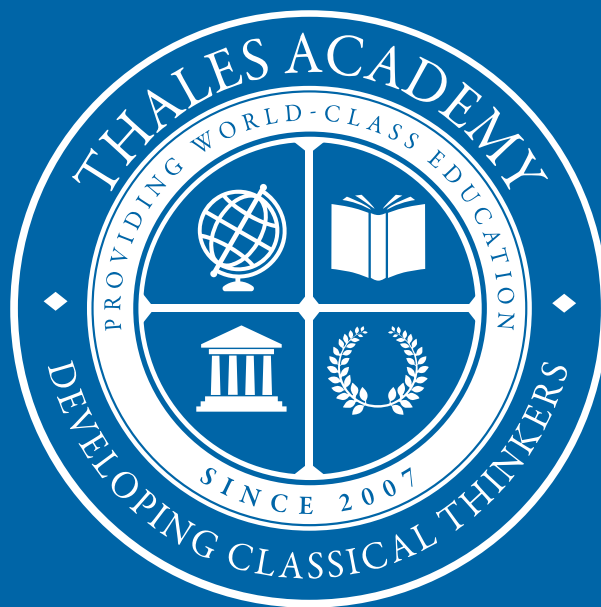


2025-2026

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**STUDENT HANDBOOK**

JUNIOR HIGH & HIGH SCHOOL

## CAMPUSES

<b>Apex K-3</b> 1177 Ambergate Station Apex, NC 27502 (919) 303-3108	<b>Apex 4-12</b> 1300 N. Salem Street Apex, NC 27502 (919) 629-4200
<b>Cary</b> 1120 Buck Jones Road Raleigh, NC 27606 (919) 234-1350	<b>Flowers Plantation</b> 65 SE Flowers Parkway Clayton, NC 27527 (984) 989-0140
<b>Franklin</b> 3835 Carothers Parkway Franklin, TN 37067 (615) 465-6919	<b>Holly Springs</b> 11244 Holly Springs New Hill Road Holly Springs, NC 27540 (919) 762-7297
<b>Knightdale</b> 525 Carolinian Avenue Knightdale, NC 27545 (919) 295-5954	<b>Pittsboro</b> 200 Vine Parkway Pittsboro, NC 27312 (919) 726-2416
<b>Raleigh</b> 8151 Town Drive Raleigh, NC 27616 (919) 882-2320	<b>Richmond</b> 14101 Center Pointe Parkway Richmond, VA 23114 (804) 495-0081
<b>Rolesville</b> 1201 Granite Falls Boulevard Rolesville, NC 27571 (919) 435-2715	<b>Wake Forest</b> 3106 Heritage Trade Drive Wake Forest, NC 27587 (919) 453-6415
<b>Waxhaw</b> 8012 New Town Road Waxhaw, NC 28173 (704) 256-5370	

## WELCOME TO THALES ACADEMY

Thales Academy is a 501(c)(3) non-profit school founded by Mr. Robert Luddy and is governed by the Thales Academy Board of Directors. Thales Academy's Board of Directors and administration look forward to providing a positive school experience for our families and students.

## MISSION

The mission of Thales (THAY-LEEZ) Academy is to provide an excellent and affordable education for students in Pre-K to 12th grades through the use of Direct Instruction and a Classical curriculum. Thales Academy embraces traditional American values and the Judeo-Christian understanding of what it means to cultivate excellence through the contemplation of truth, goodness, and beauty. Thales Academy respects the God-given freedom and human dignity of mankind and strives to help every student fulfill their potential.

Thales Academy provides a rigorous academic environment that fosters ethical behavior, critical thinking, virtuous leadership, lifelong learning, and truth-seeking with a firm foundation in cognitive, non-cognitive, and technical skills. As a result, Thales Academy students are well-prepared to succeed in higher education, career, and life while positively impacting the world around them.

## THALES FIRST PRINCIPLES

This philosophical foundation gives rise to four different course strands that permeate the curriculum of Thales Academy in general and our history curriculum in particular.

- **Natural Order:** Teach students to recognize beauty in the order of the universe and the basic principles that govern it, both in the natural realm and the human realm.
- **Human Dignity:** Teach students to preserve the dignity and uniqueness of every individual in alignment with the *imago dei* and the attendant concept of natural law.
- **Moral Philosophy:** Educate students to cultivate practical wisdom (prudence) and the ability to make moral decisions in the Judeo-Christian and Aristotelian tradition.
- **Our Intellectual Inheritance:** Recognize that as teachers and students at a classical school, we have received as our inheritance the literary and historical treasures of the Western canon.

Accordingly, we hope that our classes may encourage students to admire this intellectual inheritance and appreciate its literary works, its figures, and its ideas of human dignity, individual rights, and the pursuit of truth, beauty, and goodness.

## PAST, PRESENT, AND FUTURE

Thales Academy began in 2007 as an independent private school. Since then, we have expanded to encompass multiple campuses serving Pre-K through 12th Grade. We have several additional campuses under development. The future of Thales Academy is just beginning, and we are glad you have chosen to grow with us.

## INTRODUCTION

This handbook is provided to present an overview of the policies, regulations, and procedures followed at Thales Academy. Its purpose is to provide guidance and set goals for our school community, including students, **parents**/guardians, staff, and administration. It is not intended to restrict or hinder in any way the authority of the campus administration, teachers, or staff to make such rules, not inconsistent with this code, as they are authorized by law to make for the operation of their school or classes.

The Board of Directors encourages and supports the right of the Head of School of each campus to employ a variety of disciplinary actions. These may include, but are not limited to: confiscation of or restricted access to school-issued devices or equipment; out-of-school suspension; exclusion from school events and activities; dismissal or expulsion from Thales Academy; or any other action deemed necessary and appropriate.

Nothing in this handbook shall be construed as creating a contract between or among any stakeholders at Thales Academy. Thales Academy reserves the right to unilaterally change the provisions of this handbook at any time.

## **ORGANIZATIONAL PATTERN AND CURRICULUM**

Thales Academy's time-proven curriculum of liberal arts and sciences – centered on reading, writing and arithmetic – develops a child's critical thinking skills. This classically-oriented curriculum is enhanced by Direct Instruction in grades Pre-K–5 and the Socratic Method in grades 6–12.

## **ADMISSIONS AND ENROLLMENT**

Thales Academy has a carefully designed admissions process to determine if Thales Academy is the best fit for all students to meet their highest potential. Thales Academy requests that all parents/guardians involved in the admissions process honor any and all admissions deadlines as Thales Academy works to uphold the quality and integrity of our admissions process.

The Thales Academy admissions process operates on a first-come, first-served basis. Admissions priority may be given to siblings of currently enrolled students. Timely submission of all applicant materials is required. Materials required for submission as part of an admissions application vary by grade and may include any or all of the following:

- A completed Admissions Application with an application fee. The current application fee is listed on the "Apply Now" page of the Thales Academy website;
- A copy of the applicant's birth certificate;
- Previous school records;
- Confidential student evaluation(s) completed by the applicant's current teacher(s);
- Recent report card(s) for the applicant.

Thales Academy accepts applications beginning in early fall for the subsequent school year. The exact date of application availability will be determined and disseminated by the admissions office. Mid-year applications are considered on a case-by-case basis based on the best interest of each applicant.

All newly enrolled Thales Academy students are subject to enrollment review within the first 30 days of enrollment. While Thales Academy makes every effort to support the needs of each child, if, in the judgment of the campus Head of School and after exhaustive review, a conclusion has been reached that the student is unlikely to successfully meet his or her potential at Thales Academy, the Head of School may request the student's withdrawal from Thales Academy or may inform the parent/guardian that the student may no longer remain enrolled at Thales Academy. Such determinations are deemed final and not eligible for further reconsideration.

**NON-DISCRIMINATION STATEMENT**

Thales Academy admits students of any race, color, national and ethnic origin, religion, and sex to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, age, or mental or physical disability in the school. It does not discriminate on the basis of race, color, national and ethnic origin, religion, sex, age, or physical or mental disability in administration of its educational policies, and athletic and other school-administered programs. Any violation of this policy should be reported to Human Resources.

Thales Academy makes reasonable accommodations for children with physical disabilities. Requests for accommodation should be directed to the Head of School.

While the school does not provide Individual Education Plans (IEPs), Thales Academy believes a great number of children labeled as slow learners or learning disabled can achieve toward their potential in the program. However, Thales Academy does not have the personnel or the facilities to effectively address the needs of children who have emotional or behavioral problems or who have learning disabilities that require special programs.

**JUDEO-CHRISTIAN VALUES**

Thales Academy affirms the Judeo-Christian tradition as it relates to the development of ethical thought, Western civilization, the problems of the human condition, and the nature of the good life. From this tradition, we draw our convictions about the human person as a creature of dignity and worthy of respect. We understand each human being to be made male or female and endowed with rationality, which enables us to view people as the most significant resource for positive change.

Although Thales Academy does not align with any specific denomination or branch within a religious tradition, our curriculum, instruction, and educational philosophy are shaped by the Judeo-Christian worldview.

**TUITION, FEES, AND SCHOLARSHIPS**

For specific fee amounts, please see current tuition and fees on our website.

Thales Academy families make tuition payments through Blackbaud Tuition Management, the school's tuition management system.

Thales Academy encourages all families residing in North Carolina and enrolled at a Thales Academy campus located in North Carolina to apply for the North Carolina Opportunity Scholarship, which provides financial assistance from the State of North Carolina to students enrolled in kindergarten through 12th grade at eligible private schools. Further information is available from the North Carolina State Education Assistance Authority website at [ncseaa.org](http://ncseaa.org).

The Luddy Schools Scholarship Fund may provide tuition assistance to students in need. The community at large holds a special responsibility to help children achieve their potential as responsible, compassionate citizens. Members of the community accomplish this by providing material support to families. Thales Academy invites charitable community friends to contribute to the Luddy Schools Scholarship Fund. Tax-deductible grants for tuition scholarships may be given in honor of persons or organizations, on the approval of the Thales Academy Board of Directors.

If ineligible or not approved for an Opportunity Scholarship award, Thales Academy students in kindergarten through 12th grade may apply for need-based scholarships through the school's financial aid services vendor, Blackbaud Financial Aid Management. Information on the application process may be obtained from the campus Head of School. Students must be accepted through the admissions process before applying for financial assistance.

Students who are awarded a North Carolina Opportunity Scholarship are not eligible for any additional scholarships awarded by Thales Academy. Students who receive any tuition assistance from any source are not eligible for any tuition discounts.

## ACADEMIC POLICIES

### SCHOOL HOURS

School hours for each campus can be found on the website.

### GRADING

Students are evaluated on personal/social growth, work habits, and material outlined in the Thales Academy Classical Curriculum. Progress is evaluated on the following scale:

- A: 100–90
- B: 89–80
- C: 79–70
- D: 69–60
- F: 59–0

The highest grade a student can earn is 100.

### MID-QUARTER CHECKS AND REPORT CARDS

Mid-Quarter Checks are given four times per year at the midpoint of each quarter. Report cards are given four times per year at the end of each quarter. Please refer to your onRecord account to print copies of these records if needed.

### PHILOSOPHY OF HOMEWORK

Thales Academy believes that homework is an essential and integral part of every student's total education program. Through homework, classroom instructions are reinforced, high expectations are supported, students are motivated toward self-direction, and the relationship of the school and home in the learning process are strengthened. Accordingly, classroom teachers will require assigned homework upon the objectives and guidelines, which follow:

- To serve as an extension of the learning process
- To reinforce skills taught through practical application
- To improve study skills and work habits
- To develop self-discipline and a sense of responsibility

- To enhance home/school communication by providing the parents/guardians with the opportunity to monitor their child's progress on a regular basis

### HOMEWORK HINTS

Parental assistance in monitoring homework and home study can greatly benefit both students and teachers in their mutual task of learning/teaching. Some suggestions which parents/guardians may find helpful are offered below:

- Schedule daily study times in a quiet, well-lit location.
- Talk to your child about his/her school activities every day.
- Keep a supply of paper, pencils, and other materials in the study area, as well as access to dictionaries and encyclopedias.
- Establish a daily routine to check your child's completed homework.
- Children should be encouraged to seek help from parents/guardians if they are having trouble understanding an assignment. However, once areas of confusion are addressed, children derive the most benefit from the task if they complete assignments on their own.
- Parents/guardians and students should access Canvas daily to see assignments and projects.
- Encourage children to take pride in what they accomplish to help instill a positive approach to homework and home study assignments.
- Homework should be a reflection of the student's ability and no one else's work.

### ACCESSING GRADES VIA CANVAS

All grades use Canvas to inform parents/guardians of progress and assignments. The school provides Canvas access prior to the start of the school year. Parents/guardians may then access Canvas via the internet. All students are also issued a password and can access Canvas using their school-issued email address.

