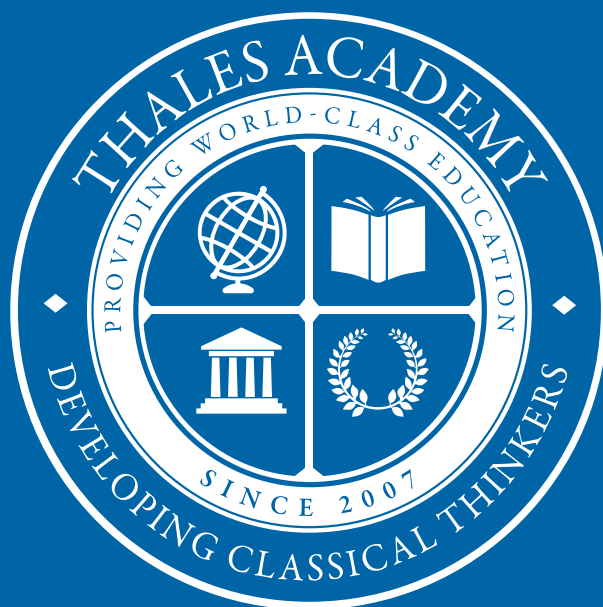


2025 – 2026

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STUDENT HANDBOOK • GRADES PK-12

THALES ACADEMY • DEVELOPING CLASSICAL THINKERS • [THALESACADEMY.ORG](https://thalesacademy.org)

CAMPUS DIRECTORY

Apex K-3 1177 Ambergate Station Apex, NC 27502 (919) 303-3108	Apex 4-12 1300 N. Salem Street (4-8) 1250 N. Salem Street (9-12) Apex, NC 27502 (919) 629-4200
Cary 1120 Buck Jones Road (PK-5) 1102 Buck Jones Road (6-12) Raleigh, NC 27606 (919) 234-1350	Flowers Plantation 65 SE Flowers Parkway (PK-5) 95 SE Flowers Parkway (6-12) Clayton, NC 27527 (984) 989-0140
Franklin 3835 Carothers Parkway Franklin, TN 37067 (615) 465-6919	Holly Springs 11244 Holly Springs New Hill Road (PK-5) 200 Searle Wood Trail (6-12) Holly Springs, NC 27540 (919) 762-7297
Knightdale 525 Carolinian Avenue Knightdale, NC 27545 (919) 295-5954	Pittsboro 200 Vine Parkway Pittsboro, NC 27312 (919) 726-2416
Raleigh 8151 Town Drive Raleigh, NC 27616 (919) 882-2320	Richmond 14101 Center Pointe Parkway Richmond, VA 23114 (804) 495-0081
Rolesville 1201 Granite Falls Boulevard Rolesville, NC 27571 (919) 435-2715	Wake Forest 3106 Heritage Trade Drive Wake Forest, NC 27587 (919) 453-6415
Waxhaw 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 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.

HANDBOOK CONTENTS

○ Campus Directory	2
○ Welcome to Thales Academy	2
○ About Thales Academy	6
• Mission.	6
• Non-Discrimination Statement	6
• Academic Philosophy and the Thales First Principles	6
• Judeo-Christian Values	7
• Top 15 Outcomes of a Thales Academy Student.	7
• Organizational Pattern and Curriculum	8
• Handbook Information	8
○ Admissions, Tuition and Enrollment	9
• Admissions Process	9
• Minimum Age for Enrollment	9
• Provisional Enrollment Period	9
• Special Education Services	10
• International Students	10
• Tuition and Fees	10
• Scholarships and Financial Aid	10
• Campus Transfers	11
• Withdrawal Procedures	11
○ Academic Policies	12
• Student Record and Classroom Information Access	12
• Grading.	12
• Late Work Policies	13
• Make-Up Work Policies	13
• Mid-Quarter Checks and Report Cards.	13
• Academic Honors.	14
• Philosophy of Homework	14
• Homework Hints	15
• K–5 Mastery-Based Programs	15
• Retests.	15
• Extra Credit	15
• Promotion Requirements	16
• Graduation Requirements	17
• Transcripts.	17
• Quality Points and Grade Point Averages	18
• Standardized Testing Information	18
• Requests for a Specific Teacher	19
• Parents/Guardians' Rights Regarding Student Records.	19
○ Communication	19
• Communication Procedure	19
• School Telephone.	20
• Conferences	20
• Student Work and Information Distribution	20
• Parent Contact Information	21

○ Student Attendance	21
• Attendance Overview	21
• Attendance Policy.	21
• Suspensions	22
• Illness	23
• Prolonged Absences	23
○ Student Health and Wellness	23
• Visiting the School Office for Illness/Injury	23
• Emergency Contacts	23
• Administering Medication	24
• Immunizations	24
• Pediculosis (Head Lice)	24
• Students with Allergies	25
• Peanut and Tree Nut Policy	25
• Behavioral Intervention	25
○ Dress Code	25
• Bottoms	25
• Tops	26
• Footwear	27
• Gym Uniforms and PE Classes	28
• Accessories	28
• Dress-Down Policy	29
• Student-Athlete Game Day Dress Code	29
• Dress Code Enforcement	30
• Dress Code Violation Consequences	30
• Uniform Retailer Guidelines	30
• Attendee Attire Policy for On-Campus Events.	31
○ Student Expectations and Privileges	32
• Field Trips	32
• Lockers.	33
• School Lunch	33
• Snack	34
• Recess and Recreation Time	34
• Photographs and Yearbooks	34
• Junior High and High School Dances	34
• Parent Supervision at Extracurricular Events	34
○ Daily Arrival and Dismissal.	35
• Student Arrival.	35
• Student Dismissal	35
• Carpool Procedures	36
• Inclement Weather and Emergencies Affecting Carpool	36
• Delayed School Opening and Inclement Weather Closing	37
• Late Pick-up	37
○ Extended Hours Care	37
• After-School Care.	38
• Before-School Care	38
• Extended Hours Care Billing and Payment Policies	38

• Extended Hours Care Student Conduct	38
• After-School Clubs and Enrichment Activities.	38
○ Electronics & Internet	39
• Student Internet Access	39
• Personal Technology Device Policy.	40
• Student Technology Use.	41
• Student & Staff Communication	43
○ Student Conduct	43
• Code of Conduct	44
• Academic Honor Code	46
• Disciplinary Action and Authority	48
• Suspension Policies	48
• Expulsions and Dismissals	49
• Harassment & Bullying	49
• Mandatory Reporting.	52
• Discipline and Student Privacy	53
• Searches and Seizures	53
• Portrayals of Violence	53
○ Parent/Guardian Information: All Grades	54
• Parental Support of School Mission	54
• Custody Concerns	54
• Fundraising and Community Service	55
• Solicitations and Donations	55
• American Flag & the Pledge of Allegiance.	55
• Lost and Found	55
• Textbooks	55
• Tobacco, Alcohol and Intoxicating Substances	56
• Visitors.	56
• Emergency Drills	56
• Crisis Plan and School Security.	58
• Injury Reports	58
• Credit Balance Refunds on Family Account	58
• Unpaid Fees & Tuition Restriction	58
• AHERA Management Plan	59
○ Parent/Guardian Information: Pre-K–5th.	59
• Lunch Volunteers	59
• Birthday Celebrations and Snacks	59
• Speech/Language Therapy	59
○ Junior High & High School Honors Societies	60
• National Honor Society & National Junior Honor Society	60
○ After-School Care Policies	60
• Fees and Billing Schedule	60
• Daily Schedule.	61
• Daily Pickup Information.	61
• Student Conduct Expectations	62
• ASC Disciplinary Policy	62
• After-School Care Agreements	62

ABOUT THALES ACADEMY

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 that embodies traditional American values.

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.

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 the Director of Human Resources.

ACADEMIC PHILOSOPHY AND THE THALES FIRST PRINCIPLES

As a classical school, we are committed to the inherent value and dignity of all human beings, to educating students to their highest potential, and to providing opportunities for students to succeed to the best of their abilities.

The values and virtues of a classical education are grounded in the Judeo-Christian understanding of what it means to be human, in ideas that are further developed by the intellectual traditions of Greco-Roman antiquity and medieval Europe. These ideas persist in America's intellectual tradition and in the founding documents of the United States, such as the Declaration of Independence and the Constitution.

This classical identity is capable of uniting people of all backgrounds in the worthwhile and lifelong cultivation of the Good Life. Such an identity, moreover, is neither secular nor religious in nature; instead, it is *classical*.

Our hope is 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.

This philosophical foundation gives rise to four different course strands that permeate the curriculum of Thales Academy. Rooted in our mission, the First Principles of Thales Academy are a set of foundational beliefs that guide all of our decision making.

- **Natural Order:** We believe there is inherent order in the universe and the natural laws that govern it. We believe this order creates a sense of transcendent beauty, and we encourage all students to recognize and value this order.

- **Human Dignity:** We believe in the Judeo-Christian philosophical concepts of the *Imago Dei* and natural law that preserves the dignity and uniqueness of every individual as a reflection of the divine imbued with inalienable rights.
- **Moral Philosophy:** We believe in the objective nature of moral philosophy in the Judeo-Christian and Aristotelian tradition and that we must model and encourage the development of character and virtue in our students. The goal is for students to develop practical wisdom (or prudence) to temper their intellectual growth.
- **Our Intellectual Inheritance:** We have received as our inheritance the literary and historical treasures of the Western canon, which includes the best examples of the transcendental qualities that promote human flourishing. Accordingly, in our classes we choose to focus on the very best books and ideas from this tradition. We encourage students to admire this intellectual inheritance and appreciate its literary works, heroic figures, and its ideas of human dignity.

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. Consistent with our Judeo-Christian values, we understand each human being to be made either 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.

