

Welcome to The Academy. If you don't know it already, this is not your average school: there are no locks on the doors, no obnoxious bells will punctuate your day, and you don't need a hall pass to go to the bathroom. Furthermore, if you have a cold, you can probably find a Kleenex; if you have a witty comment or a great idea for a dance, you're guaranteed an audience; if you need extra help with a paper or problem set, you're sure to get it.

All of this is possible because life at The Academy is organized around the idea of community; it is a place where teachers and students gather to learn together, eat together, and play together. Students and teachers at The Academy have agreed on the basic principles that govern the community; those principles are set forth in the Honor Code and you should be familiar with them, embrace them, and abide by them. You won't find a long list of "Do's" and "Don'ts" in the Honor Code, but you will find ideas about how you should treat other people and their property, how you should resolve disputes, and how you should help others uphold their commitment to the group. One long-standing tradition at The Academy is the public signing of the Honor Code by all students, faculty and staff.

Like any good constitution, the Honor Code is dynamic, not static. This means that those who are governed by it must discuss it constantly, both formally and informally; you'd be surprised at how often you can apply these principles. Once you get used to it, you'll realize that your modest little Honor Code actually outlines a way of approaching life - a philosophy, if you will. Unlike some more cumbersome philosophies, this one is really quite portable - you needn't leave it at school because it's too heavy to carry.

On the next page you'll find The Academy's mission statement. You might want to take a look at it, since it sets forth what your school community intends to accomplish and offers a blueprint of how we do it.

THE ACADEMY AT CHARLEMONT

MISSION STATEMENT

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

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

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

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

I. COMING TO SCHOOL

Calendar and Schedules

A yearly calendar covering academic, social, and cultural events for this academic year is included on the school's website. The schedule for the academic day is published and distributed each semester.

Emergency Closing Procedures

During the winter months it is sometimes necessary for The Academy to adjust its schedule to accommodate Mother Nature. If school is cancelled or delayed because of weather, an automated message system will call your house early in the morning. You can also learn about school cancellations by listening to local radio stations.

On occasion, changes in the schedule are made after students are already at school. A valiant attempt will be made to contact all families and inform them of the change. This situation could engender transportation problems, especially for those families who have to drive a long way or are unable to adjust their transportation schedules. Each family will designate the home of another student as a temporary refuge from the elements. If for any reason The Academy cannot contact the student's family, or the family cannot adjust its transportation schedule, then the student will wait for a ride at the designated location.

Attendance Policy

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

One cannot make contributions to a community or gain by one's membership in a community if one does not participate in the daily activities of that community. In short, you are expected to be in school unless you are sick, observing a religious holiday, or have prior administrative permission to be absent. Careful management of your time will keep you from becoming overtired, and will vaccinate you against the unpardonable malady commonly known as "BIGPAPERDUETOMORROW Syndrome."

If you really are sick, a parent should call the school between 7:30-8:00 AM and let us know why you're out. It really helps the office when your family remembers to do this; otherwise, a staffer will have to call your parents at home or work. If you are chronically absent, your advisor may arrange a conference with your parents in order to discuss work you missed.

At times, it may be necessary for you to miss a day of school for reasons other than illness. Such absences must be approved in advance if you want to be able to make up any work missed. You may obtain the required "permission to be absent" form in the office. After you have filled it out and a parent has signed it, get it signed by an administrator, then your teachers for that day, and then submit it to the office secretary. (See the sample form on the facing page.) Leaving for vacation early or returning late from a vacation is not an excusable absence; travel plans should be made that do not impinge on school time. The Academy tries to help seniors set up college visits without seriously damaging their academic work. Necessary absences worked out in advance with the college placement office are considered excused absences.

Tardiness is a separate issue. The school day begins at 8:00, and you should be on time to morning meeting. If you are tardy or absent on a given day, you place at risk your participation in any extracurricular activities that day. Your teammates will not be happy with you, so don't be late. In the event of an emergency or unexpected development, call the school immediately, and your tardiness may be pardoned for that day. As stated in the Transportation section, tardiness to school may result in curtailment or suspension of driving privileges.