### MAKE-UP WORK POLICY

- **Due to Excused Absences:** Students have one day for each day absent to complete missed work (not counting weekends).
- **Due to Unexcused Absences:** students are expected to keep up with missed assignments and return to school with work completed. Families must inform each teacher in advance and collect any missed work that is available from each teacher. If the work is not available in advance, the student is responsible to check Canvas and email his/her teachers about what work was missed. All work is due immediately upon the student's return.
- **Excessive Tardies/Early Departures in Same Class:** 7 tardies or early departures in the same class in a semester will remove the privilege for a student to make up work missed due to future tardies or early departures in that class unless an exception is approved for documented medical reasons by the Head of School.

Schoolwork will be made up under the following conditions:

- If the absence is approved in advance and/or if the work is assigned by the teacher in advance, all make-up work, including tests assigned for the day of return, is due upon the student's return to school.
- If the make-up work has not been assigned in advance, the student will have one (1) day for each day absent to complete the missed work.
- If absences are resulting from an out-of-school suspension then the work will be assigned during the suspension. When the student has completed serving his/her suspension they must bring all completed work in to be readmitted to the school. Students will not be readmitted if the work is not completed during the suspension.

### **LATE WORK POLICY: GRADES 6–12**

Work turned in one day late will receive a maximum grade of 80%. Work turned in two days late or more will receive a maximum grade of 50%. Students have three (3) school days from the due date of an assignment to turn it in for credit. After three days, it will become a permanent zero. Teachers are encouraged to contact parents/guardians via phone and/or email when a child is missing multiple assignments.

### **EXTRA CREDIT**

Opportunities for students to receive extra credit are left to the discretion of the teacher. Providing extra credit is not endorsed by the school.

### **CRITERIA TO PLACE ABOVE GRADE LEVEL IN MATH**

Performing at a 95 or above in current math level. *This applies to students who are on grade level and one grade level above.*

- Score of 90% or higher on placement test
- Strong organizational skills
- Parental support

### **PROMOTION REQUIREMENTS: GRADES 6–12:**

Students must meet local academic requirements, accountability standards if applicable to his/her grade level, and attendance standards (see Attendance Policy) in order to be promoted.

**Promotion Procedure: Grades 6–8** In order to be promoted from grade six to grade seven, grade seven to grade eight, and grade eight to grade nine, the student must have a passing final grade (60% or higher) in all core classes and Physical Education & Health. Appropriate progress in elective areas will also be considered.



**Promotion Procedure: Grades 9–12** In order to be promoted from grade nine to grade ten, grade ten to grade eleven, and grade eleven to grade twelve, the student must receive at least 7 credit hours per year. To do so, the student must have a passing final grade (60% or higher) in all core subjects and all electives.

### **Consequences for Failing a Course**

Thales Academy requires each student to have a passing grade in all courses of study if that student is to be promoted from one grade to the next. Thales Academy does not provide summer school opportunities to recover credit. Therefore, students who fail a course will be asked to repeat the grade level.

### **Promotion Procedure: Graduation Requirements**

In order to qualify as a candidate for graduation, students in grade twelve must have a passing final grade (60% or higher) throughout all four years of high school in: History; Literature; Math; Science; Humane Letters; Physical Education; Industrial & Vocational Arts; Foreign Language; and Electives (see below for listing of total credits required for graduation). In addition, all seniors must research, write, and defend an original senior thesis prior to graduation.

- Literature: 4 credits
- Math: 4 credits
- Humane Letters: 3 credits
- Science: 4 credits
- History: 4 credits
- Foreign Language: 3 credits
- Physical Education, Industrial Arts, Vocational Arts: 1 credit
- Electives: 4 credits

If retention of a student appears likely, appropriate notification will be given to the parent/guardian of the student.

## **STANDARDIZED TESTING INFORMATION**

### **PSAT (Grades 8–11)**

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is an important first step toward college admission. Test results and their accompanying analysis are valuable tools that can help prepare students for the SAT and education opportunities beyond high school.

### **CLT (Grades 6–11)**

The Classic Learning Test (CLT) will be administered to all students in grades 6–11. The CLT suite of assessments provide a highly accurate and rigorous measure of reasoning, aptitude, and academic formation for students from diverse educational backgrounds. The CLT also provides colleges and secondary schools with detailed information about student learning trends to facilitate decisions about admissions, curricula, and instruction.

## FAMILY AND SCHOOL COMMUNICATION

Communication between parents/guardians, students, teachers, and Heads of School is key to ensuring everyone can work together in the best interest of the student. In a continuing effort to increase effective communication, we ask that everyone use the following contact list and procedure listed below when addressing questions or concerns.

Contact the classroom teacher directly for the following:

- Student progress
- Classroom management/discipline
- Field trips
- Grades
- Projects and Assignments
- Conferences
- Curriculum questions
- Attendance

**Please note:** Teachers should be your first line of contact for classroom questions and concerns. As professionals, they will work with you to address your concerns in a timely manner. If you contact an Head of School prior to contacting the teacher, you will be redirected to the teacher. Any questions not answered by the classroom teacher may be directed to the Head of School.

Contact the school office for the following:

- School schedule
- Volunteer program/Background Checks
- Lunch program
- Student records
- School programs (after-school programs, etc.)

### CONFERENCES

"Parent-teacher conferences" are a very important contact between home and school. Conferences are offered formally once a year. Should parents/guardians wish to schedule a conference with a teacher, they should contact the teacher directly. Please do not drop in during the school day for a conference, as teachers and Heads of School have student responsibilities during this time.

### AGENDAS/PLANNERS

Thales Academy will provide agendas to junior high students. High school students are encouraged to determine their own way of organizing their assignments and assessments.

**FRIDAY FOLDERS**

Thales Academy will not provide Friday Folders to junior high and high school students. Teachers will distribute all graded papers in class, and school news will be shared with parents/guardians in our weekly newsletter.

**ATTENDANCE POLICY**

*"If you are early, you are on time. If you are on time, you are late."*

The habit of showing up early—for class, practice, a meeting, the school day, work—demonstrates respect for everyone else's time. Our curriculum is detailed and fast-paced at Thales Academy, so even one part of a class missed can put a student behind. Thus, to help our students find success, we are strict on attendance at Thales Academy.

**ATTENDANCE OVERVIEW**

Teach your child that success starts with showing up by helping them arrive early, attend every day, and stay all day. Furthermore, set the example yourself—don't make excuses or condone skipping school. Limit absences to sickness, family emergencies, and bereavement leave, and try to schedule appointments outside of the school day or over track out.

Regular school attendance is of paramount importance in the educational process. A pattern of absenteeism and/or tardiness can rapidly have a significant, negative impact on a student's ability to learn and grow. In order to achieve optimal student outcomes, and accounting for the central role daily attendance plays in the cumulative curriculum at Thales Academy, the Thales Academy Board of Directors has established our attendance policy in alignment with state compulsory school attendance laws.

**ATTENDANCE POLICY**

Any of these instances will cause a student's enrollment to be placed under review, and the student may be subject to removal from Thales Academy.

**Per School Year:**

- 5 Unexcused Absences
- 10 Total Absences (of any type)
- 12 Tardies/Early Departures

When a student reaches any of the benchmarks above, the student's enrollment will be placed under review, and an attendance contract will be issued (see Attendance Contract Template on the website). Failure to adhere to the contract will result in the student's enrollment being terminated.

Notes: Excused Absences are granted ONLY for documented illness, injury, or death in the immediate family. Written documentation in the form of a doctor's note or a note from the student's parent/guardian must be submitted to the Office Manager within 24-hours of the absence to count as an excused absence. We highly recommend getting a doctor's note whenever possible.

All other absences will be counted as Unexcused Absences (including any absences that could be defined as excused but lack the required written documentation submitted to the Office Manager within 24-hours of the absence). Suspensions also count as unexcused absences.

Tardies/early departures will be counted in total regardless of reason, with no excused or unexcused differentiation. Students will be marked tardy if they are not inside the building by the end of the morning carpool time listed on the campus bell schedule.

**Additional Notes:**

- Absences should be reserved for medical emergencies, sickness, or death in the family.
- Families should use the four track outs during the year to schedule non-urgent medical appointments, vacations, trips, and celebrations.
- Family vacations, travel, educational enrichment activities, sports programs, or any other non-school-related activity during the academic year, including religious observances and scheduled non-urgent medical appointments (doctor checkups, dentist appointments, etc.) are all considered unexcused absences.
- The Head of School may, but is not obligated to, provide a one-time excessive absenteeism exception per student in the instance of a documented case of illness if the student has satisfactorily maintained their work for the duration of absence.
- 7 unexcused tardies or early departures in the same class in a semester will remove the privilege for a student to make up work missed due to future tardies or early departures in that class unless an exception is approved for medical reasons by the Head of School.

## ILLNESS

Regular school attendance is expected. However, if the student is ill, he or she should not be permitted to attend school. Please do not send your child to school in the morning if:

- A fever of 100 °F or higher is present
- Vomiting or diarrhea is present
- There is evidence of a severe head cold, persistent cough or sore throat
- There is evidence of a suspicious skin rash or other contagious condition (e.g. pink eye)

Students must be symptom free for 24 hours prior to returning to school.

The school should be notified if your child has a contagious disease including, but not limited to, chickenpox, pinkeye, impetigo, or pediculosis (head lice).

Students who were absent from school on a given day due to illness are not permitted to attend any school functions on that day, including after school clubs, performances, events, athletic practices or games, or any other school activities. Students who leave school early due to illness are not permitted to attend school functions for the remainder of that day.

## PROLONGED ABSENCES

Any student absent more than 10 days in a row without contacting the school will be automatically withdrawn from Thales Academy in accordance with school attendance laws. A conference with the Head of School will be required to determine if the student may return to school.

**ADMINISTERING MEDICATION**

When an illness is serious enough to warrant the administration of medication, the parent or guardian should attempt to administer the medication before or after school hours. If it becomes necessary for a parent/guardian to send prescribed medication to school with a child, the medication should be sent in a sealed container and must be labeled with:

- The child's name and grade
- The name of the medication
- The amount of the medication to be taken
- The time the child is to take the medication

Medication must be sent in the original bottle, and a Medical Authorization form should be completed. Please note: A note from the physician may be required.

**BEHAVIORAL INTERVENTION**

At Thales Academy, we are committed to fostering an educational environment that is conducive to academic and personal development of our students. If there is a concern that a student has attempted or is planning to conduct self-harm, school administration will contact the child's legal guardian within a reasonable time after the school receives notice. All reports of suicidal thoughts or threats of which school administration becomes aware will result in a child being sent home from school to seek the appropriate professional care, unless at the discretion of school personnel it is necessary to obtain medical treatment or contact law enforcement. School administration for the purposes of this policy includes the Head of School, assistant Head of School, or any other member of the school faculty or staff. Thales Academy will ask caregivers to sign a form to indicate that relevant information has been provided to the family. The student will only be released to a parent/guardian, law enforcement officials, or emergency medical staff if a suicidal threat is made.

The National Suicide Prevention Lifeline is 1-800-273-TALK (8255).

## STUDENT HEALTH POLICY

**VISITING THE SCHOOL OFFICE FOR ILLNESS/INJURY**

We do not have a school nurse on staff at Thales Academy. As a result, students who are ill or injured are brought to the office to call home. Beyond basic first aid for injuries (washing cuts with soap and water, providing Band-Aids), we cannot provide any other care. Students sent to the office for illness/injury will be instructed to call their parents/guardians. In cases of medical emergency, 911 will be called as well as parents/guardians.

**IMMUNIZATIONS**

Law requires a record of immunizations or medical/religious exemption documentation within 30 days of enrollment for all students. Failure to provide a complete immunization record within that time will result in the student being suspended from school until such time as the immunizations are complete, or a schedule for completion of the required immunizations, authorized by a physician, is presented to the school.

**PEDICULOSIS (HEAD LICE)**

Students who are diagnosed by school personnel as being carriers of lice and/or nits (eggs) must be removed from the school and properly treated. The student must be completely free of any nits or lice before reentry to the school can be allowed. If a student is diagnosed with pediculosis, the parent/guardian will be notified and given instructions as to proper methods of treatment and procedures for reentry of the student.

**STUDENTS WITH ALLERGIES**

If your child has a severe allergy to food or other products, it is important that you complete an allergy plan each school year and provide a copy to the office. Medications or treatments for such allergies may be kept in the office as well along with the student's allergy plan. An Allergy Action Plan/Allergy Alert Form can be found in the front office.

**PEANUT AND TREE NUT POLICY**

Thales Academy campuses are NOT peanut free. We do not restrict peanut products; however, please know that every effort is made to alert all adults and children in the classrooms and throughout the buildings of peanut allergies.