TOP 15 OUTCOMES OF A THALES ACADEMY STUDENT

In all classroom lessons and teacher/student interactions, we incorporate our Top 15 Outcomes to encourage students to better themselves and reach new heights. By graduation, each of our students will have mastered all fifteen of these Outcomes.

- **Unfailing Integrity** compels a person to follow a strong code of ethics with honesty in all situations.
- A **Virtuous Leader with Well-Developed Judgment** combines thinking skills and traits such as humility, generosity, and courage.
- **Self-Reliance** creates confidence to depend on one's own powers and resources to meet all of one's needs.
- A **Truth Seeker** searches for the correct, right, or accurate explanation of reality, following the scientific method.
- A **Critical Thinker** discerns the truth of a statement or observation through questioning and examination.
- A **Continuous Learner** takes lessons from all aspects of life and work, learns from mistakes, and adapts to change.
- **Competent Technical Skills** allow individuals to join modern technological industries and navigate modern life.

- **Astute Problem Solving** leads one to identify the solutions to a problem, evaluate likely outcomes, assess risk, and choose correctly.
- A **Cooperative and Contributive Team Member** knows how to collaborate to achieve successful results.
- A **Strong Work Ethic** links perseverance, reliability, and honesty.
- **Dreams and Aspirations to Change the World** help us remember that directed efforts bring us closer to our goals.
- **Traditional American Values and Entrepreneurialism** drive a leader to build and sustain a thriving economy.
- **Well-Developed People & Communication Skills** promote effective sharing with a clear message.
- **Gratitude** acknowledges the gifts one has been given and the contributions of others.
- A **Healthy Mind, Body and Spirit** offer the freedom to operate at an optimal level and achieve a higher sense of fulfillment.

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.

Thales Academy has adopted a Direct Instruction format for the teaching of our Pre-K–5 core curriculum. The goal of Direct Instruction is to accelerate learning by maximizing efficiency in the design and delivery of instruction. Each Direct Instruction program is skills-oriented, using carefully articulated lessons in which cognitive skills are broken down into small units, sequenced deliberately, and taught explicitly.

In grades 6–12, students are steeped in the habits of listening, interrogating, and discussing texts in the classroom daily at a time that their minds are naturally inquisitive and increasingly capable of abstract thought. Students will build upon their foundation of factual knowledge from the elementary grades, and will develop a deep understanding of causation and logical reasoning as they are guided to develop new knowledge on their own rather than merely absorbing existing information.

After completing our rigorous Junior High and High School sequence, our graduates enter the world as adept, confident, and independent thinkers and communicators.

HANDBOOK INFORMATION

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 school policy, 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.

ADMISSIONS, TUITION AND ENROLLMENT

ADMISSIONS PROCESS

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 children of Thales Academy staff members and 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.

MINIMUM AGE FOR ENROLLMENT

Applicants for Pre-Kindergarten must be **4 years of age by September 30** of the year in which the student enrolls. Applicants for Kindergarten must be **5 years of age by September 30** of the year in which the student enrolls. To ensure fair consideration of all applicants, Thales Academy does not provide waivers to these dates.

Parents seeking admission for applicants in all other grades are encouraged to apply for the grade in which they feel their child will be most successful. Thales Academy does not have a specific age cutoff for grades beyond kindergarten.

PROVISIONAL ENROLLMENT PERIOD

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.

SPECIAL EDUCATION SERVICES

Thales Academy does not have the personnel or the facilities to effectively address the needs of children who have significant emotional or behavioral problems, or who have learning disabilities that require special programs, as detailed in an Individual Education Plan (IEP).

While Thales Academy is not able to accommodate the specific requirements of individual IEPs, and does not administer or provide IEPs for Thales Academy students, many students who have enrolled at Thales Academy have achieved success within a standard Thales classroom and curriculum. A student's IEP or similar plan is considered as an element within the broader admissions application.

Other requests for accommodations should be raised to the Head of School who will, in his/her sole discretion, determine if an accommodation is appropriate in accordance with applicable school policies and laws on a case-by-case basis.

INTERNATIONAL STUDENTS

Thales Academy welcomes applications for students who already possess a visa or other proof of long-term legal residency that allows them to reside and attend school in the United States. As Thales Academy is not a SEVIS-approved school, we are not able to provide sponsorship for international students or issue an I-20 Certificate of Eligibility form. Candidates must be able to successfully complete an admissions interview or assessment, as well as read and understand English. Thales Academy is unable to provide any language assistance services.

TUITION AND FEES

For specific tuition amounts, please see the current tuition and fees in the Admissions section of the Thales Academy website. Tuition amounts vary by campus and grade level. Thales Academy works hard to minimize costs as much as possible and provide every child the opportunity to receive an excellent education.

Thales Academy does not charge hidden fees. All fees for optional services will be clearly disclosed and billed through Blackbaud Tuition Management, the school's tuition management system. Families will create their Tuition Management account upon enrollment and will renew their account for each subsequent school year upon completion of the Re-Enrollment Confirmation.

SCHOLARSHIPS AND FINANCIAL AID

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.

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 Thales Academy financial assistance. Pre-Kindergarten students are not eligible for need-based scholarships.

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.

CAMPUS TRANSFERS

Transfers between Thales Academy campuses are processed as seats are available. Priority in transfers may be granted to children of Thales Academy staff, students with siblings at the campus being requested, and families relocating to a new address. A waiting period may be required for campus transfers, and transfers are not guaranteed.

In order to ensure accurate report card grade recording, transfers will not be processed in the final two weeks of an academic quarter or during the first week of a track out, except in emergency situations as approved by both campus Heads of School and the admissions office.

Further information regarding campus transfers may be obtained from the admissions office or from the campus office. To request a transfer, please contact your campus Office Manager.

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 to the Office Manager, it is the parent's/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, less any unpaid fees or charges for services rendered, will be prorated based on the withdrawal date and refunded to the parent/guardian by check.

ACADEMIC POLICIES

STUDENT RECORD AND CLASSROOM INFORMATION ACCESS

Each parent and guardian will have access to their student's academic record through **onRecord**, Thales Academy's Student Information System. Links to onRecord may be found on the Thales Academy website.

Please refer to onRecord for permanent academic records, including:

- Current and past report cards
- Unofficial transcripts for High School students
- Attendance records
- Conduct documentation
- Enrollment contracts and agreements
- Official school forms and documents

Thales Academy uses **Canvas** as its Learning Management System. Access to Canvas is provided to all parents and links are available on the Thales Academy website. In addition, Junior High and High School students are expected to access Canvas daily to keep up to date with daily class assignments and to submit assignments as directed by their teachers.

Please refer to Canvas for daily course-related tasks, including:

- Individual student assignment grades
- Important announcements from classroom teachers
- Course syllabi and expectations
- Upcoming assignment due dates
- Daily and weekly schedules by class

For assistance in accessing onRecord or Canvas, please contact support@thalesacademy.org. Other technology platforms may be utilized at the campus level. For assistance with these platforms, please contact your campus Office Manager.

GRADING

Kindergarten through 12th grade students are evaluated on personal/social growth, work habits, and material outlined in the Thales Academy 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.

LATE WORK POLICIES

All work is expected to be turned in on time. The following policies will apply to classwork and homework turned in late. If a student has an extended absence due to an emergency resulting in an excused absence, parents/guardians should contact the Head of School in order to discuss the situation. Teachers are encouraged to contact parents/guardians via phone and/or email when a student is missing multiple assignments.

Grades K–2

Work turned in late will receive a 10-point deduction for each day the item is late, unless due to an excused absence.

Grades 3–12

Students are allotted three school days following the due date to turn in an assignment for credit. Work turned in one day late will receive a maximum grade of 80%. Work turned in two or three days late will receive a maximum grade of 50%. Following the third day, the assignment's grade will be recorded as a zero. The three-day window will begin following any grace period for an excused absence.

MAKE-UP WORK POLICIES

The policies below apply to both homework and classwork, including tests and quizzes.

- **Due to Excused Absences:** Students have one day for each day absent to complete missed work (not counting weekends). Missed tests and quizzes will be completed within the make-up window.
- **Due to Unexcused Absences:** Students are expected to keep up with missed assignments and return to school with work completed. Missed tests and quizzes are expected to be completed upon the student's return to school.
- **Due to Prearranged Absences:** Families must inform each teacher in advance and collect any work to be missed that is available from each teacher. Junior High and High School students are responsible for checking Canvas and contacting their teachers about missed work. All missed work is due immediately upon the student's return, and missed tests and quizzes are expected to be completed upon the student's return to school.
- **Excessive Tardies/Early Departures in Same Class:** Accumulating seven tardies or early departures in the same class in a semester will forfeit 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.

MID-QUARTER CHECKS AND REPORT CARDS

At the midpoint of each quarter, all teachers will update grades in Canvas for each course, and parents will be notified to log in and view their student's progress. These mid-quarter grade updates are not officially documented reports and no official records will be issued.

Report cards are issued electronically through onRecord four times per year, at the conclusion of each academic quarter. Parents will be notified via email when report cards are available for viewing. Paper copies of report cards will not be distributed by the school; however, parents may print a copy of their student's report card for their records.

All students in Kindergarten through 12th Grade will receive a report card. Pre-kindergarten students do not receive report cards. Families whose financial account is on hold due to unpaid tuition as notified by the school will not be permitted to view report cards.

ACADEMIC HONORS

Thales Academy is proud to recognize exceptional student academic performance. Academic honors will be calculated and notated on report cards as follows:

Kindergarten – 5th Grade

- **A Honor Roll:** Grades in all courses in a quarter are 90 or higher, calculated quarterly.
- **A/B Honor Roll:** Grades in all courses in a quarter are 80 or higher, calculated quarterly.

Junior High

- **Semester A Honor Roll:** Quarterly grades in all courses for the semester are 90 or higher, calculated per semester.
- **Semester A/B Honor Roll:** Quarterly grades in all courses for the semester are 80 or higher, calculated per semester.

