



2018-2019 TILTON SCHOOL HANDBOOK

TILTON SCHOOL MISSION ►

Tilton School challenges students to embrace and navigate a world marked by diversity and change. Through the quality of human relationships, Tilton School's community cultivates in its students the curiosity, the skills, the knowledge and understanding, the character and the integrity requisite for the passionate pursuit of lifelong success and service.



The Tilton School Handbook is published for members of the Tilton School community – students, parents, faculty, administration, and staff. The purpose of the handbook is to provide guidance on all aspects of student and campus life, so that anyone may know and understand the expectations of living in our community. Tilton School reserves the right to alter, amend, or modify the policies and procedures in this handbook without prior formal communication, and this does not constitute a contract with Tilton School.

TABLE OF CONTENTS

COMMUNICATION	2	PROCEDURES & POLICIES	23
THE POWER OF POTENTIAL	3	WHEN LEAVING CAMPUS	
ACADEMICS	4	Academic Leave	23
Assessing Student Learning	4	College Visit	23
Graduation Requirements	5	Evening Leave	23
Major Grading Periods	5	Weekend Leave	23
Academic Integrity	6	School Vacations	23
Recognizing Academic Excellence	6	Leave of Absence from School	24
Advanced Placement Courses	7	COMMUNITY STANDARDS	25
Special Academic Opportunities	8	Major School Rules	25
Change of Course Schedule	8	General Expectations	25
Withdrawal from Courses	9	Reach of the School	26
Late Work	9	Policy on Bullying, Hazing and Harassment	26
Final Assessment and Attendance	10	Reporting	28
Academic Probation	10	Turning Eighteen	30
ADVISOR PROGRAM	11	Drug and Alcohol Policy	30
Connecting with your Advisor	11	Tobacco Policy	31
STUDENT LIFE	12	Compliance with Investigations	31
Dress Code	12	The Discipline Committee	31
ATTENDANCE	14	Disciplinary Consequences	32
RESIDENTIAL LIFE	16	Probationary Status	33
Residential Responsibilities	16	Disclosure of Disciplinary Issues	34
Room Inspections	16	College Notification	34
Keys and Key Cards	17	TECHNOLOGY	35
Security	17	General Information	35
Searches – Rooms and Personal Items	17	Service and Repair	35
Theft	17	Responsible Use Policy	36
Interdorm Visitation Policies	17	Network Usage – Terms and Conditions	36
Visitation Hours	18	Media Permission	37
Evening Study Hours	18	HEALTH SERVICES	38
Saturday Evening	18	Illness	39
Motor Vehicles	19	Tobacco	39
Campus Service	19	Drug and Alcohol Screening	39
Cell Phones and Other Mobile Devices	19	Sexual Conduct	39
Headphones	19	Personal Counseling	40
Remote-Controlled Vehicles & Drones	19	Peer Counseling	40
Meals	19	+ 5 PROGRAM	41
Campus	20	Independent Learning Experience (ILE)	41
DAY STUDENT LIFE	21	ATHLETICS	42
Motor Vehicles	21	LEADERSHIP	43
Day Rooms	21	NON-DISCRIMINATION	44
Illness	21	STATEMENT	
Inclement Weather	22	For Students	44
Day Student Check-In	22	For Faculty and Staff	44
Overnights for Day Students	22		
On-campus Study Hours	22		

COMMUNICATION

PHONE NUMBERS TO KNOW

Tilton School Main Office	603-286-4342
Peter Saliba, Head of School.....	603-286-1711
Kate Saunders, Assistant Head of School	603-520-6000
Administrator of the Day.....	603-520-6400
Joy Jones, Registrar	603-286-1717
Shelly Harrington, Student Billing.....	603-286-1724
Health and Counseling Center	603-286-1760
Campus Safety	603-520-5800
Mike Landroche, Academic Dean	603-286-1750
Lisa Partridge, Director of College Counseling.....	603-286-1718
Craig Mudie, International Student Coordinator	603-286-1830
Vinny Giambrocco, Dean of School Life	603-286-1739
Alex Sedgley, Alumni & Parent Relations Manager	603-286-1743
Merrick Smith, Assistant Dean for Residential Life	603-286-1831
Shelby Mann, Director +5 Program	603-286-1814
Tara Brisson, Athletic Director.....	603-286-1715
Candy Landroche, Director of Admissions	603-286-1757
Christine Louis, Director of Development.....	603-286-1742
Alex Molloy, Director of Communications.....	603-286-1741

THE POWER OF POTENTIAL

Our philosophy is simple. Young people have within them the potential to change the world. At Tilton School our goal is to build, with students, an environment that will encourage them to rise to this potential; an environment in which they develop the knowledge, skills and understandings both to understand and to make a difference in a complex, dynamic 21st century world.

Learning does not stop, nor does it start, at the doors of the classroom. Interdisciplinary and extra-curricular experiences in the residential, athletic, arts, service and leadership programs encourage students to become self-directed, passionate learners. At Tilton School, successful student learning means partnering with the adult community to develop the capacity to take action in the world—to lead, to make good decisions, to embrace complexity, to adventure into new territories, to communicate well with others, and to bring an ethic of compassionate commitment to the project of forging a life of personal and professional accomplishment. By addressing the social, ethical, cultural, economic and environmental challenges of the day, Tilton students come to hear the power of their own voice in spurring meaningful and lasting change.

This is the promise of a Tilton education.

ACADEMICS

ASSESSING STUDENT LEARNING IN A 21ST CENTURY CURRICULUM

Good schools pay attention to how they assess student learning and how they report on student learning with grades and comments. Tilton School has developed a standards-based assessment and reporting system that distinguishes between the students’ learning in relation to rigorous academic standards (Academic Achievement Grade) and the students’ demonstration of the habits of being a successful learner (Habits of Mind).

Academic Achievement Targets

- Disciplined-Specific Understanding and Perspective
- Oral and Written Communication Skills
- Critical Thinking Precision and Flexibility
- Creative Engagement
- Design Thinking and Innovation
- Mindfulness

Habits of Mind Targets

- Intellectual Curiosity, Openness & Engagement
- Time and Resource Management
- Persistence, Resilience & Patience
- Risk-Taking
- Self-Advocacy, Dependability & Punctuality
- Empathy
- Being Present, Self- and Other-Aware

At Tilton, students and teachers work together to determine individual growth targets and evaluate student’s performance in relationship to those learning goals. Ultimately, at the end of each quarter, teachers and students meet to determine the “mark” best describing the student’s growth in academic skills and habits.

MEANING	STANDARDS-BASED GRADE	EQUIVALENT LETTER GRADE
Student performance* meets standards expected in the course	MS	C
Student performance exceeds standards expected in the course	ES	B
Student performance significantly exceeds standards expected in the course	SES	A
Student performance does not yet meet standards expected in the course	DNMS	D/F

*Specific descriptions of performance levels are available from teachers in the form of rubrics.

Quarterly teacher reports identify specific standards or learning targets relevant to the class so that parents may have a clear understanding about the meaning of student grades. Teacher reports also provide extended narrative reporting on the nature and process of the individual student’s progress in relation to those standards.

Assessment of learning is conducted in the academic achievement domain (Academic Achievement Grades) as well as in the habits of mind domain (Habits of Mind Grades), and both sets of grades appear on report cards and on transcripts. College admissions officers report that this additional level of rich detail about student learning is beneficial to them in making appropriate admissions decisions.

GRADUATION REQUIREMENTS

In order to graduate from Tilton School, evidence of learning is required that will attest to the readiness of every student to function successfully in the 21st century world.

The following combination of performance evidence of learning, instructional time, and earned credits must be met in order for a student to be eligible to graduate and receive a Tilton School diploma in May of the academic year.