**TELEPHONE USE**

There is no public telephone at Thales Academy. Therefore, telephone calls by the students are not permitted unless permission is given. Telephone calls will be made by school personnel in case of an emergency. Students may use the phone in the office as needed to contact parents/guardians during the school day. Please do not call your child during the school day. Except in cases of emergency, we will not be able to call your child out of class to speak via phone. You are welcome to leave a message for your child to call you back later in the day should it be necessary.

## DRESS CODE

School uniforms are required for all students attending Thales Academy. Uniforms are to be worn at all times. All uniforms are to be neat, clean, and in good condition. Clothing must meet the following criteria or students will be required to contact their parents/guardians for a change of clothing.

**BOTTOMS****Pants, Shorts, Skirts, and Skorts**

**Color:** Khaki or Navy Blue

**Style & Length:** Shorts & skirts/skorts: Dress-style, knee-length (at the knee); Pants: Dress-style, full-length, straight-leg

No cargo-style, capri-style, knit, stretch, denim, or corduroy material allowed. Pants must be straight-leg style only—No wide leg, skinny, boot cut, flare, etc.

Skirts must be worn with bike or knit shorts or tights (white or navy only) underneath; no leggings.

All garments must be free of holes, rips, and/or tears.

Belts must be worn with pants, shorts, skirts, or skorts if they have belt loops. Belts must be brown or black in color, and cannot be embellished with decorations.

### SHIRTS, SWEATERS, FLEECE

**Inside:** Jackets and sweatshirts with hoods and crewneck sweatshirts are not compliant with the dress code. No hoods are allowed in the building.

The following items are acceptable in the building:

- Collared shirts: Long sleeve or short sleeve. Polo style. Colors are solid navy blue, red, light blue, hunter green, or maize yellow.
- High school students may also wear white.
- Oxford shirts are allowed to be worn for high school students.
- Pullover sweater, sweater vest, or cardigan: Crewneck or v-neck in solid navy blue, red, light blue, hunter green, or maize yellow.
- High School students may also wear white.
- Fleece pullovers, fleece vests, or fleece jackets are acceptable in solid navy blue, red, light blue, hunter green, white or maize yellow.
- No graphics or prominent logos permitted.
- A collared uniform shirt must be worn under all sweaters and fleeces.
- Sweatshirt fabric not allowed.
- Undergarments must not be visible when students are in uniform.
- Shirts must be properly buttoned and must be tucked in at all times. If it is not long enough to stay tucked in, it is not an appropriate shirt. No deep V-necks or plunging necklines
- Shirts should be free of graphics, emblems, or designs such as Polo, Under Armor.
- Students must wear a uniform shirt under all sweaters and fleeces.

**Outside:** Other outerwear may be worn outside of the school building only but may not contain inappropriate text or symbols

### FOOTWEAR

All shoes must be closed-toed.

**Allowed:** Low-top tennis shoes (no high tops; no bright neon-colors; no character-themed)

Close-toed, solid brown, black, or navy dress flats/shoes

**Prohibited:** High top sneakers; Heels; Boots; Ugg-style shoes; Sandals; Clogs; Flip-flops; Sport Slides; Crocs; Mules; Heelys or other wheeled shoes; Blinking; light-up; or noise-making shoes; Shoe charm; Shoe sequins/gems; Socks above ankle-length; Leg warmers; Leggings

**Socks:** Socks must be solid color of white, gray, black, or navy blue only and be ankle-length.

**Tights:** Tights must be solid color of white or navy and are only allowed to be worn under skirts or skorts.

Leggings are not allowed in grades 6–12.

**ACCESSORIES****Belts**

Belts may be worn in solid black or brown and are required to be worn with any bottoms that have belt loops. Belt buckles should not be excessively large or gaudy and should not contain inappropriate text or symbols.

**Piercings/Jewelry**

Girls may wear small earrings only; earrings should not contain inappropriate text or symbols. Boys may not wear earrings. No facial piercings.

No heavy chains or necklaces allowed.

No smart watches, Fitbits, or other watch-style smart devices.

All jewelry/watches/belt buckles should not be excessively large or gaudy and should not contain inappropriate text or symbols.

**Make-Up**

Make-up should not be heavy. Temporary and/or permanent tattoos, and face/body glitter are not allowed. Nail polish, if worn, should be in natural colors only.

**Hair**

Student hair should not be colored, highlighted, tinted and/or dyed hair in unnatural colors or have faux hawks. Boys' hair length should be clean cut and above the collar. Boys are required to be clean shaven. No Fairy Hair.

**Hair Accessories:**

Headbands, hair bows, and other hair accessories should be solid in color and not include any glitter, sparkles, gems, charms, or character-themes; no neon- or metallic-colored hair accessories. All hair accessories should not be excessively large or gaudy and should not contain inappropriate text or symbols.

**Hats and Head Gear**

Hats, bandanas, or other head coverings are not allowed to be worn inside of the buildings.

**OTHER NOTES REGARDING DRESS CODE**

- Shirts are to be tucked in at all times.
- Bike or knit shorts are to be worn under skirts.
- No coats, hoodies, jackets, sweatshirts, or non-uniform sweaters/fleeces may be worn in the classroom.
- Undergarments must not be visible when students are in uniform.
- Shirts must be properly buttoned and must be tucked.
- No deep V-necks or plunging necklines may be worn.
- Undershirts, camisoles included, should be white and/or match school colors and should be tucked in appropriately. Boys' undershirts should be t-shirt style only.



- **Outside:** Other outerwear may be worn outside of the school building only but may not contain inappropriate text or symbols.
- **Backpacks:** Wheeled backpacks are prohibited.
- Articles of clothing or accessories not detailed or listed in this section will be considered not in compliance with the dress code.
- School administration makes the final decision on the acceptability of items in reference to dress code. All decisions are final and are not subject to appeal.

### SCHOOL GYM UNIFORMS AND PE CLASSES

Students at our K–8 campuses wear their school uniforms for PE class. Students at our other campuses must dress out for PE and are required to wear a specific gym uniform consisting of navy shorts and a Thales Academy PE t-shirt (your campus will provide information for ordering your PE uniform if it is required at your campus).

All students should have their name written clearly on each article of clothing. It is recommended that this be placed inside the collar of the shirt and on the tag of the shorts.

### DRESS-DOWN POLICY

Thales Academy holds special “spirit days” where students and teachers may wear attire outside of the normal dress code. On spirit days, students may wear a spirit t-shirt with uniform bottoms. These days are announced in advance and typically fall on the last Friday of each month/quarter and field trips. Heads of school will notify students about specific days. The spirit shirts must be Thales approved spirit wear from our campus store or an approved club t-shirt. No hoodies are allowed on spirit days. Shirts must be tucked in at all times. As a campus we will host one spirit week each year for homecoming. All Thales Academy students’ attire every day should reflect that you are a representative of Thales Academy.

**Student Athletes:** Game day dress requirements will be consistent through all Thales Academy Athletic teams. Students may wear game jerseys and uniform bottoms on home and away game days. Jerseys must be tucked in at all times.

### DRESS CODE VIOLATIONS & ENFORCEMENT

All Thales Academy team members have been assigned the responsibility to uphold the dress code.

Articles of clothing or accessories not detailed or listed in this section will be considered not in compliance with the dress code.

Students may be reported and sent to the front office for dress code violations by any Thales Academy team member, even if it is not his or her student, and for any dress code violation, including untucked shirts and rolled-up shorts/skirts/skorts.

The Office Manager will confirm details with the reporting Thales Academy team member and issue consequences (see below for list of consequences). (Students may be required to wait in the instance of a busy front office.)

All Thales Academy team members are trained to show prudent judgment that upholds our school's official policies and values, and their decisions to report any students for violations will be final and not subject to appeal without requiring any additional review from Heads of Schools or Leadership.

School administration makes the final decision on the acceptability of items in reference to dress code. All decisions are final and are not subject to appeal.

### DRESS CODE VIOLATION CONSEQUENCES

- **First Offense:** An official written warning will be recorded and shared. If the dress code violation requires a change of clothes to comply, a parent/guardian will be contacted to bring an appropriate change of clothing for the student before the student may return to class.
- **Second Offense:** 1 day suspension
- **Third Offense:** 3 day suspension and student's enrollment put under review

### UNIFORM RETAILER GUIDELINES

Families are welcome to purchase students' daily uniforms at any retailer they choose, as long as uniforms are in compliance with our dress code policies. (We have also arranged uniform stores with Lands' End, if preferred.) Please note that all students must purchase PE uniforms and spirit wear directly from their campus online stores; more information will be provided by your campus.

## STUDENT LIFE

### FIELD TRIPS

Teachers may plan field trips from time to time during the school year to enhance the curriculum within the classroom. Parents/guardians will be notified of these trips in advance.

- All children must have written permission to go on field trips PRIOR to leaving campus.
- Once a fee is paid for the field trip in Blackbaud Tuition Management, it will not be refunded. This is necessary because the school will be obligated to cover the cost of tickets, transportation, etc.
- No child will be denied access to a field trip because of an inability to pay. Please contact your child's teacher in such cases.
- Chaperones should not bring any siblings on field trips.
- School uniforms are required on all field trips unless otherwise noted by the teacher.
- Chaperones are required to have a school background check before attending a field trip, and must also give the homeroom teacher a copy of their license and insurance information when driving on school field trips, prior to the event. Chaperones shall not drive a vehicle with only one minor child (unless it is their own child) without the presence of another adult. They may drive multiple minor children.
- Children who choose not to attend a field trip and stay home will be coded as absent.

### LOCKERS

Lockers are assigned to students as a privilege. Lockers will not be locked by students. Students are expected to keep lockers and the surrounding hallway area neat and orderly. Please note: Stickers and/or permanent markings are not permitted on lockers. School administration has the right to search lockers and revoke locker privileges at any time.

**SCHOOL DANCES**

Dances are held periodically throughout the year. Dances are meant to be fun activities for students; however, adherence to basic school rules is expected. Dress for dances will vary, but the standard expectation is that students will attend wearing age-appropriate clothing that is modest in nature. Students must be picked up promptly from dances or may be prohibited from attending future dances without a parent/guardian present.

**ON-CAMPUS EVENTS ATTENDEE ATTIRE POLICY**

All events held on school grounds are subject to the same rules and regulations held by the school during the regular school day, regardless of time of day and the inclusion of non-student attendees. These events include, but are not limited to, sporting events, theater performances, concerts, school pictures that do not require a uniform, curriculum night, open houses, etc.

In the pursuit of maintaining a virtuous and professional environment on campus at all times, we ask all attendees, students and non-students/ children and adults alike, to uphold the following standards of attire at all on-campus events. Those who do not comply with these standards may be asked to change and/or leave the event. Repeat offenders may be permanently expelled from our campuses.

NOTE: During school hours and at any on-campus before/after school care, Thales Academy students, faculty, and staff must follow our school day uniform standards unless otherwise notified by administration. The below standards apply to guests at events held on campus during the school day as well as all attendees (including Thales Academy students, faculty, and staff) at events held on campus outside of the school day.

**ON-CAMPUS EVENTS ATTENDEE ATTIRE STANDARDS****ALL EVENTS:**

- Shoes must be worn at all times while on campus.
- Bags containing valuable items should not be left unattended.
- Hats, bandanas, or other head coverings are not allowed to be worn inside of the buildings. Exception: Baseball-style caps may be worn inside at sporting events.
- Prohibited at all times:
  - Any attire that displays or implies inappropriate or offensive text, language, messages, or symbols
  - Low necklines, strapless tops, spaghetti strap tops, bare midriffs, sheer cutouts, open-back tops, pajama pants, and overly tight clothing
  - Visible undergarments, undergarments worn as an outer garment, clothing resembling undergarments, or any see-through clothing
  - Overly sagging or ripped pants or shorts
  - Shirts or tops with holes or rips in them
  - Wheeled shoes or noise-making shoes
  - Slippers
  - Fishnet material

- Shoes with heels higher than 3 inches
- Pants chains
- Heavy chain necklaces
- Heavy makeup for minors/teens
- Specific Attire Guidelines:
- Shorts, skirts, dresses, and skorts must be no shorter than the wearer's fingertips with both arms and hands extended straight by the wearer's sides.
- When leggings, yoga pants, bike shorts, or similar are worn, a top that covers the waistband must also be worn.