High School

- **Dean's List:** Overall semester grade average of 92.5 or higher in all courses, calculated per semester and also notated on the student's academic transcript.
- **Head of School's List:** Overall semester grade average of 96.5 or higher in all courses, calculated per semester and also notated on the student's academic transcript.

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 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.
- Keeping a supply of paper, pencils, and other materials in the study area is helpful, as is 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 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.

K–5 MASTERY-BASED PROGRAMS

Students in Kindergarten through 5th Grade are grouped by skill level for Reading, Mathematics, and Language Arts. Students are placed in the level appropriate to them based on assessments and placement tests, and Direct Instruction teaching methods are used to deliver mastery-based content within each student's skill level. If a student is placed accurately and appropriately, the student will be successful without extensive outside instructional support or resources.

If a change in skill level is being considered for a student, the Head of School will consult with the student's subject teachers and the parents/guardians prior to finalizing a placement level change. Skill level placement is at the discretion of the Head of School, whose decision is final.

RETESTS

Retests in Kindergarten through 5th Grade are given when a student scores below 85% on assessments in Math, Reading, and Language Arts. A retest is intended only to measure mastery of the skills evaluated on the assessment, and are not intended to replace or raise the grade of the original assessment. The original assessment grade will stand as the final grade regardless of the outcome of a retest.

Retests are not offered in the Junior High and High School grades.

EXTRA CREDIT

Opportunities for students to receive extra credit are left to the discretion of the teacher. Providing extra credit is neither encouraged nor endorsed by the school.

PROMOTION REQUIREMENTS

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

If retention of a student is being considered, appropriate and timely notification will be given to the student's parents/guardians. The Head of School is the final authority regarding student promotion or retention, and while parents/guardians will be consulted throughout the process and kept informed, the decision of the Head of School regarding grade placement is final.

Specific promotion standards by grade level are listed below.

Pre-Kindergarten–5th Grade

In order to be promoted from one grade level to the next, the student must show sufficient progress and mastery to allow him/her to be successful in the subsequent grade level.

For students completing grades Kindergarten through 4th Grade who are enrolled in above grade level mathematics or reading/language arts classes, a year-long test average of at least 90% in the current school year is required in order to remain eligible for above grade level classes in the next school year. For students completing 5th Grade, a year-long test average of at least 85% is required to remain eligible for above grade level classes in 6th grade. All class placement decisions are at the discretion of the Head of School and are data-driven, dependent on the best course of action for the student.

Junior High

In order to be promoted, students completing 6th, 7th or 8th Grade must have a passing final grade (60% or higher) in all core classes. For purposes of promotion in Junior High, core classes include the following:

- History
- Literature
- Mathematics
- Science
- Latin
- Physical Education
- Industrial and Vocational Arts

Appropriate progress in elective courses will also be considered. Thales Academy requires each Junior High student to have a passing grade in all core classes to be eligible for promotion, and does not provide summer school opportunities to recover credit. Therefore, students who do not pass a core course will be asked to repeat the grade level.

Junior High students enrolled in an above grade level mathematics course must maintain an overall grade of 95% or higher in order to remain eligible for an above grade level course in the next school year. Students who are enrolled in an on grade level mathematics course must have maintained an overall grade of 95% or higher in their current course, as well as scored 90% or higher on a placement test and demonstrated strong organizational skills and parental support, to be eligible for consideration for an above grade level course. All class placement decisions are at the discretion of the Head of School and are data-driven, dependent on the best course of action for the student.

High School

In order to be promoted, students completing 9th, 10th or 11th Grade must earn at least seven credits per year. Credits are awarded in all courses where the student earns a final grade of at least 60%. Thales Academy requires each High School student to have a passing grade in all classes attempted to be eligible for promotion, and does not provide summer school opportunities to recover credit. Therefore, students who do not pass all courses attempted will be asked to repeat the grade level.

High School students enrolled in an above grade level mathematics course must maintain an overall grade of 95% or higher in order to remain eligible for an above grade level course in the next school year. Students who are enrolled in an on grade level mathematics course must have maintained an overall grade of 95% or higher in their current course, as well as scored 90% or higher on a placement test and demonstrated strong organizational skills and parental support, to be eligible for consideration for an above grade level course. All class placement decisions are at the discretion of the Head of School and are data-driven, dependent on the best course of action for the student.

GRADUATION REQUIREMENTS

In order to qualify as a candidate for graduation, students completing 12th Grade must earn a minimum of seven credits per year of High School, for a minimum total of 28 credits, and must research, write, and defend an original senior thesis. The student may earn more than the required minimum total number of credits due to Dual Enrollment or transfer courses, but must meet the minimum per-year credit totals unless an exception has been approved by the Head of School prior to the end of the first semester of the student's 12th Grade year.

Except as noted below, Dual Enrollment courses may not substitute for core Thales Academy courses or count as credit recovery courses for the purposes of fulfilling graduation credit minimums.

Students who do not earn the minimum number of credits in their 12th Grade year will not be eligible to graduate and will be asked to repeat the 12th Grade year.

The required minimum credit totals by subject are listed below:

- **History:** 4 credits
- **Literature:** 4 credits
- **Mathematics:** 4 credits
- **Science:** 4 credits
- **Humane Letters:** 3 credits
- **Foreign Language:** 2 credits
- **Foreign Language or Dual Enrollment:** 2 credits (student choice, 11th and 12th Grade only)
- **Physical Education & Health:** 0.5 credits
- **Industrial and Vocational Arts:** 0.5 credits
- **Electives:** 4 credits (student choice)

TRANSCRIPTS

Transcripts include final grades of all High School courses taken while enrolled at Thales Academy. Honors, Advanced Placement, and Dual Enrollment courses are notated appropriately. Any courses taken at another school prior to enrollment at Thales Academy for which credit toward graduation has been conferred will also be notated on the transcript.

Unofficial academic transcripts may be accessed by parents of High School students by logging into their onRecord portal. Unofficial transcripts are denoted as a non-certified copy of the student's academic records.

Official academic transcripts, which are certified copies of the student's academic records and include the signature of the Head of School and the school seal, will be sent directly to another institution upon request to the Head of School, or may be provided to the family in a sealed envelope upon request.

QUALITY POINTS AND GRADE POINT AVERAGES

Thales Academy awards quality points toward grade point averages for High School students based on the following scale:

The baseline grade for each grade range earns the baseline number of quality points:

- 1.0 for a grade of 60
- 2.0 for a grade of 70
- 3.0 for a grade of 80
- 4.0 for a grade of 90

An additional 0.1 quality point is awarded for each incremental grade up to a grade of 91. For grades of 92 and higher, an additional 0.05 quality point is awarded for each incremental grade. The most quality points a student can earn in a single course is 4.55 for a final course grade of 100.

Honors, Advanced Placement and Dual Enrollment courses award an extra quality point.

Zero quality points are awarded for grades of F (below 60).

The grade point average is calculated by adding the total quality points awarded and dividing that sum by the number of credits attempted in courses for which a final grade has been recorded. Thales Academy does not calculate grade point averages for students prior to 9th Grade.

STANDARDIZED TESTING INFORMATION

CLT (Grades 3-11)

The Classic Learning Test (CLT) is administered to all students in grades 3–11. 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.

PSAT (Grades 8–11)

The Preliminary SAT/National Merit Scholarship Qualifying Test (PSAT/NMSQT) is administered to all students in grades 8–11. The PSAT is an important first step toward college admission. Test results and their accompanying analysis are valuable tools that can help prepare students for future standardized tests, as well as educational and career opportunities beyond High School.

REQUESTS 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 the Head of School with any specific issues that need to be considered regarding placement.

PARENTS/GUARDIANS' RIGHTS REGARDING STUDENT RECORDS

While Thales Academy is not subject to the Family Educational Rights and Privacy Act (FERPA), the school believes that it is appropriate to afford parents/guardians, as well as students over 18 years of age, certain rights with respect to the student's educational records. For the avoidance of doubt, "educational records" means report cards and any other academic testing records alone.

Unless the school has written legal documentation that denies release of student records to a parent or guardian, all rights of access will be afforded to each student's parent or guardian, as listed on the student's birth certificate. Parents/guardians have the right to see, challenge, and/or receive a copy of their child's educational records. 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, and may challenge any records they believe are inaccurate.

COMMUNICATION

COMMUNICATION PROCEDURE

Communication between all stakeholders is key to ensuring everyone can work together in the best interest of the student. In a continuing effort to facilitate effective communication, we ask that the following procedure be utilized when addressing questions or concerns.

Parents should contact the **classroom teacher** directly for the following:

- Student progress
- Classroom management/discipline
- Field trips
- Grades
- Projects and assignments
- Parent/teacher conferences
- Curriculum questions
- Attendance (Pre-Kindergarten through 5th Grade students)

Important: 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 the 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 **campus Office Manager** for the following:

- School schedule
- Volunteer program/Background Checks
- Lunch program
- Student records
- School programs (after-school programs, etc.)
- Campus transfers
- Attendance (Junior High and High School students)

SCHOOL TELEPHONE

The main telephone number of each campus is listed on the first page of this handbook and is available on the Thales Academy website. Parents/guardians are asked to store the phone number of their student's campus in their phone's contacts so that calls from the school are not inadvertently missed or blocked.

Telephone calls by students will be allowed from the main office only after permission has been given, and students may only use the office phone to contact their parent/guardian unless otherwise permitted by the Office Manager or his/her designee to contact another individual.

Campus staff is unable to call students out of class to speak to callers on the phone except in emergency situations. The Office Manager will take a message from a parent or guardian and will ensure that the message is passed along to the student.

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.

Parents/guardians are requested to not arrive at the campus unannounced expecting an immediate meeting, as teachers and campus leadership have other responsibilities and will not be able to accommodate a request for a conference without proper notice. In addition, Curriculum Nights, Meet the Teacher, Open Houses, and similar events are not appropriate venues for discussing individual student performance, so as to maintain the confidentiality of student information.