1. Performance Evidence, Critical Thinking: successful completion of the “Senior Capstone” in social science, science or another approved discipline.
2. Instructional time in secondary school learning programs of at least three years.
3. A minimum of 18 earned credits, as described below.

Students must earn a **minimum of 18 credits** (1 credit = 1 year of full-time study), including the following requirements:

English	4 credits	A full-credit program in literature-based studies is required every year.
Mathematics	3 credits	Must include the study of Algebra I & II and Geometry, or the equivalent in an Integrated Mathematics program.
World Language	2 credits	Two years of one world language; three years for selective college admissions. Placement exam is required for new students.
History & Social Science	3 credits	One year of US History is required.
Science	3 credits	All science courses are lab courses. A core science sequence of Biology, Chemistry, Physics is required.
Studio & Performing Arts	1 credit	Studio or Performing Arts. Introduction to the Arts is required for 9th Grade students.

- ESOL students must successfully complete one year of non-ESOL English classes in order to graduate. Typically these students enroll in American or World Literature.
- All students are required to take five full-credit courses each year. In exceptional circumstances, the Academic Dean may approve a request from a student to take four courses in a semester.
- Graduation requirements describe the minimum acceptable level for a student’s program. Most students experience programs with greater breadth and depth than the minimum requirements.
- Students meet specified technology skill standards integrated with course standards in academic classes.
- One academic credit towards graduation may be earned through successful completion of an on-line course.

MAJOR GRADING PERIODS

The academic year consists of two 16-week semesters. The first semester runs from September until the middle of January. The second semester begins in late January and finishes at the end of May. Quarter grades are issued at the mid-point of each semester; in November and prior to March vacation. Thus, there are four major grading periods in the year when Academic Achievement and Habits of Mind are reported. Grades as well as narrative comments from teachers are made available to parents on-line approximately 10 days after the close of each marking period. PDF copies can be emailed upon request.

ACADEMIC INTEGRITY

Academic dishonesty, which includes cheating on tests, exams or graded work and plagiarism of written work, significantly violates the values and principles which undermine the trust, respect and personal responsibility expected of Tilton community members. Consequently, issues of academic dishonesty may be treated as a major school violation.

Plagiarism is the act of submitting *all or part of any product* (i.e. paper, lab report, oral report or artwork) done by another person or submitting a paper as their own work in which all or part of was copied from sources without crediting the sources. Copying words or ideas from any source is considered plagiarism. This includes copying homework assignments or paraphrasing information without footnoting the source. Academic “cheating” is the use of unauthorized notes or other aids on a test or homework assignment(s), including copying and submitting another student’s work, or the deceptive use of educational materials including technology. “Cheating” also means providing unauthorized assistance to another student by giving him or her answers to homework, tests, term papers and/or lab reports.

The School considers plagiarism and cheating major forms of academic dishonesty. While there is always the potential for an honest mistake and an opportunity for learning, an episode of intentional plagiarism or cheating places the student’s continuing at Tilton in jeopardy. The student will receive no credit for any work that is not considered to be the student’s own. Furthermore, the violation will be reviewed by the Academic Dean and the Dean of School Life and/or brought before the Disciplinary Committee. Repeated or severe offenses will likely result in dismissal from school.

If there is ever a question regarding academic integrity, the student should always seek assistance prior to turning in work. Once a student turns in work, it will be judged as the student’s own. Students should always remember that putting their name on their work means that they take ownership for that work. It means that it is the product of their thinking and efforts.

RECOGNIZING ACADEMIC EXCELLENCE

The public recognition and celebration of academic achievement is an important element of school spirit and community. We value learning for itself because learning is the key to future success. Consequently, students who have achieved high standards of learning are recognized and honored in the following ways:

Academic Achievement Honor Roll

To be included on the Academic Achievement Honor Roll, students must demonstrate evidence of learning that exceeds the standards (ES) in all courses, while significantly exceeding the standards (SES) in at least one course. Habits of Mind grades must at a minimum meet ES. Students in AP classes should have no Habits of Mind grade below the ES level, and may have one Academic Achievement grade that meets the standard.

Academic Achievement High Honor Roll

To be included on the Academic Achievement High Honor Roll, students must demonstrate evidence of learning at the SES level in at least three courses, with performance that exceeds the standards (ES) in the remaining classes. Habits of Mind grades must be all at the SES or ES levels.

Scholarly Effort Honor Roll

To be included on the Scholarly Effort Honor Roll, students must demonstrate Habits of Mind at a level that significantly exceeds standards (SES) in at least three courses and exceeds the standard (ES) in the remaining classes. Meeting the standard (MS) for Habits of Mind in any course may be acceptable basic student behavior, but does not merit Scholarly Effort recognition.

MacMorran Scholars

To qualify as a MacMorran Scholar, a student's achievements must include the following:

- Academic Achievement High Honor Roll
- Scholarly Effort Honor Roll
- No Unexcused Absences
- Excellence in Citizenship

Please reference page 19 regarding the school motor vehicle policy. If a student loses MacMorran status, they render themselves ineligible for associated privileges.

The National Honor Society

Tilton School maintains an active chapter of the National Honor Society. The purpose of this organization, which was founded in 1921, is to recognize the accomplishments of secondary school students in the areas of academic achievement, leadership, service and character development. Juniors and seniors who have been in attendance at Tilton School for at least a full year and who have a minimum cumulative grade point average of 3.3 while at the School are eligible for selection to the society. A faculty council led by chapter advisor, Julie Caldwell, make the selection decisions following the guidelines of the national organization. Once academic eligibility is determined, the selection process focuses on evidence of leadership, service and character. Selection to membership is an honor and a privilege. Not all students who are academically eligible will be automatically selected. Students do not apply to the National Honor Society but are informed of their eligibility and invited to provide the faculty council with evidence of their qualifications.

The Cum Laude Society

The Cum Laude Society is a highly selective academic honor society. Schools are expected to select only a small number of new members every year. Selection criteria used by the Cum Laude Committee in its considerations are the rigor of the academic program taken by the student, including the number of Advanced Placement courses; the cumulative grade point average earned by the student; the student's scores on college admissions tests such as the SAT, ACT and TOEFL; evidence of seriousness of scholarship that goes beyond simple classroom learning; and the student's plans for future academic endeavors at college and beyond. These indicators of academic excellence are the essential components of selection to the Cum Laude Society. In addition, candidates should demonstrate excellence in all aspects of their daily lives and relationships and should reflect a sense of dignity in times of struggle as well as in times of success.

ADVANCED PLACEMENT COURSES

Tilton School includes a number of Advanced Placement (AP) classes in its academic curriculum. The Advanced Placement program of the College Board represents an opportunity for high school students to take high-quality, rigorous academic courses at a level equivalent to the first year of college. As recommended by the College Board, Tilton's AP courses receive their AP designation by following the content and curricular goals outlined in the AP course descriptions. For information regarding AP exams and AP course eligibility, consult the "Courses of Study."

While all of the senior level courses at Tilton offer opportunities for stimulating intellectual work and high level academic accomplishments, the AP courses are especially rigorous and should be undertaken only by the most serious students. Strong background preparation and exceptionally well developed study skills are both prerequisites for entering the AP program.

Teachers of AP courses are mandated to follow the AP curriculum as described by the College Board. Consequently, AP teachers have less leeway than in the rest of the curriculum to tailor classroom learning experiences to student interests and skill levels. At the same time, AP teachers endeavor to do more than to “teach to the AP exam,” but aim to provide an intellectually stimulating experience for those students who are ready for intellectual challenges.