**PROFESSIONAL/FORMAL EVENTS (CONCERTS, PLAYS, SPEAKERS, CEREMONIES, DEBATES, PRESENTATIONS, ETC.):**

Some of our on-campus events are intended to be more professional or formal by design (e.g., concerts, plays, speakers, ceremonies, debates, presentations, etc.), and we ask all attendees to contribute to the appropriate environment at these events by dressing in a more professional or formal manner. For these events, the following additional attendee attire standards apply:

- Males should wear a collared shirt with short or long sleeves. Sweaters, blazers, and neckties are optional unless otherwise requested for participants of a particular event.
- Shorts, skirts, dresses, and skorts must be knee-length or longer.
- All garments must be free of holes, rips, and/or tears.
- Prohibited for these events:
- Leggings, yoga pants, bike shorts, or other tight bottoms
- Pajama pants and tops, sweat pants/shorts, athletic pants/shorts, or cargo-style pants/shorts
- Blue jeans or denim pants, shorts, or skirts
- Camouflage, neon colors, or loud patterns
- Hoodies or hooded jackets
- Sweatshirt material
- Large earrings; large costume/fashion jewelry

Any attire (including shoes and jewelry/accessories) that blink, light up, and/or make noise

Attire not addressed in the above standards may be reviewed on an individual basis by the administration. Anyone with questions about the suitability of an outfit or whether particular items meet our on-campus event attendee attire standards should contact the campus Head of School or campus Office Manager. School administration makes the final decision on the acceptability of items in reference to dress code. All decisions are final and are not subject to appeal. Thank you for helping us maintain a virtuous and professional campus environment.

**PARENT/GUARDIAN SUPERVISION AT EXTRACURRICULAR EVENTS**

Throughout the year, Thales Academy will host various events after school hours as well as athletic and/or community events that are for Thales Academy families to enjoy. With the exception of dances, parents/guardians (or another designated adult) are required to remain present and actively supervise their junior high children during these events.

**SCHOOL LUNCH**

Thales Academy does not have a cafeteria and does not provide in-house lunches. We do, however, contract with local vendors to have lunches brought in for a reasonable price. If a child forgets to order lunch and there are no extra hot lunches, all possible means will be exhausted to provide a lunch for the student.

**SNACK**

Students may bring a healthy snack to school to eat during a time designated by the classroom teacher. This snack should be nutritious and should not consist of items such as candy, cookies, sodas, potato chips, etc. Snacks that are not considered nutritious will not be permitted during snack time.

**CHEWING GUM**

Chewing gum is not permitted on campus.

## ARRIVAL & DISMISSAL

In order to ensure the safety of our students at all times, we must adhere to strict procedures during arrival and dismissal times. Carpool procedures will be distributed as part of the required documents at the start of the school year. All parents/guardians must acknowledge and sign to indicate their adherence to the procedures. Failure to adhere to carpool procedures may result in disciplinary action up to and including discontinuation of enrollment at Thales Academy.

**STUDENT ARRIVAL**

- We encourage all parents/guardians to help their children learn to enter the building independently.
- Students start their day best when they are in class and ready to learn prior to our start time.
- Students who arrive after the morning bell will need to be checked in at the office by a parent/guardian in order to be permitted to enter class.
- Students must be dropped off in the carpool line of the school.
- Parents/guardians and/or siblings should not develop the habit of personally escorting their children/siblings into the school building, in order to keep carpool flowing efficiently.
- If a circumstance arises where it is necessary to escort your child in to the school building, please be considerate of others by not parking in the carpool line or in student parking spaces. Parents/guardians may park in the parking lot for this purpose.

- Upon arrival, students should report to their first period class.

### STUDENT DISMISSAL

- Afternoon carpool procedures for students to be released from classrooms vary by campus. Information is available from the Head of School.
- Parents/guardians are asked to remain outside of the building until the end of the carpool window. At the end of the carpool window, parents/guardians may enter the building if necessary. Please note that students are not allowed to return to classrooms after school hours.
- Students are required to remain in their assigned carpool classrooms for dismissal until their name has been called and/or entered to exit the building.
- Leaving the carpool room without being called and without permission is considered skipping and will be addressed accordingly with appropriate disciplinary measures.
- If you need to pick up your child prior to the end of the school day, please do so prior to 2:45 p.m.

By following these simple procedures, our school will be able to expedite the arrival and dismissal of students.

### CARPOOL PROCEDURES

#### Morning

- Come to a complete stop in the carpool lane.
- Thales Academy employees will be on hand to help unload students.
- Students should be READY to exit the vehicle with all materials in hand so as to not delay carpool.
- All students must enter the building through carpool drop-off, unless with a student driver who attends the same campus,
- Parents/guardians who have business in the school building should drop off their children through normal carpool procedures and enter the building after carpool is finished.

#### Afternoon

- Parents/guardians may not line up in the carpool line or anywhere on Thales Academy property until the designated time as communicated by campus administration. Individuals arriving prior to the designated time will be directed to leave the property until the appropriate time. This policy is in place to ensure the safety and security of our campus, including situations where an evacuation of the building may need to occur.
- Once carpool begins, Thales Academy employees will direct you to begin moving forward. At some campuses, there will be two lines for pick up.
- Do not cut through the line; patience is key to a successful carpool process.
- Please do not block local business driveways. Stay flush right to the curb during carpool pick up.
- PLEASE USE CAUTION while driving and DO NOT use your cell phone while in the carpool line.
- Smoking and vaping are strictly prohibited on our campuses.
- In the event that a child is being picked up by a different person, a note and/or phone call to the office must be provided.

- If you are having a problem with carpool, please contact the office.
- For the sake of safety, please do not attempt to engage teachers or other school families in conversation during carpool.

### **PROCEDURES FOR CARPOOL IN INCLEMENT WEATHER**

Carpool will proceed as usual during inclement weather, but please be extra patient on these days. The school will do its best to get students out quickly and safely.

### **LATE PICK-UP**

All children are to be picked up on time. Students not picked up by the end of the carpool window will be charged \$1/minute to the parent/guardian's Blackbaud Tuition Management account. Please do not ask to be excused from this fee. It can be quite traumatic for students to be left behind after their classmates are gone. The school does understand that emergencies arise and will deal with them on an individual basis. If a parent/guardian knows he/she will be late, he or she should call the school office; otherwise, fees will be charged. If a parent/guardian knows he or she will be late to pick up their child regularly, he or she is expected to secure some type of after school care for his or her child.

### **AFTER SCHOOL CARE**

The Thales Academy After School Program offers structured after school care for junior high students at select K-8 and JH/HS campuses. At K-8 campuses, the program is administered by Thales Academy staff, and the YMCA administers the program at JH/HS campuses. Below is an outline of the program:

- Program runs from the end of the school day until 6:00pm;
- Structured homework time;
- Supervised free play in the gym and outside.

The After School Care program is optional and requires an additional fee separate from standard tuition. Program fees for students who attend the program regularly are billed monthly to the student's Blackbaud Tuition Management account. The current fee schedule for After School Care is available from the campus office. Prior registration is required for After School Care, availability is not guaranteed, and After School Care may not be available at all campuses. Please contact the After School Care director via the campus office for further information. Please note that After School Care is not available for high school students.

## **ELECTRONICS & INTERNET**

### **STUDENT INTERNET ACCESS AND EMAIL**

Thales Academy offers Internet access for student use. Email access is available for students in grade 8 and up. Access to the Internet enables students to explore thousands of libraries and databases. Families are warned that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. While our intent is to make Internet access available to further educational goals and objectives, students may find other ways to access other materials as well. We believe that the benefits to students exceed any disadvantages; but ultimately, parents and guardians of minors are responsible for setting and conveying the standards that

their children should follow when using media and information sources. To that end, Thales Academy supports and respects each family's right to decide whether or not to grant permission for access. A student account agreement form has been developed by the school and must be signed by the student and parent/guardian before access is permitted.

Individual users of the Internet are expected to abide by the generally accepted rules of network etiquette. Students are not permitted to engage in the following:

- Accessing, producing, posting, sending, or displaying material that is offensive in nature.
- Harassing, insulting, or attacking others.
- Attempting to damage computers, computer systems, software, or computer records.
- Using another's ID or password.
- Illegal use of data in folders or work files.
- Intentionally wasting limited resources.
- Employing the network for commercial purposes.
- Using the system for political lobbying.
- Posting personal or private information about themselves or other people on the Internet. Posting information that could be disruptive, cause damage, or endanger students or staff.
- Arranging or agreeing to meet with someone they have met online.
- Downloading files without prior approval from school personnel.
- Accessing chat rooms or social media.
- Accessing another's email.
- Sending mass emails to students, teachers, etc.

In the event a student engages in any of the above referenced activities, his/her access privileges will be revoked and necessary disciplinary measures may result.

All communication software/systems or information are owned by Thales Academy, and the school reserves the right to inspect, examine, or monitor any and all systems, and the information contained therein, at any time to ensure that the system is being appropriately used in accordance with school policy.

### STUDENT IPAD USER AGREEMENT

Thales Academy develops classical thinkers with 21st century skills. Since Thales Academy was founded, we have recognized the advantage of providing students the opportunity to use the latest technology as a learning tool to help each student achieve their fullest potential. With this technology comes a willingness to learn, experiment, and take on additional responsibilities as a student at Thales Academy.

All Thales Academy students in grades 9 through 12 are assigned a school-owned Apple iPad for daily school use on and off campus. This agreement outlines the expectations we have for students and families regarding appropriate use, maintenance, and protection of all school-owned technology, including specific expectations regarding student-assigned iPads.

By using an iPad at Thales Academy, families are agreeing to comply with the terms set forth in this agreement.



**Goals for Student Users**

- To increase student productivity in and outside of the classroom when completing assignments, projects and other activities assigned in all classes.
- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing a host of tools to craft information in ways that support specific curricular areas.
- To increase access to quality materials and learning experiences.

**Technology Access**

Students have access to shared-use technology resources at Thales Academy at the direction of staff and only under adult supervision. Students in grades 6–8 will have access to iPads in class. Students in grades 9–12 are issued an iPad for use on and off campus during the school year.

During the school year, a student's iPad may be collected or replaced at any time by Thales Academy staff for maintenance. iPads or other student-assigned technology may be scheduled for return at the end of the year. If this is the case, such devices must be returned no later than the last day of school for a given year.

**Student Email and Accounts**

Students are assigned a Google Apps for Education account intended for school-related email correspondence and associated account access only. Students in grade 8 and above are issued access to email using their school email account. Information for parents/guardians is not sent to student email addresses. Student email accounts are monitored by Thales administration for compliance with the Student Code of Conduct. Communication sent to or received by a Thales Academy email account that is in any way in violation of the Student Code of Conduct will result in disciplinary action. This includes, but is not limited to: aggression, intimidation, sexual harassment, plagiarism, cheating, bullying, inappropriate behavior and language, and illegal activity.

In addition to email, students are assigned accounts for the Canvas learning management system to access class materials and assignments. Parents/guardians are given instructions on how to access their own Canvas account to observe student progress. For specific apps that may be provided on Thales Academy iPads, students are permitted to create free, secure, spam-free accounts using their school email address.

**Appropriate Use**

Students are expected to use the iPad only for instructional use while at school. While Thales Academy takes precautions to provide students with a safe, educational experience while using the iPad, appropriate use of the iPad on and off campus is the student's responsibility. Appropriate use is defined in detail below, and applies to use of a school-owned iPad at all times and in all places, both on and off campus.

### Internet Access

Thales Academy provides and maintains high-speed internet access for students using school-owned devices on campus. Internet content filtering is provided for school-owned devices on and off campus through third party software, and activity is monitored for compliance with the expectations set in the Student Handbook. Parents/guardians are provided with summary emails regarding student browsing activity on school-owned devices and can opt out of these notifications at any time. Parents/guardians are also provided the opportunity to customize internet restrictions on school-owned iPads while at home.

As outlined in the Student Handbook, students' personal electronic devices are not allowed at school, and will furthermore not be granted access to school networks. Students attempting to connect personal devices to Thales Academy networks may be subject to disciplinary action and confiscation of the device.

All applications, activity, and documents stored on the iPad are the property of Thales Academy and subject to regular review and monitoring. Student access to Thales Academy technology resources may be revoked or restricted at any time by school administration.

### iPad Software

Unauthorized software modification is not permitted and includes the following:

- Attempting to modify or replace the iPad operating system or included software
- Attempting to modify WiFi IP, DNS, VPN, MAC address or Proxy configuration settings
- Attempting to modify management profiles or settings required for management functionality
- Attempting to sync the iPad with a personal iTunes Library
- Attempting to download unauthorized applications
- Changing any settings, including the passcode, on another student's assigned iPad

### Responsibility

Students are responsible for having their iPad charged and ready to use in class every day. Thales Academy does not provide iPads, chargers, or USB cables in the event that a student forgets his or hers at home. Students should report any software or hardware issues as soon as they occur. Technical Maintenance, including updating software is a responsibility of Thales Academy. Students are responsible for alerting IT staff to maintenance needs and following technical instructions from teachers and staff.