The Academy at Charlemont
2012-2013
Planned Absence from School

_____ requests to be absent from school on

(please check one of the following)

_____ (one day) Date: ____/____/____

step

1

_____ (partial day) Date: ____/____/____ and will be in school by _____ am/pm

_____ (partial day) Date: ____/____/____ and leave school at _____ am/pm

_____ (several days) from ____/____/____ through ____/____/____

The reason for the absence is _____

step

2

Parent/Guardian **Signature:** _____

Teachers: Parental Permission has been given and the request has been approved. Homework assignments may be given and accepted for credit.

step

3

Approved by (school administrator): _____

Student: Please have your teachers initial that they have seen this form. When completed, return to the main office.

step

4

English_____ Math_____ Art_____ Music_____

History_____ Foreign_____ Studio Block_____
Language

Science_____ Latin_____ Studio Block_____

Dress Code

While we hope you will enjoy your time here, The Academy is primarily a workplace. Your wardrobe choices ought to reflect this fact. In general, most clean, neat clothing is acceptable as schooltime attire. We recognize that the clothes you wear make a statement about who you are, and we want you to be able to express yourself in this fashion (or unfashion). However, you should always keep in mind that your sartorial statements must not distract you or others from work and study. Skirts and shorts less than mid-thigh length should be worn only during athletics. Shorts, pants, and skirts must be hemmed (no "cut-offs"). Likewise, torn, frayed, or ragged clothing is inappropriate. Very pointed or sharp jewelry shouldn't be worn to school; you could hurt yourself or someone else with it.

When you go on a field trip with The Academy, you serve as a kind of ambassador to the outside world. Your pride in your school should be reflected in the way you dress; you'll want to look sharp. Jeans, while comfortable, are not the most flattering garments, so we don't wear them on field trips. Corduroys, slacks, skirts, or dresses are best for daytime wear; if your trip includes an evening outing, coats and ties or skirts and blouses may be the appropriate thing to wear. Your chaperone will help you plan your wardrobe.

We think these standards are reasonable and appropriate, so we expect you to honor them.

Transportation Information

The FRTA provides daily morning service from Greenfield and Shelburne Falls to The Academy and return in the afternoon. The school runs bus service from North Amherst through Conway, from Cummington through Plainfield, and from Northampton through Ashfield to The Academy, with afternoon return. Other routes may be offered as needed. The office will provide a handout with information on schedules, routes, costs, and policies. Whether you are riding in a carpool, bus, or an Academy vehicle, you are expected to adhere to all school rules, to be considerate of others, and to follow the instructions of your driver. It is important for you to be on time to your bus stop so you don't inconvenience others.

Student Vehicles

One of the major rites of passage in the culture at large, as well as at The Academy, is getting your driver's license. While this does increase your mobility, it also increases your responsibilities. **If you want to drive to school, you must obtain permission to do so.** The necessary forms can be found in the office. Driving a vehicle safely and responsibly is a serious business; this is especially true if you are transporting other students.

If you drive to school or school functions, you must obey all posted speed limits and traffic laws. You must not use or transport drugs or alcohol. You must not transport other students without the written consent of all families involved. Once you arrive at school, your vehicle must remain parked for the duration of the school day unless you have specific permission to use it. You must not use your vehicle for lounging or recreation during the school day, or allow others to do so. These regulations are not meant to restrict your movement unduly; The Academy has created its policy on student vehicles in an effort to ensure, as best it can, the safety of all concerned. Failure to observe these regulations, or tardiness to school, may result in curtailment or suspension of driving privileges.

II. THE SCHOOL DAY

The Schedule

There are six periods each day, and most classes at The Academy meet three or four times a week for 50-60 minutes. Studio blocks are the periods when the whole school is involved in Art and Music courses, and those take place on Tuesday and Thursday mornings. In case of a delayed opening, a revised schedule will be posted on the Ad Hoc board in the morning.

Campus Boundaries

Now that you've managed to get to school, you might as well stay there. Unapproved or inappropriate departure from the campus is forbidden; after all, you've come here to learn, not to swim in the river. The campus is bounded on the South by the berm and the East Campus driveway, on the West by the weed-grown property line, on the North by the wire fence, and on the East by the wood fence. The upper field is off limits unless you are accompanied by a faculty or staff member.