STUDENT WORK AND INFORMATION DISTRIBUTION

For Pre-Kindergarten–5th Grade students, Friday Folders are a convenient, consistent way of communicating information and sending student work home. Parents/guardians are asked to review the Friday Folder every week, sign the acknowledgement sheet and return the folder the following Monday.

Thales Academy does not provide weekly folders to Junior High and High School students. Teachers will distribute all graded coursework in class, and school news will be shared with parents in the campus newsletter.

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.

Outside materials advertising events or activities not related to or sponsored by Thales Academy (birthday party invitations, community activity events, etc.) will not be distributed by the school, and may not be distributed by students or parents on school property. Distribution of materials for events sponsored or facilitated by Thales Academy must be approved by the Head of School prior to dissemination.

PARENT CONTACT INFORMATION

Campus leadership will regularly share important information via email and, when necessary, text message alerts. Parents/guardians are asked to keep their email address and mobile telephone numbers up to date in onRecord to ensure they will receive important school communications, including notifications of school delays, closures, or cancellations due to inclement weather or other situations.

STUDENT ATTENDANCE

"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

We encourage families to teach students 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

Students are allotted **ten** total absences per year, **five** of which may be unexcused, and **twelve** combined tardies and early departures from school per year.

When a student reaches any of the benchmarks listed above, the student's enrollment will be placed under review. An attendance contract will be issued as part of the review. Failure to adhere to the terms of the contract will result in the student's dismissal from Thales Academy.

Excused absences are granted ONLY for the following instances:

- Documented illness or injury
- 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 campus Office Manager **within 24 hours of the absence** to qualify as an excused absence. We highly recommend getting a doctor's note whenever possible.

All other absences will be recorded as unexcused absences, including any absences that could be defined as excused but lack the required written documentation as noted above. Suspensions will also be recorded as unexcused absences.

Tardies and early departures will be counted in total regardless of reason, with no differentiation between excused and unexcused. 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.

To be considered present for the school day, a student must be present for at least half the day. Students who leave prior to the halfway point of the school day, or arrive at school after the halfway point, will be marked absent for the day.

Additional Notes:

- If your child is absent from school, please email the campus Office Manager providing the reason for the absence and the presumed return date. Parents of Pre-Kindergarten through 5th Grade students are also asked to email their child's homeroom teacher.
- A student who leaves campus during the school day for an appointment or due to illness is required to check out through the office.
- 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*.
- Students are expected to keep up with missed assignments and return to school with work completed, to the extent possible given the nature of the absence. Additional time may be allowed in cases of severe illness, at the discretion of the Head of School.
- 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 extended illness or injury, if the student has satisfactorily maintained their work for the duration of absence.
- After three days of absences with no communication from the student's parent or guardian, the school will contact the parent/guardian to discover the reason for the absence.

SUSPENSIONS

Absences resulting from an out-of-school suspension are **unexcused**. Work will be assigned during the suspension. When the student has completed serving his/her suspension, he or she will need to bring in all of his or her completed work to be readmitted to the school. Students will not be readmitted if the work is not completed during the suspension.

Days missed due to a school closure for inclement weather or any other purpose do not count toward the serving of a suspension.

If a parent/guardian is notified prior to 12:00 p.m. that their student has been suspended, the student must be picked up from school prior to 12:00 p.m. If the student is picked up after 12:00 p.m., an additional day of suspension will be added.

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
- The student has been diagnosed with a contagious illness or disease by a medical professional

Students must be symptom free for 24 hours prior to returning to school. The school should be notified if your child has a contagious illness 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, 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 for 10 consecutive school days 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.

STUDENT HEALTH AND WELLNESS

VISITING THE SCHOOL OFFICE FOR ILLNESS/INJURY

Thales Academy does not have a school nurse on staff. 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), the school is not able to provide any other care. In cases of medical emergency, 911 will be called as well as parents/guardians.

EMERGENCY CONTACTS

Thales Academy staff will always attempt to contact parents first in the event of an emergency. Additional adults may be designated as emergency contacts in onRecord. Please ensure that these contacts are kept up to date regularly.

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 the original bottle 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

A Medication Authorization form must be completed for each medication authorized for administration at school. Parents/guardians are responsible for completing an updated Medication Authorization form when there are changes to medication, dosage or timing. Medication Authorization forms are valid only for the school year in which they are completed; new forms must be completed for every new school year.

Please see the following additional details:

- Over the counter medications are permitted. Prescription medications are permitted when prescribed by a medical professional.
- The campus office manager, or his/her designee, is the only staff member authorized to administer medication to students, and may do so only in the presence of another adult.
- Student medications will be stored securely in the campus office. Staff members other than the office manager are not permitted to administer medication or to store student medications in their classroom or workspace.
- An exception exists for emergency injectable medications, such as an epi-pen, glucagon, and other similar medications. These medications should be stored in the classroom emergency bag or on the student's person, as is appropriate for the age of the student, and the medications must be stored in a locked cabinet or drawer at all times when the teacher or staff member is not physically present in the classroom.

IMMUNIZATIONS

A record of immunizations, or medical/religious exemption documentation consistent with applicable state law, is required 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.

BEHAVIORAL INTERVENTION

At Thales Academy, we are committed to fostering an educational environment that is conducive to the 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).

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

Students in all grades may elect to wear pants or shorts. Girls may additionally choose to wear skirts or skorts. All garments must be free of holes, rips, and/or tears.

	Pre-Kindergarten–5th Grade	Junior High and High School
Length	Pants must be full length, straight leg. No wide-leg, skinny, boot cut, flare, etc. Shorts, skirts and skorts must be dress style and come to the knee.	
Color	Khaki or Navy Blue are permitted.	
Belts	Not required.	Required for pants and shorts, if they have belt loops.
Material	No cargo-style, capri-style, knit, stretch, denim, or corduroy material allowed.	

	Pre-Kindergarten–5th Grade	Junior High and High School
Restrictions	Skirts must be worn with bike or knit shorts, leggings, or tights (white, navy, light blue, or red only) underneath.	

TOPS

All students are required to wear a dress-code compliant shirt every day. Students may elect to wear a sweater or fleece in addition to a shirt. In addition, girls in Pre-Kindergarten through 5th Grade may elect to wear a jumper, and may wear a dress in lieu of a shirt.

Shirts

	Pre-Kindergarten–5th Grade	Junior High and High School
Color	Solid Red, Navy Blue, Light Blue only.	Solid Red, Navy Blue, Light Blue, Hunter Green, Maize Yellow. High School students may wear white shirts.
Style	Polo-style cotton or dri-fit collared shirts, short- or long-sleeve.	Polo-style cotton or dri-fit collared shirts, short- or long-sleeve. High School students may wear Oxford-style button down shirts.
Turtlenecks	May be worn under dress code-compliant sweater or sweater vest; may not be worn alone. If worn, must be of a color permitted under the dress code.	Not permitted.
Restrictions	Shirts may include an embroidered Thales Academy logo but may not include any other graphics, designer emblems or designs. Shirts must be tucked in at all times.	

Sweaters

	Pre-Kindergarten–5th Grade	Junior High and High School
Color	Solid Red, Navy Blue, Light Blue only.	Solid Red, Navy Blue, Light Blue, Hunter Green, Maize Yellow. High School students may wear white shirts.
Style	Woven, knit pullover sweaters, sweater vests or cardigans. Crewneck or V-neck sweaters are permitted. A dress code-compliant collared shirt must be worn under all sweaters, vests or cardigans.	
Turtlenecks	May be worn under a dress code-compliant sweater or sweater vest in place of a collared shirt. If worn, must be of a color permitted under the dress code.	Not permitted.
Restrictions	Sweaters with hoods are not allowed inside the school building. There are no restrictions on outerwear worn outside the building. Sweaters may include an embroidered Thales Academy logo but may not include any other graphics, designer emblems or designs.	

Fleece

	Pre-Kindergarten–5th Grade	Junior High and High School
Color	Solid Red, Navy Blue, Light Blue only.	Solid Red, Navy Blue, Light Blue, Hunter Green, Maize Yellow. High School students may wear white shirts.
Style	Fleece pullovers, fleece vests, or fleece jackets are acceptable and can be worn in class. A dress code-compliant collared shirt must be worn under all fleece pullovers, vests and jackets.	
Turtlenecks	May be worn under a dress code-compliant fleece in place of a collared shirt. If worn, must be of a color permitted under the dress code.	Not permitted.
Restrictions	Sweatshirt fabric and fleece jackets with hoods are not allowed. There are no restrictions on outerwear worn outside the building. Fleece garments may include an embroidered Thales Academy logo but may not include any other graphics, designer emblems or designs.	

Jumpers and Polo-Style Dresses

Girls in Pre-Kindergarten through 5th Grade only may elect to wear professional and appropriately-fitting jumpers or polo-style dresses.

	Jumpers	Dresses
Length	Jumpers and dresses must come to the knee.	
Color	Khaki or Navy Blue	Navy Blue, Light Blue, or Red
Material	No corduroy or knit material is allowed.	
Restrictions	Must be worn with a dress code-compliant collared shirt and bike or knit shorts, leggings, or tights (white, navy, light blue, or red only) underneath.	Must be worn with bike or knit shorts, leggings, or tights (white, navy, light blue, or red only) underneath.

FOOTWEAR

All footwear must be **closed-toed**. Low-top tennis shoes are permitted with neutral colors. Dress shoes must be brown, black or navy in color. If worn, socks must be a solid color of white, gray, black, or navy blue only and be ankle-length.

Leggings and tights are only permitted to be worn under other articles of clothing as detailed elsewhere in the dress code and are not permitted to be worn as standalone items.