### Data

Students are responsible for maintaining a current backup of their data. The school-provided email account includes free Google Drive storage. As mentioned above, other document backup/sync options (including Dropbox or Box Sync) are readily accessible. Students should ensure that any information they wish to retain in the event of an iPad replacement is actively synced to a cloud service.

For security, students set a passcode on their assigned device to prevent unauthorized access. The iPad will become completely disabled after too many unsuccessful passcode attempts. Enabling the iPad for use again requires all content be erased. If the iPad becomes temporarily disabled after

multiple unsuccessful password attempts, students should stop trying to unlock the iPad and notify an IT Administrator so the passcode can be reset before data loss occurs. If data cannot be retrieved, the iPad will be erased to restore functionality.

In the event a student's iPad assignment changes for any reason, it is the student's responsibility to make sure all data is accessible on the replacement iPad. Data loss can occur at any time for various reasons, and Thales Academy is not responsible for unfortunate academic consequences resulting from data loss with no backup solution. While Heads of School and teachers will make frequent recommendations regarding proper data protection, it is ultimately the student's responsibility.

### **iPad Hardware**

As primary custodians of an iPad throughout their time at Thales Academy, students are expected to respect school property and be responsible in using the equipment. Students will be held responsible for any damage caused by intentional or negligent acts in caring for Thales Academy electronic devices under their control. Students are responsible for using the iPad appropriately at all times, and protecting the following components. Failure to follow these guidelines can result in disciplinary action, loss of privileges, and financial liability.

While accidents happen, damage or theft of school-owned iPads is almost always preventable. In the event of damage to a Thales Academy iPad, the student will be assessed a minimum \$100 fee for covering the repair. In the event of willful damage, the full retail cost of the iPad will be charged along with appropriate disciplinary actions as outlined in the Student Code of Conduct. To avoid physical damage to the iPad, follow these guidelines:

- Always keep the iPad in an approved protective case.
- Always use the iPad with clean hands, and do not use the iPad near food or beverages.
- Never use chemical solvents to clean the iPad screen. A slightly damp microfiber cloth is all that is needed.
- Never use 3rd party or underpowered chargers with the iPad. iPads are provided to students with genuine Apple chargers and cables that meet the exact specifications of the iPad. iPads require a 10 or 12 watt charger based on the model, with an MFi-certified lightning cable. Use of inappropriate charging accessories can result in damage to the iPad charging connector or battery.
- Always make sure the iPad is securely transported. This means not carrying the iPad in a stack of other items that may slip out of grip, and not transporting the iPad in a backpack compartment with loose items or liquids that may come in contact with the iPad during transit.
- Never subject the iPad to temperature extremes (below 32°F or above 95°F) or drastic temperature changes.
- Never seek or attempt unauthorized technical support and service.

### **iPad Protective Case**

School-owned iPad cases should not be modified, destroyed, or adorned with stickers. Items placed inside the case that obscure identifying labels used by IT staff may be removed and discarded without warning.

### iPad USB Chargers

iPad charging cables should not be crimped, pinched, or wrapped tightly around the charging block. When connecting and disconnecting the cable, students should take care to hold the cable by the plastic connector. Pulling on the cable to remove it from the iPad will cause damage to the cable. Technology equipment should be kept away from pets, as damage resulting from pets will be the student's responsibility. A properly maintained iPad charger will last several years. In the event a charger no longer functions due to misuse, students may purchase a replacement charging block and/or cable from Thales Academy. Should a charger or cable fail under normal use with no signs of damage it, it will be replaced at no cost to the student.

Because chargers are easily forgotten and lost, students should not let other students use their assigned chargers without their direct supervision. Students will be required to purchase a replacement charger if theirs is lost by another student.

### Avoiding Theft

Due to their size, portability, and value, iPads are especially vulnerable to theft. Theft of a Thales Academy iPad as a result of student negligence will incur a full-retail replacement cost.

Student negligence can include leaving the iPad in plain sight unattended or in an unlocked vehicle. If you must leave the iPad in a vehicle, the best place is in a locked trunk within the acceptable temperature range listed above.

Students should restrict iPad use to their own use or supervision. Sharing of an iPad for collaborative school work (group projects, etc.) is acceptable and encouraged, but always under the supervision of the student responsible for its protection. If you feel your iPad has been stolen or misplaced, notify a Thales Academy Head of School immediately.

### Financial Responsibility

A non-refundable, one-time technology fee of \$50 is collected from each student at the time of enrollment. For currently enrolled 5th grade students who will be entering 6th grade in the following school year, this fee is collected along with the re-enrollment deposit when submitting the re-enrollment confirmation.

Students incur no additional cost for software or educational tools provided as a part of this program. This is not insurance, but it does allow us to discount the fees for damaged devices and accessories as explained below.

While accidents happen, damage or theft of school-owned iPads is almost always preventable. In the event of damage or loss requiring repair or replacement of a student's assigned technology, families will be notified via email, and the following amounts will be billed to a student's Blackbaud Tuition Management account:

- \$329 - Full retail replacement cost in the event of loss or willful damage.
- \$100 - \$329 - Damage to a Thales Academy iPad. Discounted price based on severity of damage and situation.
- \$35 - Replacement Thales Academy protective case.
- \$10 - Replacement Apple USB Charging block.
- \$10 - Replacement Apple Lightning Cable.

If, in the sole determination of Thales Academy, willful damage has occurred to any school-issued device or accessory, appropriate disciplinary action will be taken as outlined in the Student Code of Conduct.

Replacement iPads or any other school-issued hardware may not be purchased via a voluntary payment.

### **PERSONAL TECHNOLOGY DEVICE POLICY**

Thales Academy recognizes the importance of modern technology skills as part of an effective 21st century education. However, personal technology devices brought from home cause distractions and discipline issues in an educational setting. To maximize learning and remove the disciplinary challenges personal devices invite, Thales Academy will no longer allow personal technology devices and wireless communication devices on campus for students at all.

With the exception of the school-issued iPads, personal technology and wireless communication devices are not permitted for students anywhere on school property, including at after-school events or in After School Care. These devices are prohibited on campus for students even if they are turned off or stored in a bag, pocket, or locker. If a driving student brings a device to school, the device must be left in their vehicle and cannot be accessed during the school day.

#### **Examples of Prohibited Devices:**

Cellular telephones  
Gaming devices  
iPods/ MP3 players  
AirPods/ Bluetooth earbuds or headphones  
Non-school issued iPads/ Tablets  
Personal computers/ laptops  
Smart watches (such as Gizmo/ Apple Watch/ FitBit/ Garmin)  
Kindles/ E-readers  
Video recording devices  
Any other electronic device without Head of School permission

#### **Additional Notes:**

Thales Academy will not be responsible for theft and/or destruction of such devices.

Wired headphones only may be worn for educational purposes during the school day.

With a Thales Academy team member's permission, students may use the Thales Academy office phone to call a parent/guardian for pickup after events.

### **Personal Technology Device Violation Consequences**

Should a student be found with a prohibited device on campus, the consequences will be as follows:

**First Offense:** An official written warning will be recorded and shared. The prohibited device will be held by the Office Manager and may be collected by a parent or guardian at the end of the school day.

**Second Offense:** 1 day suspension

**Third Offense:** 3 day suspension and student's enrollment put under review

## PHOTOGRAPHS

Individual photographs are taken of children each year as a service to parents/guardians. Photographs are made available at a cost basis and purchase of these pictures is voluntary. Notices are sent home prior to the date on which pictures will be taken. On picture day, students are expected to follow the regular dress code, or other instructions as communicated by campus administration.

## STUDENT & STAFF COMMUNICATION

- Any electronic communication sent to parents/guardians by Thales staff should always assume a professional, kind, and service-oriented tone, regardless of disagreements that may occur.
- Any electronic communication between students and staff should be solely focused around issues related the school.
- Students should not provide personal emails or cell phone numbers to staff.
- Social interaction between staff and students using any form of electronic communication is considered inappropriate. Any necessary communications with students should be professional in tone, short and to the point.

# STUDENT BEHAVIOR

In order to maintain an environment that is conducive to teaching and learning, good order must be upheld at Thales Academy. Any physical or verbal disturbance which occurs within the learning environment and which interrupts or interferes with teaching or orderly conduct of school activities is prohibited.

## CODE OF CONDUCT

Thales Academy is a private school, founded for the purpose of academic and personal formation of students. Thales Academy is committed to fostering the ethical and social development of its students. We seek to promote a community that holds personal integrity and mutual respect as standards for behavior. More than just a set of rules, the Code of Conduct is a set of ethical standards by which a person may live both in and out of school. Decent, self-respecting behavior must be based on personal integrity, genuine concern for others, and the ethical principles which are the basis of civilized society. This behavior is instilled and cultivated at home and fostered in our schools.

Families and students are considered representatives of Thales Academy and therefore are expected to uphold the beliefs and virtues of the organization. Therefore, students can be held fully accountable for personal behavior on and off the campus if their behavior reflects poorly on Thales Academy or affects the operations of the campus or is in contradiction of our stated goals. This ideal constitutes our honor code, meaning Thales Academy asks all students to behave in a manner that honors the school and its four foundational principles (detailed below).

Central to the concept is an understanding that Thales Academy's Code of Conduct system is rooted in parental support and involvement. The world inflicts many challenges on children (i.e. the internet, social media, texting apps, etc.), and therefore strong parental support, supervision, and involvement are required to achieve self-respecting behavior based on personal integrity. Thales Academy cannot

and will not replace the role of parents/guardians, but we will support parents/guardians and students to influence, teach, encourage, and model honorable conduct. Thales Academy expects a commitment from both students and parents/guardians in upholding the values set forth by the Code of Conduct.

## THALES ACADEMY FIRST PRINCIPLES

Thales Academy has four foundational principles that each speak to the character and behavior of students and provide the foundation for our Code of Conduct. These principles should be understood as guidance for the spirit of the Thales community. Therefore, specific examples should not be considered an exhaustive list of prohibited behaviors, but representative of how to apply the spirit of the principles to everyday conduct.

### 1. Natural Order

We believe that there is order and beauty in the universe and that this must be reflected in our school. Therefore, behavior that brings disruption and disorder to the campus or classroom or any school event will not be tolerated. We expect high professional standards of conduct by teachers towards students and families and by students and parents/guardians when communicating with Thales Academy staff. A lack of professionalism will not be entertained. Students have a responsibility to recognize their role in creating a respectful and productive working environment in school.

### 2. Human Dignity

We believe that every individual is worthy of being treated with respect and dignity. Each person has unique value and special gifts that when we encourage, make us a better and more complete community. Therefore, students may not engage in any behavior that is disrespectful, harassing, or worse. This may include:

- Sending any digital communication that is rude, harassing, or disrespectful towards other students, staff or the Thales Academy organization. Students can be held responsible for digital communications that occur outside of school hours if they interfere with school operations or the safety of others
- Displaying disrespect for teachers, staff, or students
- Setting a bad example, creating false rumors, engaging in spreading gossip, and any behavior traditionally understood as rude
- Using profanity

### 3. Objective Morality

We believe that it is important to teach that some behaviors are objectively good and promote healthy civic relationships; principles such as integrity, honesty, responsibility, gratitude, honor, and civility should characterize our actions and speech. By contrast, we ask students to steer away from behaviors that are immoral, harmful, and disrespectful. Therefore, it is never appropriate to engage in behaviors such as:

- Cheating or plagiarism
- Misuse of iPads or cell phones in school

- Bullying, harassment, hazing or similar behaviors
- Misuse of school property or horseplay that could be dangerous and unsafe
- Theft or vandalism

#### 4. The Western Tradition

We believe that through the tradition of Western philosophy and morality, we as individuals can learn to be the best version of ourselves. We, the faculty, are dedicated to teaching these ideals; we expect students to learn, imitate and ultimately appreciate these same virtues. Therefore, we are dedicated to the following plan of character formation.

#### BLEUPRINT FOR CHARACTER FORMATION

Character is imperative for an excellent life, and it requires the formation of excellent judgment and a sound philosophy based on virtue. In every career, whether it be business, medicine, the law and/or government, trust is imperative. Character formation requires a long-term commitment and daily persistence.

It is impossible to separate the education of the intellect from the education and the character formation of the person.

**Humility:** Humility is the first step to growth of any kind: personal or intellectual. If one can recognize he or she does not have all the answers, such an individual will never stop looking for more. Humility allows for continuous learning and genuine progress. Socrates, one of the most famous ancient philosophers, was sure of one thing: that he knew nothing. This led him to ask some of the leading questions that shaped scientific, political, and social progress for millennia to come. At Thales Academy, we encourage our students to be humble in their pursuit of knowledge and progress so that they can truly enjoy learning for its own sake.

