advantage over another, including secret videotaping, sharing private nude pictures with third parties, knowingly exposing another person to a sexually transmitted infection (STI).

- **Dating violence**: violence by a person who has been in an intimate or romantic relationship with the victim.

- **Stalking**: course of conduct directed at a specific person that would cause a reasonable person to fear for their safety or suffer substantial emotional distress.

- **Retaliation**: intimidation, threats or other adverse action against any person reporting or participating in an investigation involving complaint of sexual misconduct.

Incapacitation is a state where an individual cannot make an informed or rational decision to engage in sexual activity because of a lack of conscious understanding of the fact, nature, or extent of the act (e.g. to understand the who, what, when, where, why or how of the sexual interaction) and/or is physically unable to do so.

Consent is a voluntary agreement to engage in sexual activity, demonstrated by words or actions freely and actively given by each party, with a reasonable person would interpret as a willingness to participate in agreed upon sexual contact.

- Consent cannot be inferred by the absence of a verbal “no.” Consent to some acts does not imply consent to others, nor does past consent to a given act imply present or future consent.
- Consent must be ongoing and can be revoked at any time.
- Being in an intimate relationship does not, in and of itself, imply consent.
• Consent cannot be obtained by threat, coercion or force. Agreement under such circumstances does not constitute consent.
• Consent cannot be obtained from someone who is under the age of consent as defined by Vermont state law.
• Someone who is incapacitated cannot effectively consent (such as when a person is incapacitated by the use of drugs, alcohol, or other medication, when a person is asleep or unconscious, or when a person has an intellectual or other disability that prevents the person from having capacity to give consent).

At no time will any employee of Vermont Academy engage in sexual conduct with a student regardless of the student’s age.

It is the responsibility of those who initiate and/or engage in sexual activity to be clear that informed, voluntary consent is given before proceeding with further sexual activity. It should be noted that ignorance of the policy noted above, or the intoxication of the respondent, will not be considered an excuse.

Mandatory Reporting
All Vermont Academy employees are mandated reporters of abuse and neglect. Reports of sexual misconduct must be made to the Vermont Department of Children and Families within 24 hours 800-649-5285 and to the Vermont State Police 800-722-4600 and local law enforcement as needed. Parents will be contacted as soon as possible.

The Academy has an institutional “Duty of Care” to end any abuse/harassment, prevent its reoccurrence and to remedy the effects. Therefore the Academy is compelled to investigate any reports of abuse or harassment independent of law enforcement investigations.

Confidentiality
Every effort will be made to protect the confidentiality of students involved in a sexual misconduct case, both victim and perpetrator. Disclosures will be limited to the extent necessary for investigation.

Procedure
Reports of sexual misconduct can be made several ways:
• Complaints may be submitted to the Harassment Team (Assistant Head of School for Student Experience, Business Office Manager, Health Services Director) or to any campus administrator either verbally or in writing.
• Third party and/or anonymous reports are allowed and should be submitted as outlined above.
• Complaints by students made to a first responder other than those outlined above should be reported immediately to the Harassment Team (HT.)
Investigation

The goals of any investigation are to timely, compassionately, equitably and thoroughly determine what happened and whether the Academy’s policies were violated by a preponderance of evidence (50% likelihood plus “a feather”).

- Initial Assessment
  - The HT responder will:
    - Assess the nature of the circumstances of the allegation;
    - Address immediate physical safety and emotional well-being of both reporting student and responding student;
    - Notify the parents/guardians of the parties (if possible include the complainant);
    - Assess for a pattern of behavior or other similar conduct by respondent;
    - Consider the complainants expressed preference for manner of resolution and any barriers to proceedings.

  - The HT responder or designee should also advise the complainant of the following:
    - The right to notify law enforcement and offer assistance in notifying law enforcement;
    - The importance in preserving any evidence;
    - The availability of on-campus and off-campus supportive resources including an advisor/supporter/professional counselor of their choice;
    - The range of interim accommodations and remedies;
    - Procedural options;
    - The policy prohibiting retaliation.

  - The HT responder or designee will notify an identified respondent of the following:
    - The allegations;
    - The availability of on campus and off-campus supportive resources including an advisor/supporter/professional counselor of their choice;
    - The applicability of interim measures as needed;
    - The investigatory process.
    - The policy prohibiting retaliation.

  - The HT responder or designee will inform and consult with the Head of School and Academy legal counsel prior to commencing a full investigation.

- An investigative plan will be developed that includes:
  - The identification of witnesses
  - Notification of parents in advance of student interviews
  - Communication and coordination with law enforcement as appropriate
  - Identification of other possible sources of evidence and determination of how such evidence will be obtained
  - Gathering of relevant policies and records
  - Consideration of computer, electronic devices, phones and physical site searches and determination, if appropriate, how/when such searches will take place
  - Identification of issues and framing of questions for interviews
• Development of a working timeline of events
  • Analysis of evidence
• Investigatory findings will be outlined in a written report that includes:
  • A summary of allegations
  • Procedural history
  • Applicable policies and procedures
  • A list of persons interviewed and documents and evidence received
  • Evidentiary standard
  • Findings of fact and credibility assessments
  • Analysis and conclusion:
    • Unfounded
    • Unable to establish a violation
    • Inconclusive
    • Substantiation of a violation
  • Recommendations
  • Any relevant attachments involving key evidence
• Parties will be given an opportunity to review the initial report (without analysis and findings) in order to identify additional witnesses or information sources; to reconcile conflicts in information; and to enhance the reliability and thoroughness of the investigation.
• Vermont Academy may appoint an external investigator at any point in asexual misconduct investigation.

Outcome
The final written report including findings and outcomes will be promptly communicated with all parties and parents.

Discipline and Remediation
Discipline will be sufficient to: abate the behavior, provide a safe and nondiscriminatory learning environment, prevent the conduct from reoccurring and will be consistent with Academy sanctions for similar misconduct and may include expulsion.