The following items of footwear are not permitted:

- Any open toed or slide-on shoes, including but not limited to: flip-flops, sport slides, Uggs, Crocs, mules, clogs or sandals
- Wheeled shoes
- Boots and high top sneakers
- Heels

- Blinking or light-up shoes, shoe charms, shoe sequins, gems, or any bright or neon-colored shoes
- Character-themed shoes
- Socks above ankle-length
- Leg warmers

GYM UNIFORMS AND PE CLASSES

Junior High and High School students must dress out for physical education classes and electives. The required PE uniform consists of a Thales Academy grey t-shirt, navy blue shorts, and a pair of athletic shoes. The PE shirt and shorts must be purchased through the physical education department. 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.

Pre-Kindergarten–5th Grade students are not required to dress out for PE classes.

ACCESSORIES

Belts

Belts may be worn in solid black or brown. Belt buckles should not be excessively large or gaudy and should not contain inappropriate text or symbols. Students in Pre-Kindergarten–5th Grade are not required to wear belts. Junior High and High School students are required to wear belts if their pants or shorts have belt loops.

Piercings/Jewelry

Girls may wear small earrings only; earrings should not contain inappropriate text or symbols or be excessively gaudy. Boys may not wear earrings. No facial piercings are permitted.

Watches

A traditional non-smart wristwatch with a band width of 1 inch or smaller may be worn, as long as it is silent in operation at all times and includes no visuals beyond the time and date on the watchface. No smart watches, fitness trackers, or other watch-style devices that perform more functions than displaying the time and date are permitted.

Makeup

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

Hair

Student hair should not be colored, highlighted, tinted and/or dyed 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. Fairy Hair is not permitted.

Hair Accessories

Headbands, hair bows, and other hair accessories should be solid in color. Glitter, sparkles, gems, charms, Fairy Hair, character themes, and neon- or metallic-colored hair accessories are not permitted. 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 head coverings other than those appropriate to a student's religious practices are not permitted to be worn inside of the school building.

Other Notes Regarding Dress Code

- No coats, hoodies, jackets, sweatshirts, or non-uniform sweaters or fleeces may be worn inside the building.
- Undergarments must not be visible when students are in uniform.
- No deep V-necks or plunging necklines may be worn.
- Undershirts, camisoles included, should be white and/or match authorized dress code colors and should be tucked in appropriately. Boys' undershirts should be t-shirt style only.
- Outerwear such as jackets and coats that is not otherwise compliant with the dress code may be worn outside only. Such articles may not contain inappropriate text or symbols.
- 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.** The Head of School is the arbiter of acceptability in reference to items' compatibility with the dress code. All decisions are final and are not subject to appeal.

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, as well as on field trips and during one week per year designated as Spirit Week. Campus administrators will notify students about specific days. The spirit shirts must be Thales-approved spirit wear from the campus store or an approved club t-shirt. All Thales Academy students' attire every day, including on spirit days, should reflect that every student is a representative of Thales Academy.

STUDENT-ATHLETE GAME DAY DRESS CODE

Game day dress requirements will be consistent through all Thales Academy Athletic teams, as communicated by the Athletic Director and the Head of School. Students may wear game jerseys and uniform bottoms on home and away game days. Jerseys must be tucked in at all times.

DRESS CODE ENFORCEMENT

All Thales Academy team members have been assigned the responsibility to uphold 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/skortis.

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 School or Leadership.

DRESS CODE VIOLATION CONSEQUENCES

The consequences of violations of the dress code are as follows:

Pre-Kindergarten through 5th Grade Students

- **First Offense:** An official written warning will be recorded and shared.
- **Second Offense:** An official written warning will be recorded and shared, and a call will be made to the parent/guardian.
- **Third Offense:** An official written warning will be recorded and shared, and a call will be made to the parent/guardian. 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 and/or to pick up any prohibited items if necessary.
- **Fourth Offense:** 1 day suspension.
- **Fifth Offense:** 3 day suspension and student's enrollment put under review.

Junior High and High School Students

- **First Offense:** An official written warning will be recorded and shared, and a call will be made to the parent/guardian. 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 and/or to pick up any prohibited items if necessary.
- **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.

ATTENDEE ATTIRE POLICY FOR ON-CAMPUS EVENTS

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.

Please 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 with 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 and 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, 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:

- Gentlemen 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 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.

STUDENT EXPECTATIONS AND PRIVILEGES

FIELD TRIPS

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

- All students 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, as the school will be obligated to cover costs related to the field trip.
- No child will be denied access to a field trip because of an inability to pay. Please contact your child's teacher prior to the payment deadline in such cases.
- Unless otherwise noted by the teacher, Thales Academy spirit wear or school uniforms must be worn on all field trips.
- Students who do not attend a field trip will be asked to stay home for the day and will be assessed an excused absence.
- Parents/guardians serving as chaperones must be 21 years of age or older, must have a current background check on file with the campus office, and must provide a copy of their driver's license and car insurance information to the campus Office Manager no less than two weeks prior to the field trip.
- Parents/guardians serving as chaperones are not permitted to transport a single minor child without the presence of a second adult in the vehicle, unless the single child is the parent's/guardian's own child. They may transport multiple minor children in a vehicle with a single adult chaperone.
- Siblings of a student attending a field trip are not permitted to attend the field trip, unless the sibling is also in a class attending the same field trip.
- All participants on a field trip, including students, chaperones, and any other attendees, are required to adhere to any rules specific to the field trip as disseminated by the Head of School or by any Thales Academy staff member.

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. Stickers and/or permanent markings are not permitted on lockers. The Head of School or his/her designee has the right to search lockers and revoke locker privileges at any time and for any reason.

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 student does not bring lunch and a lunch is not delivered, all possible means will be exhausted to provide a meal for the student. Parents will be notified when this occurs.

In the event of a disruption to lunch delivery, the Office Manager will communicate information to families promptly.

Parents may bring lunch to school for their child prior to the lunch period. However, third-party delivery services, including but not limited to Uber Eats, DoorDash, GrubHub, Postmates and similar, are prohibited and any attempted deliveries for students from these services will not be accepted.

In the interest of security, Thales Academy operates as a closed campus at all times during the school day. Students are not permitted to leave campus for lunch.

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.

RECESS AND RECREATION TIME

All students in Pre-Kindergarten–5th Grade have a recess period during the school day. Recess is an opportunity to run, play, exercise, and enable students to concentrate more diligently on their classwork.

All students are expected to go outside and participate in recess, unless they have been ill or have a note from a physician. Other exceptions may be made for disciplinary actions or special school activities.

Campus administration will monitor weather conditions in accordance with Thales Academy policy and will adjust recess as necessary during periods of extreme heat or cold.

Junior High and High School students do not have a recess period, but may be afforded the opportunity to eat lunch outside as staffing and resources permit. Other opportunities to spend time outside will be made available when possible.

PHOTOGRAPHS AND YEARBOOKS

Thales Academy facilitates individual and class photographs each year as a service to parents/guardians. School pictures are available for purchase at a nominal cost and purchases are entirely 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 policy, or other instructions as communicated by the Head of School.

School yearbooks will be available for purchase each year. Purchases of yearbooks are similarly voluntary. Information about purchasing yearbooks will be distributed by the campus office.

JUNIOR HIGH AND HIGH SCHOOL DANCES

Dances are held for Junior High and High School students 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 present.

PARENT 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 (or another designated adult) are required to remain present and actively supervise their Pre-Kindergarten–8th Grade students during these events. Parents are not required to remain present to supervise events that are exclusively for High School students.

DAILY ARRIVAL AND 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. Please allow ample time for your child to unpack and prepare for the school day.
- Students who arrive after carpool has ended 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.
- The school requests that parents/guardians and/or siblings not develop the habit of personally escorting their children into the school building, in order to keep carpool flowing efficiently.
- If a circumstance arises where it is necessary to escort your child into the school building, please be considerate of others by not parking in the carpool line. Parents/guardians may park in the parking lot for this purpose.
- Students will have a homeroom period when they arrive at school until the end of morning carpool. At this time, students may read, study, complete work, or seek assistance from another teacher (provided they have permission from their homeroom teacher first).

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 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 at least prior to 30 minutes prior to the end of the school day.
- At campuses with different dismissal times by grade level, information about afternoon carpool procedures for siblings dismissed at different times will be distributed by the Head of School.

By following these simple regulations, our school will be able to expedite student arrival and dismissal.

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.
- Parents/guardians who have business in the school building should drop off their children through normal carpool procedure and enter the building after carpool is finished.

Please note: Students who are required by state law to be in a car seat or booster seat must be securely fastened in a car seat or booster seat for arrival and departure.

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 phones while in the carpool line.*
- Smoking is strictly prohibited on our campus.
- In the event that a different person is picking up a child, a note, email, or phone call to the Office Manager must be provided.
- If you are having a problem with carpool, please contact the campus office.
- For the sake of safety, *please do not attempt to engage teachers or other school families in conversation during carpool.*

INCLEMENT WEATHER AND EMERGENCIES AFFECTING CARPOOL

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

In the event of an emergency requiring an adjustment to carpool procedures, the Head of School will inform families promptly via email and, if necessary, text message alert.

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.

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 from school, information will be sent to parents/guardians via email and text message 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 when school dismisses early.

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

LATE PICK-UP

All students are to be picked up by the end of the carpool window. Consequences for late pickups are as follows:

- At campuses that offer drop-in After-School Care, students not picked up will be taken to After-School Care and the daily drop-in rate will be assessed per student to the family's Blackbaud Tuition Management account.
- At campuses that do not offer After-School Care, or only offer After-School Care by prior advance registration, a late fee of \$1 per minute, per student, will be assessed to the family's Blackbaud Tuition Management account.

Parents/guardians are asked to call the campus office as soon as they are aware of the possibility of a late pick-up. The Office Manager will ensure that the message is passed along to the student. Parents/guardians who are habitually late to pick up their student will be asked to secure some sort of after-school care for their student.