**Gratitude:** "Gratitude is required for happiness," Alice von Hildebrand once observed. The optimist can take every difficult situation and make it into a positive one with the simple ingredient of gratitude. A bad day at school? At least you were given a chance to attend today. A difficult paper topic? This will be a challenge that will help prepare you for the future. Thales Academy staff and students are always cheerful because they can remember with profound gratitude the opportunities a quality education will afford their future.

**Virtue:** There are cardinal virtues and classical virtues, each giving standards or goals on how one ought to live. It is much more difficult to reach for something if you do not know for what you are reaching. That is why at Thales Academy, we use the concept of virtue to set ideals and standards for our students so that they can exercise true freedom and confidently reach their potential. Our virtues of excellence take the form of the Top 15 Outcomes of a Thales Academy Student.

**Personal Integrity:** The best companies follow high standards, and the companies that fail usually fail moral codes first. Many individuals fail in life because they fail to follow the law, or their actions are unethical. Thales Academy knows that institutional collapses stem from individual collapses of personal integrity. At Thales Academy, we lead our students by example and by allowing them to rise to the occasion. Lockers do not have locks, a consistent discipline system is used across classrooms, and students who do not follow the rules are not permitted to stay.



**Perseverance:** Perseverance is the ability to continue a course of action despite obstacles or challenges. It is a discipline that can be learned, and it is aided by a boldness and confidence in pursuing the right choice, without fear of judgment by others. At Thales Academy, it is cultivated by a passionate staff who lead students through a rigorous curriculum. Our students are taught the virtue of perseverance by the very nature of Direct Instruction, Socratic Discussion, and the structure of their courses.

## CRIMINAL CHARGES

Any criminal citation and/or arrest of a student of Thales Academy will result in immediate long-term suspension until which time the student receives a verdict from a court of law in relation to citation and/or arrest. A guilty verdict or plea in a court of law will result in immediate expulsion from Thales Academy.

## DISCIPLINE AUTHORITY

A school climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet the needs of youth. Each campus Head of School has the authority and responsibility to take whatever reasonable and legal action is necessary to establish and maintain appropriate student behavior in accordance with Board policy. The campus Head of School and Assistant Head of School have the responsibility to handle all discipline issues as they arise. Both the Head of School and Assistant Head of School can speak to all students, teachers, and parents/guardians to address inappropriate behavior in a manner consistent with the Thales Academy Handbook. Any parent/guardian who refuses to pick up his or her child after disciplinary action will automatically have his or her child's enrollment placed under review. Final decision of enrollment status will be communicated by the Head of School within 24 hours. Heads of School use their best judgment in determining proper disciplinary action based on investigation discovery, teacher insight, and policy review. All disciplinary decisions are final, and requests for meetings and/or modifications will not be considered. The campus Head of School is the final arbiter of all rules and policies governing the school.

Days missed due to inclement weather do not count toward the days a student is suspended.

Students serving a suspension occurring prior to 12:00pm must be picked up from school before 12:00pm; if not picked up, another suspension day will be added.

## STUDENT CONDUCT

In order to ensure a safe and secure environment for all students and staff of the school, students will follow the Student Code of Conduct. Parents/guardians should read over and discuss the following policies, expectations and consequences. It is imperative that all families of Thales Academy understand and support the Student Code of Conduct.

The following non-exhaustive list of offenses will be considered serious and may result in a student being immediately sent home with a suspension:

- Physical Aggression: e.g., bodily harm and/or destruction of property, etc.
- Social Aggression: e.g., rumors or exclusion from a group that inhibits learning or physical space, etc.
- Verbal Aggression
- Intimidation: Verbal or physical

- Written Aggression
- Sexual Harassment
- Racial and/or Cultural Harassment
- Harassment based on Disability
- Inappropriate Computer Use
- Possession of a Weapon: e.g., bringing to school a weapon or other object that can reasonably be considered a weapon or dangerous instrument. Toy weapons are not allowed on campus.
- Theft
- Repeated Conduct Violations: e.g., repeated classroom violations and/or any violation that has increased in intensity, frequency and/or duration.
- Cheating: Includes copying from the work of others AND providing work to others for them to copy; first offense may result in a zero being issued for the assignment. Subsequent offenses may result in suspension.
- Plagiarism
- Inappropriate Behavior: e.g., lying, disrespecting authority, etc.
- Public Displays of Affection
- Skipping/Cutting Class: e.g., failure to report to any school assigned activity including lunch and carpool
- Cyber Bullying: Use of school time or equipment for bullying through cyberspace
- Inappropriate language: Use of curse words or diminutive words used with the intent to be derogatory or hurtful toward another person or group, as determined by the Head of School.
- Disruption of the learning environment: Includes but is not limited to engaging in any behaviors, as determined by administration, that interfere, impede, or distract from the learning of the student or his/her classmates or that interfere with the climate of the learning environment.
- Use or possession of tobacco, vaping, drugs, or alcohol products of any form

Before reentry, parents/guardians and student may be required to meet with the Head of School to determine the conditions of re-admittance.

### **JH/HS BEHAVIOR POLICY**

Negative, disputing, or destructive behavior is not tolerated. This includes bullying or harassment of any kind (picking on individuals, making inappropriate remarks to other students, etc.) or other behavior violations outlined in our Student Code of Conduct.

All Thales Academy team members have been assigned the responsibility to uphold the Behavior Policy

Students may be reported and sent to the front office for behavior violations by any Thales Academy team member, even if it is not his or her student.

The Office Manager will confirm details with the reporting Thales Academy team member and assist with issuing consequences or facilitate consequences alongside the Head of School (see below for list of consequences). (Students may be required to wait in the instance of a busy front office)

All Thales Academy team members are trained to show prudent judgment that upholds our school's official policies and values, and their decisions to report any students for violations will be final, not subject to appeal, and do not require any additional review from Heads of Schools or Leadership.

### **JH/HS Behavior Violation Consequences**

Should a student's behavior violate our Behavior Policy, the consequences will be as follows:

- **First Offense:** An official written warning will be recorded and shared
- **Second Offense:** 1 day suspension
- **Third Offense:** 3 day suspension and student's enrollment put under review

Serious behavior violations are subject to immediate expulsion.

Note: Thales Academy will not consider or issue any JH/HS Behavior Violation Consequences beyond those listed above (no in-school suspensions, detentions, silent lunches, limits on field trips, sports events, dances, etc.)

### **STUDENT WALKOUTS AND PROTESTS**

While we appreciate the students' desire to participate in protests, Thales Academy will not condone students engaged in walkouts or protests on our campuses. If students choose to walk out or protest on our campuses during school hours, they will receive the appropriate disciplinary action. For Thales Academy, this is a matter of safety and security, which is one of our highest priorities.

### **DISCIPLINE AND STUDENT PRIVACY**

Thales Academy is committed to providing equitable learning for all students. We have policies and protocols in place to prevent any disruption to the learning environment. Due to privacy laws, we are unable to discuss appropriate disciplinary consequences about a specific student.

### **EXPULSION AND APPEAL PROCESS**

Serious and unacceptable behavior is subject to immediate expulsion based on the judgment of administration with the support of the Board of Directors. Thales Academy does not have an appeals process for expulsion. Students expelled from Thales Academy are not offered re-enrollment and shall be permanently ineligible for readmission.

## **HARASSMENT & BULLYING**

Thales Academy is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. Students or parents/guardians should contact the Head of School with any report of bullying or harassment. At Thales Academy, bullying or harassment of any child—for any reason—is not acceptable and will not be tolerated. Every staff member, teacher, volunteer, and student associated with this school is expected to treat their fellow colleagues, students, peers, and classmates with respect and compassion, regardless of differences.

Bullying or harassing behavior is defined as: any on-going and repeated pattern of targeted gestures or written, electronic, or verbal communications; any physical act or threatening communication that takes place on school property, at any school-sponsored event, that:

- Places a student or school employee in actual or reasonable fear of harm to his or her person or damage to his or her property; or
- Creates or is certain to create a hostile environment by substantially interfering with or impairing a student's educational performance, opportunities, or benefits. For the purposes of this section, 'hostile environment' means that the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree that it is bullying or harassing behavior.

Bullying or harassing behavior includes, but is not limited to, acts reasonably perceived as being motivated by an actual or perceived differentiating characteristic, such as race, color, religion, ancestry, national origin, sex, socioeconomic status, academic status, physical appearance, sexual orientation or mental, physical, developmental, or sensory disability or by association with a person who has or is perceived to have one or more of these characteristics.

Nothing in this policy requires the affected student to possess a characteristic that is a perceived basis for the harassment, intimidation, or bullying, or other distinguishing characteristic.

Any school employee, student or volunteer who has witnessed or has reliable information that a student or school employee has been subject to an act of bullying or harassing behavior should report the incident to the campus Head of School, human resources, or another school employee.

Harassment, intimidation, or bullying can take many forms including: slurs, rumors, jokes, innuendos, demeaning comments, cartoon drawings, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. "Intentional acts" refers to the individual's choice to engage in the act rather than the ultimate impact of the action(s).

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other school policies or building, classroom, or program rules. Discussions of a sexual nature, including discussions of sexual behaviors or acts, are types of expression that are disruptive to the learning environment and should not occur. Similarly, we understand that our students approach issues such as sexual orientation, identity, and expression through a variety of social, religious, and philosophical perspectives and believe discussions around these subjects most appropriately occur, if at all, at home rather than in the classroom environment.

Counseling, corrective discipline, and referral to law enforcement will be used to change the behavior of the perpetrator and remediate the impact on the victim. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation against any person for reporting harassment, intimidation or bullying, or participating in an investigation as a witness, also constitute violations of this policy.

### **SEXUAL AND OTHER FORMS OF ILLEGAL HARASSMENT**

The Thales Academy Board of Directors believes that all staff and students are entitled to work and learn in school-related environments that are free from sexual harassment and all other forms of illegal harassment. The Board prohibits staff and students from participating in any form of harassment. When evidence of harassment is established, disciplinary action will be taken.

A student or staff member does not have to report illegal harassment for an investigation to begin if a staff member knows.

Illegal harassment between students is a serious violation of the Student Code of Conduct and may result in the suspension or expulsion of the offender. Students who are guilty of illegal harassment receive a minimum consequence of a one-day suspension.

Once a harassment claim is made, it will be promptly and thoroughly investigated. Evaluations of illegal harassment complaints are made on a case-by-case basis. The actions taken will be consistent with ending the harassment, elimination of the hostile environment, and preventing the harassment from occurring again.

## DEFINITIONS

### Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's academic achievement/advancement (*quid pro quo*), or
- Submission to, or rejection of such conduct by an individual is used as the basis for decisions affecting such individual in matters of academic achievement/advancement (*quid pro quo*), or
- The conduct has the intention or effect of unreasonably interfering with an individual's academic or work performance or of creating an intimidating, hostile, or offensive learning or work environment.

Sexual harassment may involve persons of the opposite sex or persons of the same sex, but it does not include personal compliments welcomed by the recipient, or social interaction or relationships freely entered into by the parties.

### Unwelcome

Unwelcome means that the staff member or student does not request or invite the conduct and views it as offensive and undesirable. Any unwanted sexual behavior can be sexual harassment, even if the behavior has been tolerated in the past. A student may feel that objecting would increase the harassing conduct, or feel too embarrassed, confused, or fearful to complain or resist. It is also possible that a student who willingly participates in conduct on one occasion may later decide that the same conduct on a subsequent occasion has become unwelcome. As long as the behavior is unwelcome and creates a hostile environment, it is harassment.

### *Quid pro quo*

*Quid pro quo* is a legal term that means "something for something." This form of sexual harassment involves one person (or persons) asking to trade sexual favors for "something." For example, in relation to Thales Academy, that "something" could be a written copy of a paper that a student plagiarizes or a grade given to a student by a staff member, both in trade for a sexual favor.

**Hostile Environment**

A hostile environment exists when sexual harassment is repeated and/or severe, and when it makes it difficult to learn or participate in schoolwork or school activities. It can affect other people and not just the person targeted. Other people can be affected when unwelcome sexually harassing conduct is severe, persistent, or pervasive, creating an environment that is intimidating, abusive, or threatening.

Thales Academy will investigate and resolve all sexual harassment complaints as soon as they are reported.

**Other Forms of Harassment**

Thales Academy does not tolerate other forms of harassment which include offensive comments or conduct pertaining to a person's race, ethnicity, religion, creed, ancestry, national origin, age, physical or mental disability, sexual orientation, marital status, or veteran status.