The Facilities

You have probably already noticed that The Academy buildings do not look like a lot of other schools; the walls are made of sheetrock, not cinder blocks, for example. There are posters, prints, and paintings on the walls, carpets on the floors. They look rather more like a very large house than an institution. As a result, the buildings must be handled with care and respect. Use common sense when you're in them: if you make a mess, clean it up; if you wouldn't do it at home, don't do it here; if it's not yours, don't use it. If all of us work together to keep buildings and grounds clean and neat, we will find our environment that much more attractive. We recognize that accidents happen. If you break or damage something, please inform Mr. White or another adult on campus. When enjoying the outdoors, stay away from parked cars, be watchful when crossing the driveway, and defer to any vehicles under motion. Simply put, if a vehicle is trying to enter or leave the campus, GET OUT OF THE WAY. Do not chase, hinder, or otherwise fool around with a moving vehicle.

Lockers

As noted earlier, you won't find a lock on your locker door; this is an unlocked facility because everyone's adherence to the Honor Code makes them unnecessary. To be specific, it is never permissible for you to enter another's locker, unless, of course, you have been given specific instructions to do so. After hanging up your coat and arranging your books, bring your lunch to the Common Room, and put it in your cubbie. Don't store food in your locker.

If we wanted to see how much of a mess you can make, we'd come look at your bedroom. Memorize this simple morning ritual, and follow it faithfully:

- 1) Go to your locker and hang your coat on a peg
- 2) Take your books out of your book-bag and put them in your locker
- 3) Put your book-bag in the little compartment beneath the pegs
- 4) Take your lunch with you to the Common Room

If everyone follows this procedure, the halls will be a safe and pleasant place to use.

When hanging up pictures of your pets or favorite movie star, please use tape that will not damage the painted surface when removed. In general, use "blue masking tape" instead of "scotch tape." Do not decorate the exterior of your locker. You are welcome to decorate the interior, provided that your ornaments can be easily removed at year's end.

Morning Meeting

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

Honey Bear Hut

The Honey Bear Hut is an informal but complete food service program; begun by an enterprising founding student and named for his family dog ("Honey Bear"), the HBH is currently managed by Mr. Lodi, aided by a team of volunteer students and teachers. Please arrive promptly for your work shifts so that the meal service runs smoothly. School organizations often use the facility to raise funds for their activities. Your family will be billed each month for any purchases you have made from the HBH. You may put your lunch in the refrigerator in the Common Room. You're also welcome to use the microwave there, as long as you help to keep it clean. Students are not permitted to use the HBH after 3 pm.

Food

Food and beverages may be consumed in the Common Room and outside. You may not eat or drink anywhere else without special permission. An exception is first period, when you are permitted to bring a beverage to class if your teacher doesn't mind.

Chewing gum is both unattractive and bad for the carpets and furniture. It is not permitted at any time. If you get caught chewing gum, your name is inscribed in **THE GUM BOOK**, now in its umpteenth edition. This volume is consulted whenever there is extra work to be done around the campus.

Health Services

If you feel ill during the day, you should report to the office. If you require emergency assistance, the office staff will follow directions given on your registration form whenever possible.

If you would like to confer with Mr. Laird, the school's psychological consultant, please arrange to do so through your advisor.

Unassigned Periods

The Academy is, first and foremost, an academic institution. If you are not scheduled in class, the chances are excellent that you have some research or homework to do. If you are not in class, adult supervision of your activities will be minimal or nonexistent; this is possible only because you are trusted to behave appropriately without someone looking over your shoulder all the time. In general, you are expected to behave in ways that do not endanger yourself or others, or otherwise disturb the work going on around you. During unassigned periods you may use the Common Room, the library, the computer centers (if there isn't a class in progress), an empty classroom, or the outside. Please note that the halls are not included on this little list. Labs, studios, practice rooms, offices, and the recital hall require special permission or supervision for use. The rest of the time you should be either in class or studying. Radios, iPods, cell phones, or tape players are appropriate amusement before school, at lunch, and after school. Please respect the diversity, both in age and sensibilities, of the community when choosing music to be played without headphones. If you play your music inside, kindly use headphones. Card playing and tree-climbing are not allowed at The Academy. Chess is allowed at lunch.