EXTENDED HOURS CARE

To assist families in securing child care before and after the school day, Thales Academy provides extended care programs for students. These programs are limited to Thales Academy students only and are not available for registration to the general public.

AFTER-SCHOOL CARE

The Thales Academy After-School Care Program (ASC) offers structured after-school care for students in Kindergarten–8th Grade. ASC is offered at all campuses and requires an additional fee separate from standard tuition. The current fee schedule is available from the campus office.

Please note that ASC is not available for Pre-Kindergarten or High School students.

Registration for ASC is required and availability is not guaranteed. Some campuses also offer drop-in ASC at a per-day rate.

For more information on After-School Care, please see the [After-School Care section](#) of this handbook.

BEFORE-SCHOOL CARE

The Thales Academy Before-School Care Program (BSC) offers supervised care, staffed by Thales Academy employees, prior to the start of the school day. BSC is only available to Kindergarten–5th Grade students. The program is offered at a per-day cost and is not available at every Thales Academy campus. Parents/guardians may contact the campus office for more information.

EXTENDED HOURS CARE BILLING AND PAYMENT POLICIES

All payments for Extended Hours Care, both BSC and ASC, will be billed and drafted monthly through the family's Blackbaud Tuition Management account. Payments in cash, by check, or any other method other than through the Blackbaud Tuition Management account are not accepted at any time for any Extended Hours Care fee.

Participation in Extended Hours Care programs is contingent upon accounts remaining current. If an account becomes past due, students will be ineligible to attend any Extended Hours Care program until the balance is paid in full. **Students will be permanently ineligible to attend Extended Hours Care if payment is missed more than three times in an academic year.**

EXTENDED HOURS CARE STUDENT CONDUCT

Students attending Extended Hours Care are expected to follow the Thales Academy Student Code of Conduct at all times. Please be sure to review the Code of Conduct with your student prior to attending BSC or ASC. Students who are unable to exhibit appropriate behavior are subject to dismissal from the program.

AFTER-SCHOOL CLUBS AND ENRICHMENT ACTIVITIES

Campuses may offer clubs and enrichment activities from third-party providers after school. All individuals affiliated with vendors offering on-campus activities must undergo a background check and must receive approval by the Head of School. Information on club and activity availability is available from the Office Manager. Thales Academy is not responsible for registration, fees, or any other procedures specific to a third-party club or activity.

ELECTRONICS & INTERNET

STUDENT INTERNET ACCESS

Thales Academy offers Internet access for student use. Access to the Internet will enable 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.

Internet Acceptable Use Policy

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 disrupting, 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 other 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.

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 does not permit students to bring personal technology to school.

Personal technology and wireless communication devices that are not owned by the school may not be in students' possession anywhere on school property, including at after-school events or in After-School Care. Such devices are prohibited on campus for students even if they are turned off or stored in a bag, pocket, or locker. If a High School student with on-campus parking privileges brings a device to school, the device must be left in their vehicle and cannot be accessed during the school day.

Devices prohibited under this policy include, but are not limited to:

- Cellular telephones
- Gaming devices
- iPods/MP3 players
- AirPods/Bluetooth earbuds or headphones. Wired headphones *only* are permitted for educational purposes during the school day.
- Non-school issued iPads/Tablets
- Personal computers/laptops
- Smart watches and fitness trackers (Apple Watch, Fitbit, Garmin, Gizmo, etc.)
- Kindles/E-readers
- Video recording devices
- Any other electronic device without the permission of the Head of School

Thales Academy will not be responsible for the loss, theft, or destruction of any devices that violate the above policy.

Personal Technology Device Policy Enforcement

All Thales Academy team members have been assigned the responsibility to uphold the Personal Technology Device policy.

Devices that violate the policy will be confiscated, and students may be reported and sent to the front office for policy 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 issue 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. Their decisions to report any student for a violation of the policy will be final, not subject to appeal, and do not require any additional review from Heads of School or Thales Leadership.

Personal Technology Device Violation Consequences

Should a student be found with a prohibited device on campus, the device will be confiscated and a parent/guardian will be required to come to the campus office at the end of the school day to retrieve the device. Additional consequences are as follows:

- **First Offense:** An official written warning will be recorded and sent to the parent/guardian.
- **Second Offense:** One-day suspension.
- **Third Offense:** Three-day suspension and student's enrollment put under review.

STUDENT TECHNOLOGY USE

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 will regularly use school-owned technology under teacher supervision in the classroom. This agreement outlines the expectations we have for students and families regarding appropriate use and protection of all school-owned technology. By using school-owned technology, 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 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.

Student Access, Email and Accounts

Students have access to shared-use technology resources at Thales Academy at the direction of staff and only under adult supervision.

Students are assigned a Google Apps for Education account intended for school-related email correspondence and associated account access only. Students in grades 8–12 are issued access to email using their school email account. Information for parents is not sent to student email addresses. When necessary and as directed by a teacher or staff member, students are permitted to create free, secure, spam-free accounts using their school email address.

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, all Junior High and High School students are assigned accounts for the Canvas learning management system to access class materials and assignments. Each student is responsible for the security of their login information, and should never provide their username or password to any other individual. If a password reset is needed, the student should contact the Head of School.

Parents of all Thales Academy students are given instructions on how to access their own Canvas account to observe student progress.

Appropriate Use

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

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 through third party software, and activity is monitored for compliance with the expectations set in the Student Handbook. Parents are provided with summary emails regarding student browsing activity on school-owned devices and can opt out of these notifications at any time.

As outlined in the Personal Technology Device Policy, students' personal 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 any school-owned device or network server 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.

Software and Hardware

Unauthorized software and hardware modification is not permitted, and includes the following:

- Attempting to modify or replace the 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 device with a personal App Store or music library.
- Attempting to download unauthorized applications.
- Changing any settings, including the passcode, on any device is not permitted.

Responsibility

Students should report any software or hardware issues as soon as they occur to their teacher or to the Head of School. Technical maintenance, including updating software, is the responsibility of Thales Academy IT staff. Students are responsible for alerting 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. 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 a data failure is actively synced to a cloud service.

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 staff members will make frequent recommendations regarding proper data protection, it is ultimately the student's responsibility.

Damage and Responsibility

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 devices 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 property is almost always preventable. In the event of damage to a Thales Academy-owned device, the student will be assessed a minimum \$100 fee for covering the repair. If, in the sole determination of Thales Academy, willful damage has occurred to any school-issued device or accessory, the full retail cost of the device will be charged and appropriate disciplinary action will be taken as outlined in the Student Code of Conduct.

STUDENT & STAFF COMMUNICATION

- Any electronic communication sent to parents/guardians by Thales Academy 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 to 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 CONDUCT

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.

All students shall comply with the Student Code of Conduct of Thales Academy, applicable federal and state law, Thales Academy school board policies, and local school rules governing student behavior and conduct. This code applies to any student who is on school property, who is in attendance at

school or at any school-sponsored activity, or whose conduct at any time or place has a direct or immediate effect on maintaining order and discipline or protecting the safety and welfare of students or staff in the school.

Students shall comply with all directions of Heads of School, teachers, substitute teachers, student teachers, teacher assistants, and all other school personnel who are authorized to give such directions, during any period of time when they are subject to the authority of such school personnel.

CODE OF 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.

Thales Academy's First Principles 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.

The following non-exhaustive list of offenses will be considered serious. Any of these actions, or any other actions not listed here determined by the Head of School to be violations of the Code of Conduct, will result in consequences as detailed in the Disciplinary Action section, upon investigation and identification of irrefutable evidence.

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 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. In keeping with this responsibility, the following behaviors are not permitted:

- **Possession of a weapon:** e.g., bringing to school a weapon, or any other object that can reasonably be considered a weapon or dangerous instrument. Toy weapons are not allowed on campus. **A student who brings a firearm to school shall be subject to immediate expulsion.**
- **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
- **Repeated conduct violations:** i.e., repeated classroom misbehavior and/or any repeated misbehavior that has increased in intensity, frequency and/or duration
- **Violations of the Dress Code**
- **Student walkouts and protests** on school property
- **Public displays of affection**
- **Use or possession of chewing gum** on campus

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. These behaviors include, but are not limited to:

- **Harrassment or Bullying**, as detailed in the Harrassment and Bullying section
- **Cyber bullying**: use of school time or equipment for online aggression or intimidation
- **Sending any rude, harassing, or disrespectful digital communication** 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.
- **Inappropriate conduct**: e.g., lying, disrespecting authority, etc.
- **Setting a bad example**: creating false rumors, engaging in spreading gossip, and any behavior traditionally understood as rude
- **Use of inappropriate language**: curse or diminutive words used with the intent to be derogatory or hurtful toward another person or group, as determined by school administration

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:

- **Repeated instances of cheating, plagiarism, and/or the use of artificial intelligence**, as detailed in the Academic Honor Code. The first instance will result in a grade of zero on the assignment in question. Further instances will result in a grade of zero as well as additional disciplinary action.
- **Violations of the Personal Technology Policy**, or any inappropriate use of technology
- **Truancy**, defined as failure to report to any class or school-assigned activity, including but not limited to lunch and carpool
- **Inappropriate use of school property** or horseplay that could be dangerous and unsafe
- **Theft or vandalism**
- **Use or possession of tobacco, vaping, drugs, or alcohol products of any form**

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. Thales Academy's faculty is 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.

Blueprint 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's much more difficult to reach for something if you don't know what you're reaching for. That's 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 don't 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.

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.

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 plagiarized work. Additional disciplinary consequences will be imposed for repeated incidents of plagiarism.

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 citations 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 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 throughout the duration of your student's enrollment at Thales Academy.

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 for students and teachers alike. **Our teachers are not permitted to use AI for grading, research, summaries, making lesson plans, writing emails, etc. Likewise, students are prohibited from using 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. Thales Academy's policy is to give a zero for any use of artificial intelligence in student work. A student who is found to have repeatedly violated the Artificial Intelligence policy will be referred to administration for further consequences, including potential suspension or expulsion.