Examples of other forms of harassment include:

- Making gestures, threats, derogatory comments, jokes, or slurs that may be offensive to individuals in a particular group based on a characteristic protected by law
- Displaying derogatory objects, photographs, cartoons, calendars, or posters
- Sending messages by letters, notes, electronic mail, or phone that may be offensive to individuals in a particular group based on a characteristic protected by law

**REPORTING INCIDENTS OF HARASSMENT**

All complaints of bullying or harassment will be investigated by Thales Academy.

**For Students/Parents/Guardians:**

- Contact campus Head of School

Upon learning of a situation that may violate this policy, Thales Academy will conduct a prompt investigation. All information regarding the alleged harassment will be kept as confidential as permitted by the investigation process.

If it is determined that a violation of this policy has occurred, Thales Academy will take appropriate steps, which may include disciplinary action up to, and including, termination of employment. For students, this may result in disciplinary action including suspension and up to and including expulsion. In addition, Thales Academy will not tolerate retaliation against an employee or student for making a complaint or cooperating in an investigation.

**SEARCH AND SEIZURE**

To maintain order and discipline in the schools and to protect the safety and welfare of students and school personnel, school authorities may search a student or student lockers under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search.

- Personal Search – A student's person and/or personal effects may be searched whenever a staff member has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.

- Locker Search – Student lockers are school property and remain at all times under the control of the school. School authorities, for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant.
- Seizure of Illegal Materials – If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to proper legal authorities for ultimate disposition.

As used in this policy, the term “unauthorized” means any item dangerous to the health or safety of students or school personnel; or disruptive of any lawful function, mission, or process of the school; or any item described as unauthorized in school rules available beforehand to the student.

As used in this policy, the term “lockers” means any location used by the student for onsite storage of academic and personal items on school property.

A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

## PORTRAYALS OF VIOLENCE

Thales Academy recognizes that our curriculum lends itself to occasional discussion about military history, weaponry, and acts of violence; however, illustrating firearms, weaponry, and violent imagery not directly related to classroom assignments or that are unsanctioned by classroom instruction is a cause for concern. In our continuing effort of not only nurturing self-expression, but also developing the character of our students, it is necessary that students recognize appropriate audiences, venues, and times for such discussions and self-expression. Therefore, depiction of weapons and violence in student work is subject to close inspection and scrutiny. Our main priority is campus safety, and therefore any such recreational illustrations or discussions of violence or weaponry is subject to **disciplinary** action up to and including suspension, recommendation of professional counseling, and review of continued enrollment at Thales Academy based on the judgement of the Head of School with the support of the Board of Directors.

# PARENTS/GUARDIAN INFORMATION

## CUSTODY CONCERNS

A student may be picked up from school by a parent/guardian or by a person designated as an authorized pickup on the student’s Contact Card in onRecord. If one parent is not allowed to pick up the child, the school must have in its possession a current signed court order (restraining order) in order to prevent it. Thales Academy will remain neutral in all family matters and follow all orders in its possession that are made through the Court as they are written. Thales Academy will not amend or make exceptions to these orders unless the order itself has been updated by the court reflecting the requested changes.

## DELIVERIES/MESSAGES

Students will not be permitted to receive any deliveries to campus for any occasion. Phone messages will be taken for students only in cases of emergency.

**FUNDRAISING AND THALES ACADEMY**

The Thales Academy Board of Directors' stance and expectation of fundraising is in accordance with our school's mission statement. Activities prohibited by the Board of Directors include: community service and/or fundraising activities that require pledging of money, activities that are tied to collecting funds, and/or competitions tied to any community service/fundraising activity. The Board feels strongly that applying pressure and commercializing our school may not be the approved outcome of any community service venture.

**FUNDRAISING, SOLICITATIONS AND DONATIONS**

Thales Academy does not solicit or fundraise for itself. The tuition at Thales Academy provides for classroom supplies including consumable items such as tissues, Clorox wipes, paper towels, hand soap, Band-Aids, and hand sanitizer. This policy allows educators to focus on achieving the best possible outcomes while continually reinforcing Thales Academy's educational principles of self-reliance and creativity. An exception to this policy is the acceptance of donations of castoff household items and consumables such as empty paper towel rolls, empty 2-liter bottles, used books and toys, etc. needed by educators for classroom and school pedagogy.

**PARENTAL SUPPORT OF SCHOOL MISSION**

Thales Academy's mission is to assist parents/guardians in cultivating virtuous, critical-thinking, compassionate student citizens from Pre-K through 12th. Thales Academy strongly encourages and welcomes parents/guardians to be involved in their child's education, and to become part of the school community by attending events or volunteering at school where such opportunities are available. Parents/guardians are expected to act in an appropriate, courteous and professional manner toward school faculty, staff, and other students.

As Thales Academy partners with parents/guardians and students, it is essential for families to be in agreement and supportive of the vision, mission, purpose and beliefs of the school. Additionally, as a partner with Thales Academy, your respect for the advancement of the school's mission as well as the support of the administration and faculty are expected.

Initial and continued enrollment at Thales Academy is based upon effort, behavior, and academic standing of the student, and the support and cooperation of the parent/guardian. Any decision to discontinue a student's enrollment, to deny re-enrollment, to request a withdrawal in lieu of expulsion, or any other action affecting the student's enrollment status at Thales Academy is reserved solely to the Head of School with the support of the Thales Academy Board of Directors. Such decisions are deemed final and are ineligible for further reconsideration. Students expelled from Thales Academy shall be permanently ineligible for readmission.

The process for parents/guardians in violation of the above will be as follows:

- Written warning and the opportunity for the parent/guardian to correct immediately based on instructions from Administration or the Chairman of the Board
- If not corrected or additional violations occur, the family will be asked to leave Thales Academy.
- Thales Academy reserves the right to move forward with immediate dismissal if there is a serious violation.



It is essential that the school and home work together to assure that all students meet the high expectations for behavior and academics set forth in our handbooks and through daily practice within our classroom. This enables students to succeed in school and the community. Thus, your support to the school mission is vital to this process.

### **PARENTS'/GUARDIANS' RIGHTS REGARDING STUDENT RECORDS**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and students, over 18 years of age, certain rights with respect to the student's educational records. Unless a school has written legal documentation that denies release of student records to a parent or guardian, all rights of access will be afforded to both parents/guardians for students under age 18. Parents/guardians have the right to see, challenge, and/or receive a copy of their child's educational records, for students under age 18.. They should contact the Head of School to exercise their right.

- The school will allow parents/guardians to inspect and review their child's records within 45 days of the day the school receives a request for access.
- Parents/guardians may have copies of their child's records.
- Parents/guardians may request an explanation of their child's records by the Head of School and school officials.
- Parents/guardians may challenge any records they think are inaccurate.

### **AMERICAN FLAG & THE PLEDGE OF ALLEGIANCE**

The US flag and the Pledge of Allegiance to the flag are important symbols of the democratic heritage of the United States. The Pledge is said at the beginning of each school day.

### **LOST AND FOUND**

Please label all of your child's clothing and possessions to expedite locating lost articles. If articles are lost, check with the office and/or lost and found to claim lost articles. All unclaimed items will be donated to local Goodwill centers at the end of each quarter.

### **REQUEST FOR A SPECIFIC TEACHER**

Thales Academy does not accept requests for specific teachers. Considerations of educational, academic, and social factors are the primary determinants in placement decisions for every child. Please notify your Head of School with any specific issues that need to be considered regarding placement.

### **TEXTBOOKS**

Textbooks are school property and must be treated accordingly. If any textbooks are lost or damaged, they must be paid for. Payment for the textbook(s) must be secured before any grades and/or records are released. If a book is lost, full price to replace the book will be charged. The following schedule of fees for payment shall apply if the book is damaged:

One-year-old	100% of full price
Two-years-old	80% of full price
Three-years-old	60% of full price
Four-years-old	40% of full price

Five-years-old

20% of full price

If a student transfers to another school, his or her books must be returned to his or her homeroom teacher. The school reserves the right to hold academic records until all materials are returned.

### **SMOKING/TOBACCO PRODUCTS**

No student shall possess, smoke, vape, or otherwise use any tobacco product in any school building or on the school premises during the school day or during any school related activities on the campus.

### **WITHDRAWAL PROCEDURES**

Parents/guardians wishing to withdraw their student must obtain a withdrawal form from the campus office. Once this form is completed and returned, it is the parent/guardian's responsibility to assure any outstanding financial obligations with the school are paid in full. Academic records will not be released to another school or institution until all outstanding balances to Thales Academy are settled.

Families who withdraw or are withdrawn from Thales Academy during a school year may be subject to an early withdrawal fee of \$100. This is an administrative fee to cover the adjustments necessary to process withdrawals.

Parents/guardians wishing to withdraw at the end of a school year must complete the withdrawal form and indicate that the withdrawal is to be effective at the end of the current school year. The early withdrawal fee will not be charged for families who are withdrawing a student's enrollment at the conclusion of an academic year.

If a student's tuition was paid in full prior to the start of the year and the student withdraws from current enrollment midyear, the unused balance of the tuition will be prorated based on the withdrawal date and refunded to the parent/guardian by check.

### **VISITORS**

All visitors will be required to identify themselves and the purpose for their visit prior to entering the school building. This includes parents/guardians eating lunch, or volunteering, and any other visitor attempting to enter the building during the school day. Visitors may be denied access to the building at any time and for any reason at the sole discretion of campus administration. Upon being granted access to enter the building, visitors must produce a valid photo ID, sign in as a visitor, and receive a visitor badge. The visitor badge must be displayed prominently at all times while the visitor is on school property. Thales Academy believes that while family and community involvements are encouraged, student and staff safety and protection of instructional time must be maintained. Conferences, volunteer activities, and visits should be by appointment only. No individual shall by use of passive resistance, noise, threat, fear, intimidation, coercion, force, violence or any other form of conduct cause disruption of any lawful function, mission or process of the school. Individuals who fail to follow this policy shall be subject to the restriction or revocation of visiting privileges at the school.

### **CRISIS PLAN**

Thales Academy has a fully developed crisis plan in place to deal with any type of emergency. If the school must evacuate for a prolonged period of time, students will be escorted to designated locations where dismissal and sign-out will take place. Information will be provided to parents/guardians via email and text alerts as necessary.

The safety and welfare of Thales Academy students is our top priority. Staff and students are familiar with their roles and responsibilities during an emergency and routinely practice through drills. School heads of school collaborate with local law enforcement agencies to provide a safe learning environment for students on a regular basis. In some emergency situations, it may be necessary for the school to be placed on lockdown.

Once a lockdown is in place, police and school leaders work together to ensure the safety of every individual on campus. After the situation has been stabilized, an email will be sent to parents/guardians to inform them that the school was placed on lockdown and the nature of the incident. During a lockdown, your child's school is a secure area. School officials and law enforcement are working together to keep everyone safe. To ensure the safety of all involved, we ask that parents/guardians please refrain from coming to school campuses during a lockdown. Once the all-clear is given, students and staff will be permitted to enter and exit the school again.

Thales Academy school doors remain locked at all times. Please assist staff in providing a safe and conducive learning environment by limiting traffic in and out of the building during the school day.

Our school conducts quarterly announced (to teachers and staff) and unannounced drills to prepare and practice our procedures. Students are not made aware of these drills in advance but will be notified by staff at the conclusion of the drill that a drill was completed.

### **AHERA MANAGEMENT PLAN**

In compliance with the U.S. Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), Thales Academy buildings contain no ACBM. A certification letter from the architectural firm which designed the building is available for review in the office. This information is available for review within three (3) days of request.

### **INJURY REPORTS**

Injury reports are completed for students injured during the school day. A copy of the injury report is sent home via email to parents/guardians. If a serious injury occurs, parents/guardians are notified by phone.

### **DELAYED SCHOOL OPENING AND INCLEMENT WEATHER CLOSING**

In cases of inclement weather or other events affecting the safe operation of the school day, Thales Academy campuses in geographic proximity to each other will make decisions regarding closings or delays independently based on local conditions. Please note that as school policy, there are only two courses of action during inclement weather: school delay OR entire school day cancellation.

Each Thales Academy campus remains open if the following three local conditions are met:

- Facilities are cleared of snow and ice
- Major highways and primary roads are open
- Secondary state-maintained roads are open

Families should use their best judgment in the transportation of student(s) to any Thales Academy campus, taking full responsibility for the decision to attend school. Thales Academy administrators use their best judgment when determining whether driving conditions are safe, but there may be cases in which driving is not advisable.

In the event of inclement weather or another event requiring an early dismissal, information will be sent to parents/guardians via email and text alert as soon as possible. Parents/guardians will need to arrange for pickup at the designated time. After-School Care will not be offered on days where school dismisses early.

Information concerning school closings and delays will be announced through a notification distributed to Thales Academy families via onRecord and Canvas.