AP Exams and Fees

The Advanced Placement exams, designed by the College Board and administered nationally by the Educational Testing Service, are given annually during the first two weeks in May. The AP exams are designed to be the summative evaluation of student learning in the AP curriculum. Therefore, it is expected that *all students in an AP course are preparing for and will take the AP exam*. The College Board fee for each AP exam is \$94.00. Confirmation of AP exam registration and billing occurs mid-year. The Director of College Counseling is the AP Exam Coordinator.

AP Course Eligibility and Registration

During the spring quarter, department heads consult with teachers in their departments to determine which students may be recommended for AP courses. Approval from the current teacher, the AP teacher, and the department head, is required on a sign-off sheet. The Academic Dean maintains final approval rights. Students are generally recommended against taking more than three AP courses. Academic departments may establish specific prerequisites for AP classes, but in general, the following conditions apply:

- The student demonstrates a high level of ability in current course work in the subject area. Normally, students must complete all prerequisites earning grades above ES to be considered for AP placement.
- The student demonstrates an ability to complete high quality work in a timely and consistent manner.
- The student demonstrates a high level of independence and motivation.
- The student demonstrates an ability to participate effectively and consistently in daily class work.
- The student demonstrates significant personal interest in the subject matter.

AP Summer Study

The scope of content understanding and skill development required by AP level courses requires that students in AP courses begin their studies in earnest during the summer months. Completion of summer assignments in reading, writing and problem-solving is required in most AP classes. Organizational meetings at the end of the school year provide an opportunity for students to learn about and prepare for these assignments and the following year’s AP courses. Students who do not complete the assigned summer work for an AP class will likely not be permitted to continue with the class.

SPECIAL ACADEMIC OPPORTUNITIES

Students are encouraged to maximize their learning experience at Tilton. In some cases, it may be advantageous to move beyond the standard curriculum; thus, students are allowed to pursue independent studies, internships and off-campus learning opportunities. For more information on these options, consult the Academic Dean.

CHANGE OF COURSE SCHEDULE

The Academic Dean must approve any and all changes to a student’s course schedule. The student should obtain a change of schedule form from the Academic Dean after fully discussing the proposed change with his or her advisor and teachers. No schedule change will take effect until the Academic Dean, having received the completed form and approved the changes, notifies the teachers involved.

WITHDRAWAL FROM COURSES

No student may withdraw from a course without the approval of the Academic Dean, following the recommendation of the teacher and advisor. Students may request withdrawal from a year course or a semester course prior to the start of the second week without penalty and with no record of withdrawal on their permanent record. After these times, the Academic Dean may grant withdrawals only in exceptional situations, but a notation of WP (withdrew passing) or WF (withdrew failing) will appear in the student's permanent record. The Academic Office does not consider grades of WP or WF in determining a student's averages. The School awards no partial credit when students withdraw from a course.

LATE WORK

Meeting deadlines, and communicating clearly when deadlines can't be met, are important life skills best developed before we move on to college and into the world of work.

Tilton School students work hard to manage their time so they can meet academic, social and personal deadlines. They communicate clearly with their teachers when they discover they cannot meet established academic deadlines. At the same time, Tilton School teachers work hard to communicate academic deadlines clearly and early and they understand when life events sometime get in the way of academic productivity. Making this commitment to clear, two-way communication becomes an important element of the Tilton School student-teacher relationship.

To help students better manage their academic time away from the classroom, teachers use a variety of means. Teachers will publish overnight assignments and longer-term projects on Google Classroom. Teachers create opportunities for students to ask questions about this work, and they offer periods of in-class and out-of-class extra help.

When a student fails to meet academic deadlines, teachers reach out to both the student and the student's advisor to offer help. However, students should reach out to their teachers as soon as they realize they are unable to meet a deadline.

For students who need more support developing effective time-management skills, teachers may require attendance during Conference Period, during a mutual free period, before the academic day begins, or sometimes before or during the evening study hall block. In extreme cases, when students fall behind on major projects, the student's advisor, in consultation with the Academic Dean, may revise the student's afternoon program to include more supervised academic work time.

Incompletes

An "incomplete" may be recorded by a teacher as a temporary grade at a marking period for a student who has experienced a period of excused absences prior to the close of the marking quarter. The Academic Dean typically communicates with teachers about students who may qualify for an incomplete grade because of a period of illness around the time of a grading period. Incomplete grades are not granted to students as a form of convenient extension of time for work that has simply not been completed. The student who has been granted an incomplete grade is allowed two weeks into the following marking period to complete the work of the previous quarter. Teachers and the student's advisor communicate with parents about the work to be completed and the associated deadline. Once the required work has been completed and graded, the teacher notifies the Academic Office of the revised grade, and the incomplete designation is changed to the earned letter grade.

FINAL ASSESSMENT AND ATTENDANCE

The School expects all students to be in attendance when school is in session. This is especially important during a major assessment period when learning outcomes in academic courses are being observed. Exams and other major assessments are times to practice the real-world experiences of rigorous performance requirements. Students are expected to prepare thoroughly for final assessments, to arrive on time, and to strive to reach peak performance levels during this time. A student who arrives late or who misses an exam without a legitimate emergency excuse will not be permitted to take the exam.

The School distributes the yearly calendar well in advance and asks families to consult it when making their travel plans. Students should not attempt under any circumstances to negotiate special arrangements for exam schedules with individual teachers. On rare occasions, the Academic Dean has the authority to authorize special options.

ACADEMIC PROBATION

In an effort to ensure the success of all students, the School believes it must provide appropriately distinctive levels of support and structure to match individual needs. This responsibility becomes especially important if a student struggles with academic expectations and does not make satisfactory progress. When any of a student's end-of-term grades do not meet the expected standards (DNMS) in either Academic Achievement or Habits of Mind, the School will place the student on academic probation. Students may be placed on academic probation after the close of every marking quarter.

Consequences for being placed on academic probation extend at least through the following marking quarter. However, students may earn their way off academic probation by the following marking period with improved academic performance. Unique circumstances always will be taken into account in developing a plan to support the academic and personal growth of a student who is struggling to meet the academic demands of the Tilton School program.

ADVISOR PROGRAM

Successful advising at Tilton is based on building relationships. Advisors facilitate this process by being at the center of the relationship between the student, the student's parents and the School. The advisor encourages open and honest dialogue and provides an effective and engaging means of structure, guidance and support. Throughout the year, questions about the advisor program should be directed to the Dean of School Life.

CONNECTING WITH YOUR ADVISOR

One of the most celebrated and valued aspects of Tilton is the quality of relationships that develop between students and faculty. At Tilton, students live and work with the faculty and staff, and the advisor shares the co-parenting role with their parents. The relationships among the student, their parents and their advisor are at the center of all we do.

The advisor's main responsibilities are helping students navigate their personal, academic and extracurricular lives, while maintaining communication with the student's family. The advisor is the primary point of contact for all questions or concerns. Typically, each faculty advisor works with several advisees and meets with them regularly as a group or individually. Some meetings will have a scripted agenda requiring completion of a task, while others may be less formal. Advisee groups may also dine together and spend time in informal settings.

In addition to classroom teachers, dorm parents, and Center for Academic Achievement tutors, advisors provide critical academic support at Tilton. Advisors will offer help with organization and study skills throughout the year and will help students plan strategies to prepare for end-of-term assessments. Together, the student and their advisor will monitor academic performance and help determine the most appropriate location for productive study. While the advisor-advisee relationship is one of the most powerful relationships in the school, building lasting and meaningful relationships takes time. Experience has shown that developing a trusting, mutually respectful connection with an advisor greatly increases the likelihood for success at Tilton.

STUDENT LIFE

In order for students to make the most of their time, there are a number of policies which apply to daily life at Tilton. These policies are mission-based guidelines which help to create and support an appropriate academic and residential setting for the entire community.