DISCIPLINARY ACTION AND AUTHORITY

A school climate conducive to serious study and respect for oneself, other people, and property is essential for a school to meet students' developmental and academic needs. Each 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.

Violation of board policies, the Student Code of Conduct, Dress Code, or regulations issued by the individual school may result in disciplinary action. Students shall be informed of local school rules that, if broken, may result in disciplinary action.

The consequences for violations of the Code of Conduct will be determined by the Head of School. At a minimum, consequences will include the following:

- **First Offense:** An official written warning will be recorded and sent to the parent/guardian.
- **Second Offense:** One-day suspension.
- **Third Offense:** Three-day suspension and student's enrollment put under review.

However, serious misconduct or misbehavior in the sole judgment of the Head of School may result in discipline beyond these guidelines as appropriate, which may include a long-term suspension of up to ten days or expulsion of a student from Thales Academy. The Head of School will use proper professional judgment in determining appropriate 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 Head of School is the final arbiter of all rules and policies governing the school.

Any parent/guardian who refuses to pick up their child after disciplinary action has been taken will automatically have their child's enrollment placed under review. The final decision of a student's enrollment status will be communicated by the Head of School within 24 hours.

SUSPENSION POLICIES

Suspensions are cumulative in nature. Once a one-day suspension has been served, additional violations of any component of the Code of Conduct may result in escalating consequences, including multiple days of out-of-school suspension.

Following a suspension, parents/guardians and students may be required to meet with the Head of School to determine the conditions of re-admittance.

Any suspension of three days or more will result in an immediate administrative review in which a decision will be made concerning continued enrollment at Thales Academy based on the judgment of the Head of School and with the support of the Board of Directors.

EXPULSIONS AND DISMISSALS

Expulsion from Thales Academy is a permanent discontinuation of a student's enrollment as a result of serious and unacceptable behavior, based on the judgment of the Head of School with the support of the Board of Directors. Expulsions are noted in the student's permanent academic file and will be included in records transfers to future schools.

Students or families dismissed from Thales Academy will also have their enrollment permanently discontinued; however, dismissals are not recorded in students' permanent academic files. If an option of a withdrawal in lieu of expulsion is offered by the Head of School, the withdrawal will be recorded as a dismissal.

Thales Academy does not have an appeals process for expulsion or dismissal. Students and families expelled or dismissed from Thales Academy are not offered the opportunity to re-enroll, and shall be permanently ineligible for readmission at any Thales Academy campus in the future.

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. 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 ongoing and repeated pattern of targeted gestures or written, electronic, or verbal communications; any physical act or threatening communication that takes place on school property or 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 any other distinguishing characteristic.

Any school employee, student, or volunteer who has witnessed, or has reliable information that any person on school property has been subject to, an act of bullying or harassing behavior should report the incident promptly to the Head of School, the Director of 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. Consistent with this policy and Thales' Judeo-Christian values, students shall use bathroom and locker room facilities that correspond with their sex assigned at birth and as indicated in the student's enrollment paperwork.

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 reporting, or retaliating against any person for reporting harassment, intimidation, bullying, or participating in an investigation as a witness, also constitute violations of this policy.

Sexual and Other Forms of Illegal Harassment

The 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 is aware of the behavior.

Illegal harassment between students is a serious violation of the Student Code of Conduct. Disciplinary action will be taken in accordance with the disciplinary policy of the Code of Conduct, and may include suspension or expulsion of the offending student(s).

Thales Academy will investigate all sexual harassment complaints as soon as they are reported, and is committed to resolving all complaints in a timely manner. Evaluations of illegal harassment complaints are made on a case-by-case basis. The actions taken will be consistent with ending the sexual 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 or 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 performance, or of creating an intimidating, hostile, or offensive learning 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.

Other Forms of Harassment

Thales Academy does not tolerate other forms of harassment, which include but are not limited to: 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. Students and parents should report all incidents of bullying and/or harassment to the 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 staff members, and suspension, dismissal and/or expulsion for students. Thales Academy will not tolerate retaliation against any employee or student for making a complaint or for cooperating in an investigation.

MANDATORY REPORTING

When any staff member has a reasonable belief that an act has occurred on school property or during a school-sponsored event involving any of the below referenced offenses, the staff member shall immediately report such act to the proper law enforcement agency and to the Head of School, who will in turn notify the Director of Human Resources. In such cases, school officials shall cooperate fully with the law enforcement agency. Internal disciplinary proceedings shall proceed independently from any criminal investigation.

- Assault resulting in serious personal injury
- Sexual offense
- Rape
- Kidnapping
- Indecent liberties with a minor
- Assault involving the use of a weapon
- Possession of a firearm in violation of the law
- Possession of a weapon in violation of the law
- Possession of a controlled substance in violation of the law

Any criminal citation and/or arrest of a Thales Academy student will result in an immediate and indefinite long-term suspension, until such time as the student receives a verdict from a court of law in relation to the charges brought against the student. A guilty verdict or plea in a court of law will result in the student's immediate expulsion from Thales Academy.

DISCIPLINE AND STUDENT PRIVACY

Thales Academy is committed to providing an equitable learning environment for all students. Policies and protocols are in place to prevent disruptions to the learning environment. Due to student privacy laws, we are unable to discuss disciplinary consequences regarding a specific student.

SEARCHES AND SEIZURES

To maintain order and discipline on campus, 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.

As used in this policy, the term "school authorities" shall refer to the Head of School and his/her designee, as necessary and appropriate.

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 under the Student Code of Conduct, recommendation of professional counseling, and review of continued enrollment at Thales Academy based on the judgment of the Head of School with the support of the Board of Directors.

PARENT/GUARDIAN INFORMATION: ALL GRADES

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 grade. 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, parent/guardian 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. Support and cooperation includes, but is not limited to, acting in an appropriate, courteous and professional manner toward school faculty, staff, and other students. 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.

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 the Head of School or the Chairman of the Board.
- If not corrected or additional violations occur, the family will be dismissed from 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, parental support to the school mission is vital to this process.

CUSTODY CONCERNS

A student may be picked up from school by a parent 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.

In the event of a change in student custody, or if a student's living situation changes, Thales Academy appreciates prompt updates from parents to ensure the most up-to-date contact information is kept on file.

FUNDRAISING AND COMMUNITY SERVICE

Activities prohibited by the Board of Directors include, but are not limited to:

- Fundraising activities that require pledging or solicitation of money
- Community service activities that involve solicitation of goods or items for donation to a third party
- Competitions tied to any community service or fundraising activity

All campus service organizations or honor societies desiring to conduct a community service activity on campus must submit their proposed activity to the Head of School for approval. The decision of the Head of School to approve or disapprove the activity shall be final. Thales Academy will not be used as a means of collection and/or distribution in any way, under any circumstances.

While we do not allow fundraising or item solicitations within our school, we encourage and support our students, staff, and families in volunteering their time, talents, and skills in service to the community, both within school-based organizations and as arranged externally.

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.

AMERICAN FLAG & THE PLEDGE OF ALLEGIANCE

The American 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 of clothing are lost, check with the office to claim lost articles. All unclaimed items will be donated to local charities at the end of each quarter.

TEXTBOOKS

Textbooks are school property and must be treated accordingly. If any textbooks are lost or damaged, they must be paid for. Payment for lost or damaged textbooks 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:

Age of Book	Amount Charged for Damage
One year old	100% of book cost

Age of Book	Amount Charged for Damage
Two years old	80% of book cost
Three years old	60% of book cost
Four years old	40% of book cost
Five or more years old	20% of book cost

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.

TOBACCO, ALCOHOL AND INTOXICATING SUBSTANCES

No person shall possess or use any tobacco, nicotine product, or alcohol in any school building or in any vehicle at any time on the school premises. In addition, the use or possession of any drug, narcotic, unprescribed controlled substance, or any substance when used for chemical intoxication or hallucinogenic purposes is prohibited on school property at all times. *Use* means the person is caught in the act of using, admits to use or is discovered to have used in the course of an investigation. This policy applies to all individuals, both during and outside school hours. Students violating this policy shall be subject to discipline in accordance with the Student Code of Conduct. Other individuals will be asked to leave campus and may be permanently trespassed.

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, volunteers, 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 the integrity 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.

EMERGENCY DRILLS

The safety, security, and welfare of Thales Academy students is the top priority of every Thales Academy staff member. Thales Academy leadership regularly consults with local law enforcement agencies to review best practices and ensure the safest learning environment possible for every student. Emergency drills are conducted at regular intervals to practice routines and review procedures.

Fire Evacuations and Fire Drills

When the fire alarm is sounded, students are to move quickly and quietly to the nearest building exit as directed by their teacher or other supervising staff member. Staff will account for all students under their supervision at the time of a fire alarm and will report any missing students immediately. All staff and students are to remain a safe distance from the building until the Head of School or his/her designee has indicated that the building is safe to re-enter.

Students are to be silent at all times during a fire drill or any other building evacuation. Disciplinary action will be taken against any student who does not follow the instructions given by staff members during an evacuation.

Any parents, volunteers, or other adults in the building when the fire alarm sounds are to evacuate using the nearest building exit and remain a safe distance from the building until an all-clear signal has been given and students may return inside.

Tornadoes and Severe Weather

In the event of severe weather during the school day, students will proceed to the appropriate location on the first floor of the building as directed by their teacher or other supervising staff member, and will assume the duck-and-cover position to protect themselves from potential flying debris. Students are to be silent at all times. Disciplinary action will be taken against any student who does not follow the instructions given by staff members during a tornado or severe weather situation.