Computers

School computers and network systems are provided for appropriate use by students. Students who need computers for course-related work always take precedence. The Academy will inspect, monitor, and otherwise regulate individual files or uses of its work stations, networks, servers, or systems. Since many people use the school computers, and since they are often "cleaned," you should save your work to a disk or in the individual server directory provided by The Academy. For your peace of mind, be sure to make backup copies of critical documents. Loading or downloading programs, music, software, or other material onto computers without permission from Mr. Baldwin is strictly prohibited. We expect efficient, ethical, and legal use of the network resources. The school's expectations for ethical, respectful interactions, as stated in the Honor Code, apply to all computer-based communication. **Computer games and videos may be played only with permission from a faculty member.** These policies apply not only to school computers, but also to personal computers used at The Academy. Violation of any of these provisions may result in termination of computer and network privileges, denial of future access, or other consequences.

The Academy acknowledges the pervasive attractiveness of Facebook, MySpace, YouTube, and other popular sites accessible on the internet whose demonstrated utility is primarily social rather than academic. Regardless of where and when students access such sites, we expect online behavior that is consistent with The Academy's honor code, standards of conduct, and any other relevant ethical or legal standards.

Use of such sites while on The Academy's campus should be brief and rare. School computers and networks are provided for school-related work; students are allowed to bring laptops and hand-held devices to school for the same purposes. We believe that extended use of such sites while on campus is not the highest and best use of the available technology or the student's time. However, there are definitely times when a film clip needs to be accessed for class, Facebook threads can help students plan social events, and so forth. Mindful of the uneven distribution of high-speed internet access in our home communities and sensitive to the needs of students and teachers who need such access in order to use these sites, we have chosen not to block access as a matter of policy. Instead, we have set aside the library workstation as the place where students may access such sites on an occasional basis.

The Library

If you do have some research to do, you will obviously want to start in the library; the library is a place to find information, and the librarian is an information scientist, not a traffic cop. If you can't find the information you need, ask for assistance from the librarian. The library is a place for quiet study. Books are signed out for a three-week borrowing period, which may be renewed. Replacement costs for lost or missing books must be paid before you can take your exams for that term; the same is true of any textbooks lent you by the school. The table in the back of the library is for silent study only; computer use is not allowed there. The library is not intended to be a place for sleeping: see below.

Sleeping

Sleeping is something you do at home. If you are so tired you can't stay awake,

- 1) go to bed earlier;
- 2) stay home.

Telephone

From time to time it might be necessary for you to make a telephone call during the school day. You will be allowed to use the office phone only occasionally and then only at the invitation of the office staff. You may use your cell phone before school, during lunch, and after school as needed to make logistical arrangements or communicate with your family; the idea is to be present to what's going on around you and not texting with a distant friend during school time. Field trip chaperones will establish cell phone boundaries on a trip-by-trip basis. It would not be appropriate at any time to use your phone's camera or recording capacities without the express permission of those being photographed or recorded.

Visitors

If you want to bring a friend to school with you, the polite thing to do is to get permission before the visit. You may obtain permission from the academic dean or the dean of students. Don't forget to introduce your guest to your teachers. Likewise, if you are acting as a host for an admissions candidate, be sure to introduce your guest to everyone else during morning meeting.

Activities and Athletics

After-school activities and athletics are required in the fall and spring seasons for all Academy students. Fall and spring are our two outdoor seasons, and they're the ones you should use to get some vigorous exercise. During the school year, we expect you to take part in at least one competitive sport. For your "off" season, if you don't want another competitive sport, we'll provide a choice of activities, but within each there will be a component of vigorous exercise.

You may have a good reason to want to do an independent activity during one of these times. In the right circumstances you can arrange it, but there is a specific process you have to follow. The Athletic Director has all the information; get an outline of the procedure from him.

From November through March there are no after-school requirements; school ends at 3:15 for most of us. Drama, the ski and basketball teams, and occasionally some other activities do run.