DRESS CODE

As in any community, there are different ways to dress for different occasions. We expect students to understand and demonstrate this in the way they dress for class, formal dinners, and leisure activities.

Class dress applies for all members of the Tilton community whenever classes are in session, regardless of whether a particular student has a scheduled class. Students are expected to be in proper class dress until the end of the school day (from 8:30 a.m. until the end of the academic day, including lunch). Students arriving to a class not in proper Class dress will be sent to the dorm to change, or to the Deans Office. Students reported for dress code violations will serve evening detention as assigned by the Deans Office.

Class Dress

Blouses

Collared shirts

Dresses*

Pants: corduroys, dress pants, khakis, or skirts*

Shoes: dress shoes, sneakers, or sandals

Shorts: A minimum 3" seam / Bermuda length shorts preferred

Sweaters worn with visible collared shirt

** Appropriate length for dresses and skirts is defined as fingertip length when standing in a relaxed position with arms at sides.*

** Leggings are acceptable only when worn under a dress or a skirt.*

Points of Clarification

*The following items may **not** be worn as class dress or formal dress:*

- Leggings, yoga pants, jeggings, or spandex
- Denim of any kind, color, or resemblance
- Halter or tank tops
- Clothing that is strapless or has spaghetti straps
- T-shirts
- Miniskirts
- Sweatshirts
- Pajama pants or sweat pants
- Headwear (hats), unless required by religious custom, or headphones
- Revealing necklines, or exposed backs or midriffs are not permitted
- Camouflage patterned fabric
- Visible underwear is not acceptable

The following items may **not** be worn on campus at any time:

- Clothing depicting or advertising alcohol, tobacco, or weapons
- Clothing with offensive images, logos or language

On more formal occasions the dress of the community should reflect the added level of formality of the event. At these times the Tilton community will be in formal dress.

Formal Dress Approved Clothing

Belts, if appropriate

Blazer or sport coat

Blouse with sleeves (short / long)

Button down dress shirt or blouse

Bermuda length dress shorts

Dress pants

Dress shoes & dress sandals

Dress or skirt*

Tie

* *Appropriate length for dresses and skirts is defined as fingertip length when standing in a relaxed position with arms at sides.*

* *Leggings are acceptable when worn under a dress or a skirt.*

* *Sleeveless dresses with 2" straps are acceptable.*

Spirit Dress

On Saturdays, students are allowed to dress in a manner that displays support for and pride in the School. This is known as spirit dress. Spirit dress is to be worn from the waist up and class dress is to be worn from the waist down. Spirit dress is attire that displays school spirit through the wearing of school apparel (team jerseys, sweaters, sweatshirts, or shirts that display a Tilton logo or the school name).

Casual Dress

After the class day or formal school events, students are allowed to dress casually while maintaining a level of respect for community standards.

- Students should be fully clothed in all public or common areas of campus.
- After a practice or workout students are asked to change into clean clothing before entering the dining hall for a meal.
- Footwear is required in all campus buildings except dormitories.
- Students are to remove hats and headphones when inside academic, performance, and dining spaces, except those required by a student's religion.

ATTENDANCE

Tilton School expects all students to be in attendance when school is in session. As a result, we ask families to schedule medical appointments, family trips, celebrations and non-school athletic events around the school calendar. Students are required to attend all commitments throughout the school day including but not limited to: academic classes including College Counseling and Center for Academic Achievement sessions, school meetings, class meetings, chapel gatherings, study halls, required meals, athletic practices, scheduled games, afternoon activities, and all other all-school events.

Boarding students who are too ill to attend class must report immediately to the Health Center. Failure to arrive at the Health Center within five minutes of the class period they are too ill to attend will result in an unexcused absence unless otherwise noted by the Health Center staff. Students who are too ill to attend class but do not go to the Health Center will incur an unexcused class absences for all classes missed. Only Health Center staff can excuse an ill student from class, afternoon commitments and other all-school scheduled events. Parents of day students who are unable to attend school due to emergencies or illness must call the main office to report the absence by 8:30 a.m. No day student will be allowed to call themselves in sick. Please note, if a student is too ill to attend class then they will not be allowed to participate in their afternoon activity or sporting event, whether it be practice or a game.

No student will be excused for missing a class, afternoon program or school commitment with the exception of illness, emergencies or unforeseen situations. If a student is absent because of illness for an extended period of time, or if a student needs to miss school for a medical procedure, parents should contact the Health Center as well as the Dean of School Life. All other reasons for class absences must be discussed with the Dean of School Life or the Assistant Dean for Residential Life. Further, the Athletic Director, in consultation with a coach, may require an athlete to forgo an opportunity to compete as a consequence for being placed on an attendance contract.

Unexcused Absence #1

- A warning from the Student Life Office
- Negatively affects Habits of Mind

Unexcused Absence #2

- Evening detention
- Advisor will notify parents of a possible attendance issue
- Negatively affects Habits of Mind

Unexcused Absence #3

- Negatively affects Habits of Mind
- On-campus restriction
- Student is placed on an Attendance Contract
- The Dean of School Life or the Assistant Dean for Residential Life notifies the student's family that continued enrollment at Tilton is in jeopardy due to inability to meet expectations regarding class attendance

Attendance Contract

Similar to Academic Probation or Social Probation, being placed on an Attendance Contract is a formal notice that the student in question is not living up to the expectations of the School. Students on Attendance Contracts need to show improvement in their behavior and practices in order to remain a member of the community. The length of an Attendance Contract is determined by the Dean of School Life or the Assistant Dean for Residential Life.

A violation of the Attendance Contract will result in on-campus restriction. A subsequent violation may require that the student appear before the Discipline Committee. A student who is placed on an Attendance Contract for a second time will be required to go before the Discipline Committee.

Class Lates

Students are expected to arrive to class on time, in dress code with the materials needed. If a student arrives to class more than 15 minutes late they will be considered absent from class. When a student accrues three total class lates they will receive a class absence.

Minimum Attendance Requirement

Students may not earn credit for an individual course if they miss more than eight class gatherings in a semester, regardless of the nature of the absence. Medical leaves, as granted or required by the Deans' Team, supersede the attendance requirement.

RESIDENTIAL LIFE

One of the most important and influential aspects of every student's life at Tilton is our residential program. Dormitory life brings joys and sacrifices. The values inherent in living with other students and adults in a residential setting are every bit as important as the lessons taught in the classrooms. In the dormitories, students learn how to live as responsible members of a community: respecting their fellow students and adults, treating the physical environment with care, recognizing the safety of the entire community, learning sensitivity to differences, and embracing a respect for all community members. The Tilton residential life program is committed to ensuring that the students on campus feel valued, safe, and a part of something greater than themselves. The following policies are designed to help us achieve these goals and function successfully as a community.

RESIDENTIAL RESPONSIBILITIES

Although the School provides cleaning services in support of residential bathrooms, lobbies, hallways, etc., students are encouraged to take ownership of their living space. They should contribute to the well-being of the community by participating in the residential cleanliness of each dormitory. This requires all residents to alternately perform simple daily chores (emptying trash cans, vacuuming hall floors, removing recyclable materials, etc.) that contribute to the good of the community as a whole. The following is also expected in all dormitories:

- Students must work with the dormitory staff and student proctors in maintaining common areas, including bathrooms, lounges, hallways, stairwells, etc.
- Room decorations must be in good taste and cannot display explicit, offensive or demeaning material(s) in regard to race, religion, ethnic origin, gender or sexual orientation. Materials depicting drugs or alcohol are forbidden. All room decorations are subject to approval. No tacks, staples, nails, etc. may be used to hang items in dormitory rooms.
- Furniture must remain in the dormitory rooms. Furniture must be kept in good repair and arranged so that the entire room is visible from the doorway and the entrance/exit is unobstructed by any free-standing item. Students may not dismantle furniture, nor tamper with any permanent fixtures in their rooms or in common areas.
- Fire apparatus and sprinkler pipes must be kept clear.
- At no time is cable or satellite television service allowed in student rooms, either paid for separately or "tapped into" from the School's or faculty's service. This is considered stealing and is a major school rule violation.
- Three-pronged extension cords are necessary to use in order to avoid overloading outlets.
- Students are not permitted to have pets on campus.
- It is the obligation of every student to report dormitory damage to their dormitory head as soon as possible.
- Music must be played at a volume that is considerate to others.