Lockdowns and Lockdown Drills

In some emergency situations, it may be necessary for the school to be placed on lockdown. There are two levels of lockdowns in use at Thales Academy:

Lockdown Yellow

A **Lockdown Yellow** indicates a situation within the surrounding community that is not a direct threat against the school itself. During a Lockdown Yellow, all outside activities cease immediately and all students and staff move quickly inside the building. Students can move freely within and inside the building; however, there is no building to building movement allowed. Students may be held in their class at the time of a Lockdown Yellow until the all-clear is given to minimize any movement between buildings that would otherwise be required during a class change.

Lockdown Red

A **Lockdown Red** indicates an immediate threat to or within the school itself. When a Lockdown Red is implemented, students will immediately move to a safe space within their classroom, the classroom lights will be turned off, window shades will be drawn, and all students and staff will remain absolutely silent until the lockdown situation ends. Students and staff who are outside the building at the time of a Lockdown Red will move to their designated safe place and will not enter the building.

During a lockdown, the school building is a secure area, and no entry in or out of the building is permitted by anyone other than law enforcement. Once a lockdown is in place, law enforcement and school administrators 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. Emails will not be sent during a lockdown situation.

as the focus of all staff members will be entirely on the safety of the students in the building. *Families are asked to refrain from coming to campus during a lockdown*, to ensure the security and order of the campus.

Lockdown drills are conducted at regular intervals. These drills will simulate a Lockdown Red situation. Students will be reassured in an age-appropriate manner that a drill is being conducted.

CRISIS PLAN AND SCHOOL SECURITY

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.

Thales Academy operates as a closed campus during the school day, and all exterior school doors will remain locked at all times. The school appreciates parents' assistance in ensuring a safe and conducive learning environment by limiting traffic in and out of the building during the school day. **At no time should an exterior door be propped open or left unsupervised, regardless of circumstance.**

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.

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 issued for an amount less than \$5.

UNPAID FEES & TUITION RESTRICTION

Families who are not current on their established tuition payment plan, or whose fees are not paid as agreed in a timely manner, may be restricted as detailed below:

- **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 Junior High and High School athletics.
- **Extracurricular Activities:** For activities with curricular impact, participation may be restricted dependent on the specific activity/club.
- **Prom/Homecoming/Junior High Dances:** 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 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 High School graduation ceremony, or any grade-level promotion ceremony, students must have their fees paid prior to the event.
- **Report Cards:** Families with a balance due on their tuition account will be restricted from viewing their students' report card until the balance is settled.
- **Official Transcripts:** Only unofficial transcripts will be issued until all outstanding fees and/or tuition is paid.

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.

PARENT/GUARDIAN INFORMATION: PRE-K–5TH

LUNCH VOLUNTEERS

Thales Academy greatly appreciates parents/guardians who are willing to come in and relieve our teachers by assisting with lunch in grades 2 through 5. Parents/guardians who volunteer as a lunch assistant are expected to adhere to and enforce school and classroom rules. Rules and guidelines will be provided to any parent/guardian who signs up as a lunch volunteer. All visitor policies will be enforced for lunch volunteers, and all volunteers will be required to have a current background check on file at the campus office.

BIRTHDAY CELEBRATIONS AND SNACKS

Student birthdays celebrations will be held once at the end of each month during the lunch period. 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.

SPEECH/LANGUAGE THERAPY

"Communication is a skill that you can learn. It's like riding a bicycle or typing. It takes time and practice, over and over. But if you're willing to work at it, you can rapidly improve." –Brian Tracy

Your child's capacity to understand and use language effectively depends on his or her ability to clearly produce meaningful speech. Speech is a critical skill in human development and one which can require additional practice and work for some children to master.

To help ensure our youngest students are set up for long-term speech and communication success, some Thales Academy campuses offers speech/language evaluations at no cost for all students in grades K–3 (Families may choose to opt out of this if desired). The preliminary measurement of

these skills is obtained with a speech/language screening—a verbally administered assessment using pictures. The purpose of screening is to identify children who would benefit from speech/language therapy. After screening, parents/guardians will receive written notification only if speech errors are noted. All previously screened students with documented errors will be rescreened.

Families who opt for additional speech/language therapy for their child must cover the cost of the speech therapist and pay the speech therapist directly, but our schools will work with parents/guardians to schedule time as possible for such therapy to take place during school hours if desired (outside of core class time to avoid students falling behind in their key classes).

Your campus Head of School can may be able to recommend a speech/language therapist, or families may request another speech/language therapist of their choice. All speech/language therapists working on Thales Academy school grounds must pass a Thales Academy background check and be approved by the campus Head of School.

For more information, please contact your campus Head of School.

JUNIOR HIGH & HIGH SCHOOL HONORS SOCIETIES

NATIONAL HONOR SOCIETY & NATIONAL JUNIOR HONOR SOCIETY

Thales Academy is proud to recognize outstanding Junior High and High School students by induction into the National Junior Honor Society (grades 7 through 9) and National Honor Society (grades 10 through 12). For many students, selection as a member of NHS or NJHS is the pinnacle of their academic achievement. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the individual commitment to continued excellence on the part of the new member.

Students are invited to apply for NJHS or NHS based on the criteria established in the bylaws of each campus NHS or NJHS chapter. Applicants are then vetted by a Faculty Council through a selection process established in the chapter bylaws, and membership is granted to those applicants who successfully complete the selection process. Please contact your campus Head of School or NJHS/NHS Advisor for further information.

AFTER-SCHOOL CARE POLICIES

The following policies pertain to After-School Care at all Thales Academy campuses. Additional procedures specific to each campus may be obtained from the campus After-School Care Director or the Head of School.

FEES AND BILLING SCHEDULE

For the 2025–2026 school year, the cost of full-time After-School Care is as follows:

- One student: \$1,800
- Each additional student: \$1,200 per student

Effective January 12, 2026, the daily drop-in rate is \$25 per day, per student.

All payments for After-School Care will be billed and drafted monthly through the family's Blackbaud Tuition Management account.

To be eligible for the full-time rate, students must be registered for full-time After-School Care no later than **July 25, 2025**, and must remain enrolled in full-time After-School Care **for the entire school year**.

Students may unenroll from full-time After-School Care at any time during the school year, but will not be permitted to re-enroll at the full-time rate and will be billed the daily rate for any additional days of After-School Care following a discontinuation of enrollment in full-time After-School Care.

Participation in After-School Care is contingent upon accounts remaining current. If an account becomes past due, students will be ineligible to attend After-School Care until the balance is paid in full. **Students will be permanently ineligible to attend After-School Care if payment is missed more than three times in an academic year.**

Receipts for fees paid for After-School Care may be obtained by logging into Blackbaud Tuition Management. These receipts include Thales Academy's federal tax identification number and may be used for necessary purposes.

Payments in cash, by check, or any other method other than through the Blackbaud Tuition Management account are not accepted at any time for any After-School Care fee.

DAILY SCHEDULE

After-School Care begins daily at the conclusion of carpool. Any students remaining on campus who have not been picked up in carpool, and who are not attending another after-school club or event, will be escorted to After-School Care.

During After-School Care, students can expect to participate in the following activities:

- Afternoon snack – please pack an extra snack and drink for students in After-School Care
- Quiet time to work on homework – please pack a separate set of school supplies (pencils, crayons, erasers, etc) for students in After-School Care
- Outdoor play and gym
- Art, toys, games, and STEM learning

DAILY PICKUP INFORMATION

Students may be picked up at any time following the start of After-School Care. All students must be picked up no later than 6:00 p.m. Repeated late pickups are not acceptable, as these present a significant inconvenience to our staff. The policy for late pickups is as follows; please note that this policy, with the exception of dismissal from the program, resets every school year.

- **First Offense:** A written warning will be issued.
- **Second Offense:** Three-day suspension from After-School Care.
- **Third Offense:** The family will be permanently dismissed from the After-School Care program.

In the event of tardiness, please make your best effort to contact the After-School Care Director as soon as possible by calling the campus office.

A photo ID is required for all adults picking up a student from After-School Care, including parents.

STUDENT CONDUCT EXPECTATIONS

All students attending After-School Care are expected to conduct themselves in accordance with the Thales Academy Student Code of Conduct at all times. Additional expectations specific to After-School Care are listed below:

- If a student needs to contact his/her parent/guardian/caregiver, he or she must use the phone in the classroom with the permission of an ASC staff member. If the classroom phone does not dial externally, the student must be accompanied to the campus office. The student should leave a message/voicemail if his or her parent/guardian/caregiver does not answer.
- The Personal Electronic Device policy will remain in effect. Any devices discovered during After-School Care will be confiscated and turned into the After-School Care Director, and may be picked up by the student's parent/guardian at pickup. Violations of the policy will be reported to the Head of School for further disciplinary action.
- The dress code will remain in full effect, with the exception that shirts do not need to be tucked in during After-School Care. Students are not allowed to change into other clothing during After-School Care without prior approval.
- Students may not wander the hallways at any time and are not permitted to go to their lockers without supervision.
- Teachers' desks are their personal, private property and are not to be disturbed by any student at any time and for any reason.

ASC DISCIPLINARY POLICY

Should a student violate the Student Code of Conduct during After-School Care, the Head of School will be notified and standard disciplinary procedures will apply.

For any policies specific to After-School Care, the consequences are as follows:

- First Offense: A written warning will be issued.
- Second Offense: Three-day suspension from After-School Care.
- Third Offense: The student will be permanently dismissed from the After-School Care program.

These consequences will be issued by the After-School Care director, and the Head of School will be notified. Dismissal from the After-School Care program will result in a review of the student's enrollment at Thales Academy. Serious behavior violations are subject to immediate expulsion.

Please note that students who have been dismissed from After-School Care, or are otherwise ineligible to attend After-School Care for any reason, **must be picked up daily in afternoon carpool**. Failure to comply with timely carpool pickup following a student's dismissal from After-School Care will be considered willful parent noncompliance and will result in **immediate dismissal from Thales Academy**.

AFTER-SCHOOL CARE AGREEMENTS

All student information forms, waivers, and release agreements must be signed and submitted prior to the student's first day attending After-School Care.