Competitive games and matches are scheduled at two levels; the junior varsity (7th- 9th grades), and varsity (10th-12th grades). There are no cuts made from teams, and all team members have an opportunity to play, regardless of ability. Emphasis is placed on sportsmanship, commitment, effort, and team play. Academy teams have earned a reputation for exemplifying the true spirit of athletic contests. Particular sports are offered at The Academy for two reasons: 1) because students are interested in them, and 2) because interscholastic sports require schools to make a long-range commitment to support them. Winning is far from being everything; the ultimate goal of Academy athletics is for you to have fun while you develop a lifelong enthusiasm for athletics and exercise.

A note on uniforms - uniforms must be worn at all games. All soccer and lacrosse players are expected to wear black shorts. Jerseys are provided for all teams.

III. GETTING GOOD GRADES

Grade Scale

Your grades are important at The Academy; they will be used to approximate your success in mastering material and will figure prominently in the college admissions process. Each of your teachers uses this scale when grading your work:

A+ = 100-98	A = 97-93	A- = 92-90
B+ = 89-88	B = 87-83	B- = 82-80
C+ = 79-78	C = 77-73	C- = 72-70
D+ = 69-68	D = 67-65	F = 64-0

Course Load

We believe that students should delve into the curriculum as deeply as possible, taking advantage of the rich and varied resources available to them at The Academy. All Upper-School diploma candidates must attempt, therefore, five credits of course work each year. Exceptions to this policy will be considered by the Academic Dean on a case by case basis.

Homework

One of the keys to getting good grades is doing your homework. Contrary to popular belief, teachers do not conspire to heap mounds of work upon your heavily laden shoulders. In fact, they make a conscious effort to coordinate their assignments so that your workload is fairly even. You are free to upset this careful planning by consistently leaving everything until the last possible minute, but don't expect much sympathy. If your homework consistently takes you more than three hours per night, see your advisor. You will have some study time during the day, and it's always a good idea to get started on your homework because you're expected to complete it on schedule (even if a snow day or other such inconvenience should interfere). Each of your instructors will give you particular instructions regarding deadlines, penalties, etc.

If you miss school because of illness, you are expected to complete the work you have missed in a timely fashion. It is your responsibility to make this happen. Likewise, if you must be away when school is in session, submit a request to be absent from school to the office. It is up to you to arrange with your teachers *beforehand* how and when you will get caught up. Plane rides are great for studying.

Intellectual Honesty

Implicit in the Honor Code is an attitude toward intellectual honesty. Therefore, plagiarism in all its forms is forbidden; if you are unsure whether or not to annotate something, ask your instructor. Likewise, the use of commercial study guides or notes without expressed permission of your teacher not only inhibits your own creative and critical thinking, but it is also dishonest.

Papers

Since you will be required to type formal essays during your years at The Academy, you should learn to type. Typing tutorials and instruction programs are available online.

Exams

At the end of each semester you will take an exam in each course. The grades you receive on your exams will be used when computing your grade for each course. Your final exam grade will count for at least 15% but not more than 25% of your grade in the course. Take them seriously. For courses that run all year, you'll have a semester exam, which will contribute to your term grade. You will take the final in June.

Academic Reports

Your parents will receive a quarterly report from your teachers which will indicate your current grades and provide an anecdotal report on your progress. If at any time during the term one of your teachers thinks your parents should have an update on your work, he or she will send home a preliminary report. If your parents want to discuss your work, they are encouraged to call the school and set up an appointment with any or, if necessary, all of your teachers. Formal parent-teacher conferences are also scheduled twice per year, in November and April.

Make Up Your Mind

If you want to drop a course, you may do so without record during the first three weeks of each semester. If you withdraw after that point, it will appear on your transcript.

Academic Review

Sometimes students need a little extra help in meeting the rigorous demands of The Academy's curriculum. Earning a "D" or "F" in any course is an indication that you will need some extra help and support in order to be successful. The Academic Dean and your advisor will look at your record and recommend a course of action designed to improve your performance. Such a program might include academic probation, tutoring, increased assigned study time, restrictions on non-academic activities, or any other strategies that will help you improve the level of your work. You will be expected to meet the requirements set forth by the Academic Dean in order to remain in school.