ROOM INSPECTIONS

Non-invasive room inspections will be conducted campus-wide with a uniform set of basic standards. Room inspections are designed to ensure a safe and healthy living environment for all community members. All student rooms should meet the following basic expectations: beds are made, a clean work environment is established, closets and under the bed are uncluttered, clean and dirty laundry is put in its place, the floor is vacuumed, and all garbage and recyclables are removed from the room. In addition, any student wishing to depart for a weekend will need to make sure that their dorm room meets the same standards of cleanliness the Friday night before departure.

KEYS AND KEY CARDS

Whether a day student or a boarder, key cards (proximity cards) are issued to every student upon registration. No one can enter a Tilton dormitory or other specific locations on campus without a key card. Students are responsible for their own key card and are not allowed to use another student's key card to access a building. Students found using a key card that is not their own will be reported to the Student Life Office and face disciplinary consequences. All lost key cards should be reported to the Student Life Office. The Business Office will then print the student a new card and a replacement fee will be billed to the student.

Dorm room keys are also distributed upon registration. All lost dorm keys should be reported to the Student Life Office. A replacement key can then be issued, and a replacement fee of \$10 will be billed to the student.

SECURITY

In addition to faculty supervision, a campus security person is on duty every evening and makes regular rounds of the entire campus. All school dormitories are on a key card system and are therefore always locked. Students have access to the necessary buildings through use of their Tilton School key card. Students are encouraged to lock their dormitory rooms at all times when they are not present. Students should not keep unnecessary valuables or excessive amounts of money in their rooms. Each student is provided a space in their room that can and should be locked for the safekeeping of any valuables.

SEARCHES – ROOMS AND PERSONAL ITEMS

Tilton School retains the right to conduct room searches as needed. If a faculty or staff member believes conditions exist that call for a search, they will contact the Administrator of the Day. The Administrator of the Day will determine if a search is warranted. Whenever possible, room residents will be contacted prior to the search. The Administrator of the Day or an assignee will conduct the search in the presence of the resident or residents and another faculty member (usually a dormitory staff member). There may, however, be an occasion when the School must act immediately for reasons of health and/or safety to the community and the student may not be present.

In addition to room searches, the School reserves the right to search backpacks, purses and other personal effects, including a non-invasive search of the person. Furthermore, the School retains the right to search electronic devices, including but not limited to computers, phones, and cameras.

THEFT

In the case of theft in a dormitory, a student should immediately report the theft to the dormitory faculty on duty, and as soon as possible thereafter to the Student Life Office. An incident report must be completed, and the School will do what is reasonable to locate the missing or stolen items. In some cases, it is necessary to involve the local police department. The School assumes no responsibility for money or personal property lost, damaged, or stolen from students. Parents should check to see that they have proper coverage through individual homeowner's insurance policies. In addition, it is recommended that families investigate securing additional insurance for all belongings. Theft is not tolerated at Tilton School. A student found in violation of this school rule may be dismissed immediately, even if the victim of the theft is not a member of the Tilton School community.

INTERDORM VISITATION POLICIES

It is a privilege for students to visit one another's dormitory. Dormitories, including common rooms, are subject to specific times when interdorm visitation is allowed. At all other times, students must receive specific permission to visit other dormitories. Students should never, on any occasion, be in another dormitory between the hours of 11 p.m. and 11 a.m. Students in violation of this policy are subject to major disciplinary consequences.

The on-duty dormitory parent may grant visitation provided that the student remains in the dormitory while guests are visiting and that permission has been secured prior to visitation. Guests are permitted in another student's room provided:

- The guest and host receive permission from the faculty member on duty.
- The guest signs in and out indicating whom they are visiting.
- The guest enters only the room(s) to which they have been invited.
- The door remains fully open and the lights are on.

VISITATION HOURS

Weeknights	Weeknight Common Room	Saturday	Sunday Afternoon
7 - 7:50 p.m.	6 - 7:50 p.m.	7 - 10:45 p.m.	2 - 5:30 p.m. and 7-7:50 p.m.

If a student is unable to locate a faculty member to obtain visitation permission, the visitation cannot take place. The interdorm visitation is a privilege extended only to Tilton students. Individuals not enrolled at Tilton are not permitted into the dormitories without the permission of the dorm parent on duty and the Administrator of the Day.

EVENING STUDY HOURS

Dormitory parents and proctors are expected to ensure quiet study conditions during study hours in the dormitory. In addition, dormitory parents and proctors are expected to establish protocols that support the productive use of study time for all students. Faculty remain in the dorm after lights out and there is additional supervision throughout the night and into the early morning by at least one of the resident faculty.

- Study conditions in residence halls are from 8 to 10 p.m.
- Quiet hours in residence halls are from 10 p.m. to 7 a.m.

Expectations for study conditions and lights out vary by grade and are as follows:

9th Grade

- Students in their own rooms and lights out at 10:30 p.m.

10th Grade

- Students in their own rooms and lights out at 10:45 p.m.

11th, 12th Grade/PG

- Social time allowed in the MARC from 10 to 10:30 p.m.
- All students are in dorms by 10:30 p.m.
- Students in their own rooms and quiet at 11 p.m.

SATURDAY EVENING

On Saturday evenings, all students must check in with the Administrator of the Day at dinner unless prior permission has been obtained to leave campus. All students must check in with the dormitory parent on duty and be in their dormitories by 11 p.m.

MOTOR VEHICLES

Except for MacMorran scholars, boarding students may not keep or drive a car, motorcycle, or moped on the Tilton School campus, in the town of Tilton, or the vicinity. MacMorran scholars will be assigned a parking space at the hockey rink or adjacent to the arts center. Their cars are to be used only when commuting to and from home on weekends and vacations.

CAMPUS SERVICE

In a residential community, it is essential that every individual understand his or her importance to the larger community. The Campus Service Program is based on the belief that all students and faculty share responsibility for our community and the support of our life together. It aims to promote a sense of ownership and pride in our space along with fostering an opportunity to build strong character. Students will work with his or her advisor group for a week to help clean our dining hall. There are many more opportunities to serve the School. Students wishing to be more involved with campus service should see the Assistant Dean for Residential Life.

CELL PHONES AND OTHER MOBILE DEVICES

Students are permitted to use cell phones and other mobile devices on campus, but are expected to be aware of those around them; they should have cell phone conversations or send text messages only in private areas where they will not disturb others, typically not within academic buildings. Cell phones must be turned off in class, at other public gatherings, and in the chapel. Abuse of that privilege will result in appropriate consequences, which may include loss of privileges and confiscation of phones. Repeated violations will result in disciplinary consequences. Tilton School asks parents not to place calls to students during times that are not approved by the School.

HEADPHONES

Headphones, ear buds, etc. are strictly prohibited in all academic buildings and dining hall. Students may not wear headphones in hallways, in between classes, or during class unless given explicit instructions from a faculty member. Failure to adhere to the standard will result in confiscation of headphones and detention issued by the Dean of School Life, Assistant Dean for Residential Life or the Assistant Head of School.