### **EVENT INVITATIONS**

Students are not allowed to hand out party invitations while on campus at Thales Academy. Similarly, staff members may not hand out invitations on parent/guardian's or students' behalf.

### **BIRTHDAY CELEBRATIONS**

Outside sweets/food are not permitted on campus as an act of celebration for a student's birthday as it adds additional tasks for busy families and creates additional work and disruption to the day for teachers. Parents/guardians are welcome to have lunch with their child on his or her birthday. Singing "Happy Birthday" and other forms of recognition will always be encouraged since these are meaningful to students.

### **CREDIT BALANCE REFUNDS ON FAMILY ACCOUNT**

At the end of the academic year, refunds on credit balances on family accounts will be mailed to the home address reflected in Blackbaud Tuition Management unless Thales Academy is instructed otherwise in writing. Please allow fourteen (14) business days from the end of the school year for processing. A refund will not be made for an amount less than \$5.

### **UNPAID FEES & TUITION RESTRICTIONS**

Families whose fees are not paid in full or who are not current on their established tuition payment plan may be restricted from participating in the following activities:

- Athletics: To participate in a sport, an athlete must have athletic fees paid by the deadline which will be established each season and communicated to all families. Typically, this deadline is the first game of the season. Athletes who are not in good financial standing after that date will be allowed to continue to practice but will not be allowed to compete or dress for a contest until the outstanding debt is resolved. This policy applies to both middle school and high school athletes.
- Extracurricular Activities: For activities with curricular impact, participation may be restricted dependent on the specific activity/club.
- Prom/Homecoming/Junior High Dance: Eligible students wishing to attend any school-sponsored dance must have their fees paid prior to the event. In addition, any former student who wishes to attend prom or another dance as a guest must have any outstanding fees paid before a guest pass will be issued.
- Parking Permit: Any student wishing to purchase a parking permit must have all fees from previous school years paid prior to applying for a permit.
- Graduation and Promotion Ceremonies: To participate in the graduation ceremony at the high school level or promotion ceremony, students must have their fees paid prior to event.

- Official Transcripts: Only unofficial transcripts will be issued until all outstanding fees and/or tuition is paid.

## HONOR SOCIETIES

### NATIONAL HONOR SOCIETY (NHS) & NATIONAL JUNIOR HONOR SOCIETY (NJHS)

#### Selection Criteria & Membership in NHS/NJHS

The NHS/NJHS chapter establishes rules for membership that are based upon a student's outstanding performance in the areas of scholarship, service, leadership, citizenship, and character. These six criteria for selection form the foundation upon which the organization and its activities are built.

- Scholarship: Students who have a cumulative grade point average of 93% for National Honor Society and 95% for National Junior Honor Society, set by the local school's Faculty Council meet the scholarship requirement for membership. These students are then eligible for consideration on the basis of service, leadership, and character.
- Service: This quality is defined through the voluntary contributions made by a student to the school and/or community, done without compensation and with a positive, courteous, and enthusiastic spirit.
- Leadership: Student leaders are those who are resourceful, good problem solvers, promoters of school activities, idea-contributors, dependable, and persons who exemplify positive attitudes about life. Leadership experiences can be drawn from school or community activity while working with or for others.
- Character: The student of good character upholds principles of morality and ethics, is cooperative, demonstrates high standards of honesty and reliability, shows courtesy, concern and respect for others, and generally maintains a good and clean lifestyle.
- Citizenship: The student understands the importance of civic involvement, has a high regard for freedom, justice, and respect of the American form of government. The student demonstrates mature participation and responsibility through involvement with activities such as scouting, community organizations, and school clubs.

#### Procedures for Selection into NHS/NJHS

For many students, selection as a member of NHS/NJHS is the pinnacle of their achievement in school. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the private commitment to continued excellence on the part of the new member. Because of the importance placed upon this aspect of secondary school life, local chapters are charged with creating a selection process that conforms to national guidelines, is applied fairly and consistently to all candidates, and provides a meaningful recognition of deserving students.

Selection to NHS/NJHS is a privilege, not a right. Students do not apply for membership to NHS/NJHS; instead, they are invited to apply by meeting the scholarship cumulative GPA requirement. Students then provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. This is not an election, nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. NHS/NJHS is more than just an honor roll.

### Honor Society Selection Process

- **Section 1:** To be eligible for membership, the candidate must be a member of those classes (7th and 8th grade) designated as eligible in the chapter bylaws. As the first step in the process, students' academic records are reviewed to determine students who are scholastically eligible for membership; i.e., students who meet the required cumulative percentage. The chapter advisors will calculate the percentage.
- **Section 2:** Students who are eligible scholastically (i.e., "candidates") will be notified and informed that for further consideration for selection to the chapter, they must complete a Student Activity Form, which will be available from the chapter advisors. This form should not be referred to as an application. This form outlines the candidate's accomplishments in the areas of Service, Leadership, Citizenship, and Character. For NJHS candidates, an additional teacher input form will be distributed by the chapter advisors to all of the faculty to supplement the candidate forms.
- **Section 3:** All faculty members will be invited to rate and make comments on candidates. To avoid questionable entries on faculty evaluations, all evaluations are signed, and each evaluator will support any below-average rating with substantiating data based on sound professional judgment and action. The local advisor serves as the link between the Faculty Council and the evaluators and may conduct informal interviews with those teachers who provide the below-average ratings. As with the Student Activity Information Forms, faculty evaluations are considered working documents to assist the Faculty Council in making sound decisions regarding membership. Such evaluations are expected to be used only by the Faculty Council, the advisor, and the campus Head of School and should be considered confidential. It is important to note that the five appointed members of the Faculty Council will make the actual selection of members. Consequently, point totals or averages of the faculty ratings are not considered as votes or the sole determinants of membership, but are instead reported to the Faculty Council to add to their information when considering selections.
- **Section 4:** The Student Activity Form will be reviewed by the Faculty Council, along with any other verifiable information about the candidates relevant to their candidacy. After careful consideration and review of the Student Activity Form, each member of the faculty council will rate the student in four categories: service, leadership, character, and citizenship. Once the student's G.P.A. is shown to be sufficient for candidacy, the issue of scholarship is put aside. The Faculty Council rates the forms using the scale of: 4 for outstanding, 3 for excellent, 2 for good, 1 for fair, and 0 for not recommended. A rating of less than 2 is considered a low rating and will be explained by the evaluator.
- **Section 5:** The NHS Faculty Council will interview all NHS candidates personally. Students will be evaluated for good interview skills including appearance, articulation, poise, and content of responses.
- **Section 6:** Each evaluation will be totaled. All evaluation scores will be averaged to determine if the candidate's score makes the cutoff point. All tabulations will be rechecked for accuracy. The cutoff score will be determined by the Faculty Council and will not serve as the absolute determinant of membership. If a candidate meets or falls below the cutoff point, the Faculty Council will review their information forms again in order to make a sound professional judgment regarding selection and non-selection.
- **Section 7:** Faculty Council members will deliberate in order to guarantee that their decisions are based on accurate and complete understandings of all information presented for review. The actual selection of new members must be made by a majority vote of the five appointed

members of the Faculty Council. Consequently, point totals or averages of the faculty ratings will not be considered as 'votes' or the sole determinants of membership. With the vote on each candidate, those candidates receiving a majority vote of the Faculty Council will be invited to be inducted into the chapter. All selected and non-selected candidates (i.e., those who do not receive the majority vote of the Faculty Council) will be notified by letter by the chapter advisors.

- **Section 8:** Prior to notification of any candidates, the chapter advisor should report to the campus Head of School the results of the faculty council's deliberations for approval. Lists of selected and non-selected students, as well as reasons for non-selection may be incorporated into this meeting. This will assure the support of administration prior to any notification.

### Timeline

At the end of the second marking period, student records are reviewed. Invitations for membership will be distributed at the beginning of the third marking period, and the selection process will begin. Those selected will be inducted during the latter part of the third marking period

## ACADEMIC HONOR CODE

### ACADEMIC HONOR CODE: PLAGIARISM

The highest value of Thales Academy is our first Outcome: Unfailing Integrity. While we hope for academic excellence and career success, it is our first desire that the students of Thales Academy own their words, deeds, and actions honestly as individuals growing in integrity. As part of that commitment, Thales Academy has a strenuous zero tolerance policy for plagiarism.

Plagiarism is an academic crime where one misrepresents the work of another as his or her own. It is distinct from a mistake; momentary lapses in citation or confusion between paraphrase and quotation do not constitute plagiarism. Plagiarism occurs when a student fails to complete his or her own work and instead substitutes someone else's thoughts and/or words and submits them as his own. The use of artificial intelligence to compose responses is strictly prohibited.

Plagiarism is a failure of integrity, and it is for that reason that Thales Academy's policy is to give a zero for any case of plagiarised work. Technology enables many wonderful tasks to be done more efficiently; it also makes plagiarism more tempting than in previous years. Students have access to informational sites, databases, and resources previously unavailable. In such an environment, it becomes vital for students and their families to commit to virtuous scholarship.

Plagiarism is not only a violation of integrity; it is also a failure of gratitude. Duke University scholar Stanley Hauerwas explains that plagiarism refuses thanks to the individual whose work the plagiarist is citing; when the student cites the author of the ideas he is borrowing, that citation recognizes the effort made to generate the information. This recognition is an act of gratitude, a recognition that, as Fulk of Chartres once stated, "we stand on the shoulders of giants" when we approach the tasks of research and writing. In each class, the instructor will cover the citation methods and resources necessary for success; it is the student's task to work diligently and complete assignments using the citation methods relevant to the course.

Thales Academy's rigorous curriculum contains many writing assignments, and it is for that reason that the faculty and administration require students and parents/guardians to review, understand, and agree to this Plagiarism Statement at the start of each academic year. We invite you to join us in a commitment to virtuous scholarship in the upcoming academic year and for the duration of your student's enrollment at Thales Academy.

### **ACADEMIC HONOR CODE: PLAGIARISM ARTIFICIAL INTELLIGENCE**

At Thales Academy, we believe that the act of creation is an essential feature of human dignity. As such, our curriculum elevates the original ideas that humans have reflected on and continue to examine for their application to a productive, virtuous, and meaningful life. To develop their thinking and writing skills, we ask students to encounter, study, and craft their own contributions to a rich intellectual heritage that celebrates goodness, beauty, and truth. While we stand in agreement with Mortimer Adler's assertion that human excellence is the goal of a liberal arts education, other outcomes interest us beyond the quality of the final product. We want students to wrestle with complex ideas, notice and correct errors, and experiment with rhetorical strategies. Our senior thesis, for example, requires students to demonstrate their understanding and appreciation of the Western Tradition as well as the skills of scholarship they have learned in their years at Thales Academy.

There are two obstacles to this remarkable undertaking: first, the misrepresentation of another person's work as one's own, and secondly, misguided reliance on technology that fabricates written forms of communication almost indistinguishable from those created by a human being. Ultimately, our objective is for students to grow in knowledge, responsibility, professionalism, and character. To that end, Thales Academy has a zero-tolerance policy on plagiarism and the use of artificial intelligence. Students should not use AI to do research or summarize texts for them in the completion of their assignments. Their work must properly and sufficiently cite another person's ideas, and it should not contain any AI generated content nor be supported by editing software tools. These include but are not limited to ChatGPT, Quillbot, Grammarly, and Google Gemini. Rather than viewing these expectations as limiting, we encourage students and families to recognize the freedom our standards provide to pursue academic excellence with integrity and take pride in the process of one's own intellectual achievement.

### **ACADEMIC HONOR CODE VIOLATIONS & ENFORCEMENT**

Thales Academy students will receive training in what constitutes plagiarism and how to avoid it through effective paraphrasing, quotation integration, and inclusion of citations. They will also be asked to sign an Honor Code at the start of the year and after completion of writing assignments: "I have neither given nor received help on this assignment. I have completed my work following all school rules and procedures related to integrity, behavior, and citing of sources." Should a student's behavior violate our Honor Code, the consequences will be as follows:

- **First Offense:** Student will receive a zero on the assignment, and the violation will be recorded
- **Second Offense:** 1 day suspension
- **Third Offense:** 3 day suspension and student's enrollment put under review



**ADMINISTRATIVE DISCRETION AND STUDENT HANDBOOKS**

These handbooks are provided to present an overview of the policies, regulations and procedures followed at Thales Academy. Handbooks are not intended to restrict in any way the authority of the school's leaders, teachers or staff to make such rules, not inconsistent with this code, as they are authorized by law to make for the operation of their school or classes. The Board of Directors encourages the right of the school's administrators to employ a variety of disciplinary actions which may include, but are not limited to, suspension from school events and activities, out-of-school suspension and expulsion.