College Placement

The Academy is a college preparatory school and accepts the responsibility of assisting you in making your college plans. The school encourages you to visit schools during the summer and vacation periods. Mr. Gay has the role of helping you identify appropriate colleges, consulting with your family, and sending out your credentials. Members of the faculty, at your request, also write letters of recommendation.

Transcripts

Official transcripts of your academic record are mailed directly to the school, college, or program to which you are applying. Unofficial copies of your transcript can be released directly to you.

IV. STUDENT LIFE

Advisors

Academy students generally seek the help, guidance, and support of individual faculty members on a case-by-case basis—depending on the issue at hand—and want to feel free to approach any adult for help. We give you that freedom. In addition, you'll be assigned an advisor, who will serve as liaison to your family and become the staff member primarily responsible for helping you set goals, resolve problems, and realize your ambitions. As a small school that values “an informal, family atmosphere,” the Academy also values the privacy of its students, families, and staff. We strive to create a climate that is free of gossip, a climate where sensitive and confidential information is handled carefully and respectfully on all occasions. Each student will be assigned to a **team** composed of students from many classes. These groups give themselves silly nicknames (like "Einstein's Atomic Slippers") and afford you an opportunity to work closely with kids you probably don't see in your classes. These teams perform daily chores together and participate in other activities during the school year.

School Meeting

One of The Academy's salient characteristics is its system of government. The School Meeting is based on the New England town meeting system, and observes many of its forms and procedures. School Meeting is a more formal session than the daily morning meeting; in School Meeting one hears the reports of the various councils, proposals for activities or policies, and often some spirited debate. This is the time for you to raise issues or make suggestions that will improve the quality of Academy life.

Student Organizations

The basic unit of student organization is the class. Your class will meet regularly to discuss matters of particular interest and to comment upon proposed activities. A member of the faculty will be assigned to be your class advisor.

Much of the responsibility for the day-to-day orchestration of student life is delegated to six councils. Each council is made up of two or more representatives from each class. A faculty member advises each council. The **Honor Council** is responsible for developing and sustaining an ongoing discussion of the Honor Code and its implications for our conduct and attitudes; when appropriate, it also acts as adjudicator in cases where violations have occurred. The **Athletic Council** is responsible for supervising equipment and playing areas during the academic day and helping maintain athletics as an integral part of the school. The **Steering Council** runs all student elections and acts as a kind of clearing house for suggested activities; it takes responsibility for planning the social calendar and making events varied and successful. The **Community Service Council** serves as a clearinghouse for community service ideas and proposals, coordinates service activities on campus and off campus, and builds enthusiasm for service learning projects. The **Sustainability Council** helps reduce our carbon footprint, coordinate work in the kitchen, develop menus, grow food, and promote healthy eating on campus and elsewhere. The **Cultural Exchange Council** is new this year and hopes to help the student body become more aware of the cultures and traditions of our international exchange students while also helping those exchange students feel comfortable in The Academy's cultures and traditions.

Each spring, the student body elects a member of the junior class who will be seated on the Board of Trustees as soon as the current **Student Representative** has graduated. You will probably want to vote for the candidate who you think can best articulate the needs and concerns of Academy students, not the one with the best tan.

Other Groups

Another group that meets throughout the year is the staff of *The GROVE*, The Academy's yearbook. If you are interested in design, photography, advertising, or editing, you might want to consider joining the staff. Other groups, both formal and informal, form and disband from time to time, depending on student interest and initiative.

Traditions

The Academy has acquired some venerable traditions. Some of them have remained constant, and others have waxed and waned, sometimes being revived, sometimes left forgotten. The one most eagerly anticipated is probably Mountain Day. This is a day when the whole school deserts the classroom and climbs a mountain instead. Another popular tradition is Polyglot, which takes place on the last school day in December. It is a day dedicated to treasure hunts, good food, and singing in many languages, which is how it got its name.