REMOTE-CONTROLLED VEHICLES & DRONES

Remote-controlled vehicles, including but not limited to cars or aerial drones, are not permitted on campus without the permission of the Dean of School Life.

MEALS

All meals are served in the dining hall, unless otherwise noted. Students are expected to be respectful of their peers and the staff in the dining hall. Good table manners and behavior and appropriate attire are expected at all times. All students should clear their tables, appropriately disposing of trash and returning plates, silverware, cups, etc. to be cleaned. Dishes and utensils are not to be taken from the dining hall. A sign-in screen is located on the Administrator of the Day's table and all boarding students are required to sign in to dinner each evening. The sign-in screen is used to account for the safety of a student; therefore, students must sign only themselves into a meal. If day students are staying on campus after dinner on an academic evening, they must make their presence known to dorm parents, proctors and the Administrator of the Day.

Monday dinner is typically a formal meal, and all boarding students are required to attend in formal dress. Day students are not required to stay for formal dinners. However, if they remain on campus, they must attend and be attired in formal dress.

CAMPUS

Tilton School students are citizens of the Town of Tilton. They must respect private and public property and show respect to the other citizens and visitors to the town.

Campus is as follows:

- Northern Boundary – Burch Field
- Eastern Boundary – The MacMorran Field House, the tree line to the Back 40 and the Mansion
- Southern Boundary – Academy Street
- Western Boundary – Prospect Street
- The Fields – The parcel of land where the athletic fields are located

Extended Campus is defined as the following:

- Northern Boundary – Campus
- Eastern Boundary – Cumberland Farms
- Southern Boundary – The Winnepesaukee River
- Western Boundary – Riverfront Park

Off Campus

Anything that is not defined as campus or extended campus

All students should become thoroughly familiar with the boundaries of school property and not trespass on private land. Students may not enter a local home without first receiving permission from the Dean of School Life or the Administrator of the Day/Weekend. All students should follow all protocols if they are leaving campus for any reason, including going downtown.

Extended Campus Sign Out

In order to have proper permission after the academic day to walk to extended campus, often referred to by students as “downtown,” individuals must sign out of their dormitory. Students are required to electronically sign out prior to walking to the extended campus area. All students are required to call the Administrator of the Day (603-520-6400) as well as sign out of the dorm. Students may not sign out to go “downtown” after 8 p.m. on academic evenings or after 10 p.m. on non-academic evenings. Seniors and PGs may sign out in the Student Life Office during the academic day if they wish to visit the extended campus.

Bicycles, Skateboards, Scooters, and In-Line Skates

Students are permitted to use bicycles, skateboards, scooters, and in-line skates on campus, and they are expected to be mindful of others using the walking paths and roadways. These items are not to be carried into the buildings (with the exception of bringing such objects to or from a dorm room). Anyone using a bicycle, skateboard, scooter, or in-line skates must wear a helmet.

DAY STUDENT LIFE

Day students are an integral part of the Tilton community. As a school we seek to provide day students with every opportunity to immerse themselves in all aspects of the residential life experience. Day students should be aware that despite their residential situation, they are Tilton School students, and all the rights, privileges and obligations of the community are afforded and expected of them. Certain policies and expectations pertain only to day students, and these are listed below.

MOTOR VEHICLES

Day students possessing a valid driver's license may use their cars for transportation to and from campus. All cars must be registered yearly with the student life office. Upon registration of a vehicle, a parking sticker will be issued and it should be placed in the bottom left corner of the rear window. All day student cars must be parked in the day student parking lot located in front of the hockey rink. A day student parked in an unauthorized area during the school day will immediately lose the privilege to use his or her car to commute to and from school. Once the car is parked, the student driver may not use the car again until the student departs campus at the end of the day. Car use during free time is not permitted.

Student drivers may not transport other students unless authorized by the Dean of School Life and the administrator of the day. This scenario is only for special occasions, and there must be written permission from both sets of parents or guardians as well as permission from the student life office for a student to ride in a car with another student who has permission to have a car on campus. Boarding students may not drive day student cars. Violations of the motor vehicle policy are considered significant violations of community standards. Violators will likely face serious consequences, up to and including dismissal.

In addition, all student drivers are expected to be in compliance with NH State Law (RSA 263:14). This may affect carpooling. When making these arrangements, please make sure to consider the restrictions put on the junior operator driver's licenses by state law.

DAY ROOMS

All day students are provided with a room that has a desk and closet space to store clothing and other personal belongings. These rooms are provided to allow day students a place on campus to store items, to study during the class day, and to use in a reasonable manner. These rooms are to follow the same guidelines regarding appliances as boarding rooms and should be maintained by the individuals assigned the room. Day student rooms will be regularly inspected for safety and cleanliness, similar to boarding students. Students should not anticipate using these rooms in the evenings or on weekends without making the Administrator of the Day or dorm parents aware of their presence on campus. In addition, any day student who anticipates using the day room during evening study hall must make the dorm parent on duty aware of their presence prior to study hall.

ILLNESS

In the event that a day student is too ill to attend class, a parent or guardian must call or email the School to report the absence. If a day student is excused from classes because of illness and goes home, they must not return to campus for any reason, including sports, activities or extra help, until the following day.

INCLEMENT WEATHER

Tilton School rarely closes for any reason, including weather. However, safety is our primary concern, so we ask day student families to use discretion on days when weather makes traveling inadvisable. We ask that families call the School in the case that a student will not be in school, will be late, or will leave early due to weather. In some circumstances, day students will be able to stay in the dormitories, with permission, if weather compromises safe travel.

DAY STUDENT CHECK-IN

If a day student anticipates staying on campus in the evening, the student must check in at dinner. If for some reason the student is unable to check in at dinner, that individual must contact the Administrator of the Day to make them aware that they are on campus.

OVERNIGHTS FOR DAY STUDENTS

Only on rare occasions will the School allow day students to remain on campus overnight and usually only in the case of poor driving conditions or a mandated campus responsibility that requires a day student to be on campus late into the evening. Day students may remain overnight only if prior permission has been granted by their parent/guardian, the Administrator of the Day and the dorm parent on duty where they will be staying.

ON-CAMPUS STUDY HOURS

- Day students are expected to leave campus by the start of study hours and are expected to sign out at the time of their departure.
- Day students who wish to remain on campus on a weeknight should do so for an academic reason only.
- Day students who wish to remain on campus during study hours are expected to check in with the Administrator of the Day and the dorm parent on duty by 7 p.m.

PROCEDURES & POLICIES WHEN LEAVING CAMPUS

Students may obtain permission to leave campus in a number of ways. In all situations communication is critical. The School assumes responsibility for the safety and well-being of its students and requires that students secure permission and, more importantly, make the School aware of their whereabouts so that they can be accounted for in case of an emergency. Students leaving campus without school permission are subject to disciplinary action, up to and including dismissal. The School will not prevent a parent from taking his or her child off campus without school permission, however, the student may face disciplinary or academic consequences as a result. We ask that parents inform the Student Life Office or the Administrator of the Day before taking any student off campus. In most instances, students are required to request a leave in advance of their departure, thereby notifying the appropriate parties of their absence. In the event of an emergency or last-minute event, the Administrator on Duty reserves the right to grant permission for a student to leave campus.

ACADEMIC LEAVE

Students are rarely allowed to miss classes. In the case of an emergency or unavoidable conflict, students who need to miss a class or classes are required to fill out an academic leave form and submit an electronic leave request. This form requires a number of signatures and must be turned into the Student Life Office. In addition to the electronic leave request, parents must confirm the academic leave through phone call, email, or face-to-face discussion with the Student Life Office.

COLLEGE VISIT

Similar to an academic leave, a student who will miss classes for a college visit must fill out a form specifically for this reason. In addition to the electronic leave request, permission in the form of a signature from the College Counseling Office is required to take a college visit. A student is allowed to miss two class days each semester for the purpose of college visiting. Parents must confirm the college visit through phone call, email, or face-to-face discussion with the Student Life Office.

EVENING LEAVE

Any time a student will miss an evening or will be off campus overnight on an academic night but will not miss an academic commitment, the student must file an electronic request prior to departure. Parents must confirm the evening leave through a phone call, email, or face-to-face discussion with the Student Life Office.

WEEKEND LEAVE

On any open weekend, students are allowed to leave following their last commitment on Saturday and are expected to return by 7:30 p.m. on Sunday. In order to secure proper permission, students must fill out a weekend leave electronic request by noon on Thursday, which states where they are going for the weekend. Parents must confirm the weekend leave request through a phone call, email, or face-to-face discussion with the Student Life Office.

SCHOOL VACATIONS

Prior to every break, all students are required to fill out a vacation leave request, which explains their travel plans, needs, and requests. Parents must confirm the vacation leave request through a phone call, email, or face-to-face discussion with the Student Life Office.

LEAVE OF ABSENCE FROM SCHOOL

A student who must be absent from school for a significant period of time (longer than 10 days) for medical or personal reasons will be placed on a leave of absence. A request for a formal leave of absence may be initiated by the family or by the School. The completion of academic work for a student on a leave of absence is coordinated and supervised by the Academic Dean. Depending on the length of time away from school, private tutorial services may be required at the expense of the family. The School reserves the right to deny academic credit to a student who is away for a significant period of time and who is unable to comply with the conditions of the leave of absence. A written agreement will document the School's expectations for the academic and non-academic goals of the leave of absence.

A student who has been away from school on a leave of absence for medical reasons may not return until the School receives documentation from an appropriate supervising professional confirming that the student is in good physical and emotional health. In addition, the student and parents must attend a re-entry meeting with members of the Deans' Team and the student's advisor before they may return to classes and the residential setting. The purpose of the re-entry meeting is to establish that the conditions of the leave of absence agreement were met, to review academic work done away from school, to agree on any continuing needs for on-campus support that the student may require, and to ensure that the student is academically and personally prepared to return to a full schedule of academic and extra-curricular activities. The agreements reached at a re-entry meeting will be documented in a letter to parents from the Deans' Team.

COMMUNITY STANDARDS

As a member of the Tilton School community, one must always be aware that an individual's actions will affect others in the community. A vital part of Tilton is honoring the needs of the community while developing one's character. While the philosophy of the School implies an understanding of adolescent development as a process of change that typically involves behaviors that do not meet expectations, decision making that is not fully grounded, and habits of mind or action that are not always consistent with the needs of oneself or others, this handbook attempts to make clear the expectations for Tilton School students. In the case that the handbook does not identify a specific behavior or action does not constitute approval, nor is the School limited to the narrow guidelines of the handbook. Any action deemed to violate the respect, trust, or safety of a community member will be viewed as inappropriate behavior. Subsequently, a student may be subject to disciplinary consequences for some behavior not mentioned in the handbook.

MAJOR SCHOOL RULES

Tilton School is committed to providing all students a safe school environment in which all members of the School community are treated with respect. Individuals should feel both safe and respected in the environment in which they live and learn. Thus, the School recognizes that some actions are absolutely unacceptable, as they threaten the safety of the community and/or individuals to such a high degree. As a result, the School has deemed the following to be violations of major school rules. Violations of major school rules typically result in the dismissal of the student, regardless of disciplinary history or previous warning.

- Personal dishonesty – lying, stealing, or deliberately disregarding instructions from a faculty member
- Possession of firearms, knives, explosives or any other weaponry
- Use or threatened use of a weapon or physical violence
- Violations of Fire Safety Regulations including, but not limited to: tampering with fire detection devices, smoking in a school building, open or smoldering flame, lighting matches, lighters, incense or candles, possession of fireworks.
- Distribution of drugs or alcohol
- Use of drugs or alcohol
- Behaviors that put at risk the health and welfare of oneself or others
- Harassment, hazing or bullying, including cyberbullying
- A demonstrated unwillingness to abide by school rules
- Keys and key cards – possession, duplication, or use of another individual's key or key card
- Curfew violations

GENERAL EXPECTATIONS

Tilton School students are expected to know, understand, and abide by the letter and spirit of the standards and expectations of Tilton School. Further, it is the responsibility of the student to understand the policies and procedures of Tilton School. In general, it is expected that Tilton students value their position in this community and will act accordingly. However, research and understanding of development informs us that, in general, adolescence is a time of change that can involve behaviors that do not meet expectations, decision making that is not fully grounded, and habits of mind or action that are not always consistent with the needs of oneself or others. Thus, it is understood that through the course of discovery and maturation, students at Tilton School may exhibit behavior that is unacceptable.

As previously noted, some actions may be considered unacceptable to such a degree that an individual may be required to leave the community without warning. In most cases, however, it is expected that a student will learn from their misdeeds.

The following are breaches of expected conduct at Tilton School. Consequences for failing to abide by the general rules are administered through the Student Life Office and can range from dismissal to an informal warning.

- Academic dishonesty
- Interdorm visitation violations
- Vandalism
- Computer misuse or inappropriate use of social media
- Gambling
- General disrespect for the community

REACH OF THE SCHOOL

Members of the Tilton community are always under the jurisdiction of all local, state and federal laws. Once students have enrolled at Tilton School, they are members of the Tilton School community and are responsible for their actions regardless of location, form, or intent. Further, students can be held accountable for information, pictures or other electronic medium which is publicly displayed or accessible. Thus, Tilton School reserves the right to discipline a student for an act committed while not under the School's direct jurisdiction. In addition, students may be held responsible for acts committed prior to enrollment, if these acts were not disclosed at the time of enrollment. Such acts will be evaluated at the sole discretion of the School, and the School reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of acts which may have disciplinary ramifications at Tilton, including dismissal, are violation of any local, state, or federal laws, underage purchase, possession, distribution or consumption of alcohol, purchase, possession, or distribution of a controlled substance, and misuse of computers, the Internet, or other communication devices (regardless of location of action) which do, or could, have an impact on the welfare of any member of the Tilton community or the reputation or functioning of the School.

POLICY ON BULLYING, HAZING AND HARASSMENT

Bullying, including cyberbullying, hazing, or harassment of any kind is not tolerated at Tilton School. Any student found to have engaged in bullying, hazing, or harassing shall be subject to appropriate disciplinary actions which can range from a formal warning to dismissal. In addition, the School may be bound by local, state, or federal laws, or school policy, to report such actions to the appropriate authorities.

Bullying and Cyberbullying

Bullying occurs when a student is the target of negative actions usually in the form of intentional, repeated, hurtful acts, words, or other behaviors such as:

- Intimidation, including name calling or threatening
- Social alienation, such as shunning
- Physical aggression

Cyberbullying occurs when the same criteria for bullying occurs through the means of electronic devices.

Any student who believes that they have been the victim of bullying or cyberbullying shall report the incident(s) to the Head of School, the Assistant Head of School, the Dean of School Life, or their advisor.

Hazing

Hazing is defined as any conduct, coercion or intimidation used as a method of initiation into a group, student organization, team, or activity which is likely to endanger the physical or mental health of any student. Examples of behavior that could be considered hazing include:

- Forced to destroy or steal property
- Tied up, taped, or confined in a small area
- Paddled, whipped, beaten, kicked, or beat up by others
- Forced to consume spicy or disgusting concoctions
- Forced to commit dangerous, painful, or embarrassing acts
- Deprived of sleep, food, or hygiene

It is a crime to participate in any student hazing, knowingly submit to hazing, or be present at or have direct knowledge of hazing and fail to report such hazing to law enforcement or school authorities. Under the law, the implied or even express consent of any person toward whom any act of hazing is directed is not a defense to hazing.