Service

Communities maintain their integrity only through the efforts of their members. The Academy has a tradition of service in the community. As individuals and as an institution, we recognize the importance of active involvement and participation. You perform service to the school when you represent it on a team, or when you wash a blackboard; you will serve the larger community when you serve a Community Meal, sing at a nursing home, or monitor the acidity of local streams. The forms that service can take are legion, but you will be asked to choose one or two ways in which you can serve others most effectively.

Field Trips

There are some field trips that occur annually, and we try to add more as programs develop. Outings also play a role in several courses. They are considered a part of your studies, and you are expected to participate in and learn from them as well as have fun while traveling to Lowell, Williamstown, Boston, or New York. Everyone needs to be helpful and cooperative on such an excursion if the group is to enjoy learning from it. If at any time the behavior or attitude of an individual threatens to impair the quality of the field trip experience, or if violations of the Honor Code occur, disciplinary action will be taken, and the parents concerned will be notified. On an overnight or longer trip the individual may, at the discretion of the chaperones, be sent home at the parents' expense.

So You Want to Learn Swahili...

If that's the case, maybe you should think about taking a term abroad. It is, after all, a big world with much to explore. We will entertain proposals for study away from The Academy in the sophomore or junior year. Proposals are due by February 1 of the year prior to your term abroad. Such petitions will be considered on a case-by-case basis, taking into account the educational value of your proposal, its feasibility, and its relationship to your studies here at The Academy. See the Academic Dean for more information.

Dances and Parties

Dances and parties are popular social occasions at The Academy. The guidelines for them have been articulated by the Steering Council; details will be worked out between the sponsoring group and the chaperones. You are encouraged to bring a guest to a dance or party, but you must fill out a guest sign-up sheet and get it to the designated faculty member before the event.

Discipline

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

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

The disciplinary responses available to staff members range from admonishment and individual conference on behavior to assignment of extra school duty or dismissal from the classroom. If a student is required to leave a

class, he or she must report immediately to the main office and remain there until meeting with the Dean of Students. Parents will be asked to become involved in changing the behavior which caused the situation.

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

We are all to a large degree members of a community, often of several communities, from which we derive support, and to which we owe our best efforts in forwarding those goals to which we subscribe in common. Every one of us must therefore understand and accept responsibility for maintaining the well being of the society in which we live. If the actions of any member of The Academy community, whether occurring on or off campus, are found to endanger or compromise the school's welfare, safety, or reputation, or impact negatively the community at large, The Academy reserves the right to take disciplinary action, including suspension or separation of that member from the school, if deemed necessary. In any case where such endangerment or compromise is considered to have occurred, the student is suspended from school, and the headmaster, after a hearing and review of the case, makes a judgment. School policy permits an appeal of that decision to a faculty Rules Committee, which is activated to re-examine the circumstances and forward to the headmaster a report containing a recommendation regarding the individual's status within the school. As a part of the process the Rules Committee will offer the individual, and his or her parents or guardian the opportunity to speak to the committee or to submit a written statement before such a report is prepared. The decision of the head after this process will be final.

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

Our entire community is concerned about the pressure placed on young people to experiment with tobacco, drugs, and alcohol. **If it is determined that any student is trafficking in drugs, dismissal from The Academy is automatic, immediate, and without appeal.** An application for reinstatement the following year may be entertained at the school's discretion. If a student is found to be involved with tobacco, drug, or alcohol use, the response is both educational and disciplinary. Such response may include: loss of privileges; required parental or medical intervention or on-going counseling; suspension from school; terms of disciplinary probation; separation from school; other actions not enumerated. The school reserves the right to require testing along with full medical and psychological evaluation when it has reason to believe a student is using tobacco, drugs, or alcohol. Failure to end the involvement may lead to separation from The Academy.

Hazing and Bullying. The Academy is required by Massachusetts law to distribute information about anti-hazing statutes to students and to implement bullying prevention measures each year. The behaviors addressed by these statutes are inconsistent with The Academy's Honor Code, to which all students subscribe as a condition of enrollment and to which they aspire.

THE HONOR CODE

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

ARTICLE I

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

ARTICLE II

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

ARTICLE III

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

ARTICLE IV

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

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THE SCOOP

**Life at The Academy at Charlemont
2010-2011**