Every member of the Tilton community must report hazing to either the Head of School, Assistant Head of School or Dean of School Life. In addition, the School is required by law to report to the local police any hazing reported to it or of which it becomes aware.

Harassment

Non-Sexual Harassment

Harassment may occur when one tries to humiliate or intimidate, such as:

- Making racist, sexist, or ethnically inappropriate comments
- Making derogatory comments about religion
- Making cruel personal jokes
- Teasing about sexual orientation

No one is allowed to harass on the basis of:

- Sex/gender
- Race
- Color
- Religion
- Ethnicity
- National origin
- Disability
- Sexual orientation

Any student who believes that they have been the victim of harassment shall report the incident(s) to the Head of School, the Assistant Head of School, the Dean of School Life, or their advisor.

Sexual Harassment

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature or related to a person's sex when:

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, or academic standing or opportunities; or

- Submission to or rejection of such conduct by an individual is used for the basis for employment, or academic or school-related decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance or creating a hostile, intimidating, or offensive environment.

Some examples of sexual harassment include:

- Sexual innuendo
- Verbal harassment, including derogatory comments or slurs
- Inappropriate comments about a person’s body or appearance
- Physical harassment such as unwanted touching, patting, pinching, or physical interference with movement or work
- Visual harassment such as derogatory cartoons, drawings, posters, or graffiti

Any student who believes that they have been the victim of sexual harassment shall report the incident(s) to the Head of School, the Assistant Head of School, the Dean of School Life, or their advisor.

REPORTING

As stated, every member of the Tilton community must report hazing to either the Head of School, Assistant Head of School or the Dean of School Life. In the case of harassment of any sort, individuals may attempt the following, but are not required to do so:

1. Firmly confront whoever is doing the harassing and/or offensive behavior.
2. State that their conduct offends, intimidates and/or embarrasses you.
3. Describe how the harassment and/or offensive behavior negatively affects your learning/work environment.
4. Request that they stop the conduct immediately.

If practical, a witness should accompany the individual making the complaint for the discussion. The individual is strongly advised to record a written summary of the conversation, including the date and name of anyone in attendance. In some instances, confronting the offender directly may be too intimidating or uncomfortable, particularly when the offender is in a position of authority. If an individual is too uncomfortable or intimidated by confronting the offender directly, the individual should report the information to the Head of School, the Assistant Head of School or Dean of School Life.

An individual who believes they have been subjected to conduct or behavior that is offensive or threatening, impairs morale, interferes with the work effectiveness of students or creates an unreasonable environment that is non-conducive to learning or teaching should follow this procedure:

- Contact the Head of School, Assistant Head of School or the Dean of School Life.
- Have a meeting with the Dean of School Life to discuss events and get answers they may have regarding the complaint procedure. Individuals may decide to proceed with a formal complaint or may pursue informal resolution.
 - In those instances where an informal resolution is selected, the Dean of School Life will advise and assist the individual in resolving the matter in that fashion.
 - In those instances where a formal complaint is selected, an investigation will be initiated.

The Dean of School Life or Assistant Head of School will take seriously all reports or personal observations of harassment, including sexual harassment, hazing, bullying, hate crimes, unlawful discrimination of any kind or retaliatory behaviors, and will thoroughly investigate the incident.

Investigation

Students are responsible for cooperating in any investigation of alleged harassment if requested to do so by the person conducting the investigation. All actions taken to investigate and resolve complaints through school procedure shall be conducted with as much confidentiality as possible without compromising the thoroughness of the investigation. It is the School's position that an individual making a formal complaint cannot insist on anonymity because such may impede the fairness and thoroughness of the investigation. In those instances where an informal resolution is not reached and a formal complaint is made, the Dean of School Life or Assistant Head of School will require individuals involved to submit in writing:

- A description of the incident(s);
- The name of the alleged offender(s); and
- Times, locations, specific words/actions and the name of any witnesses to the incident(s).

These documents will be for the Dean of School Life's or Assistant Head's own use during the investigation and are not given to the person making the complaint or to the alleged offender. Therefore, individuals are strongly advised to record their own written notes containing the same information that they give to the Dean of School Life or Assistant Head of School.

The investigator will discuss the situation with only those persons involved in or affected by the complaint and an appropriate administrative member.

Upon completion of the investigation:

- The Dean of School Life or Assistant Head of School will prepare a written report stating their findings.
- The person making the complaint and, if appropriate, the alleged offender shall be informed of the contents of the report, and the report shall be submitted in writing to the Head of School.

Retaliation, Cooperation, and Coercion

Any student who prevents or attempts to prevent an individual from making a complaint of harassment (including sexual harassment, hazing, bullying, cyberbullying and hate crimes), unlawful discrimination of any kind or retaliatory behaviors or who fails to cooperate with or interferes in any way with the investigation of such a complaint will be subject to disciplinary actions up to and including dismissal. Any student who retaliates or discriminates in any way against an individual who makes a complaint of harassment (including sexual harassment, hazing, bullying, cyberbullying and hate crimes), unlawful discrimination of any kind or retaliatory behaviors will be subject to disciplinary actions up to and including dismissal. Any student who is found to have made malicious, false accusations about an individual pertaining to harassment (including sexual harassment, hazing, bullying, cyberbullying and hate crimes), unlawful discrimination of any kind or retaliatory behaviors will be subject to disciplinary actions up to and including dismissal.

Resolution

In the event that the findings of the report indicate harassment has not occurred, the matter will be closed. If an investigation concludes that a student engaged in any of the above-mentioned conduct prohibited by school policy, that individual shall be subject to appropriate disciplinary action. Disciplinary action may include, but is not limited to, a warning, suspension, mandatory counseling or required withdrawal or dismissal from school. Any such disciplinary action shall be taken in accordance with applicable school policy and legal requirements.

Disclaimer

This policy is a guideline that is subject to change by Tilton School. Therefore, this policy shall not give rise to any claim against Tilton School or against any person charged with responsibility, if not followed. Furthermore, no student shall have the right to use the investigator's information, whether written or oral testimony, in any future legal proceedings, and each student agrees not to seek such information to be used as evidence at a trial.

TURNING EIGHTEEN

As a condition of continued enrollment, students and/or parent(s) or guardian(s) agree that when any student turns 18 while the student is enrolled at the School, the School shall have the right to communicate with their parent(s) or guardian(s) regarding any matter whatsoever regarding the student including but not limited to, about academics, discipline, medical, mental health, behavior, conduct, social or education matters, or any issue whatsoever that the School wants to communicate with the parent or guardian concerning the activities or best interests of the student or the greater school community. As the student nears their 18th birthday, the student and parent(s) or guardian(s) will receive a reminder about this obligation as well as the overall obligation that the student agree to abide by the student handbook and allow continued parental/guardian communication. If a student refuses to confirm these conditions of enrollment in writing, the student may be asked to withdraw.

DRUG AND ALCOHOL POLICY

Tilton is committed to a substance-free campus. A student who has violated the drug and alcohol policy by possessing (internally or externally) or using drugs, alcohol or paraphernalia is in violation of the Drug and Alcohol Policy. Being knowingly in the presence of drugs, paraphernalia, alcohol or individuals using drugs or alcohol is also a violation of the School's Drug and Alcohol Policy. Regardless of whether a substance is illegal, if that substance is used with the intent to abuse, then the use will be considered a violation of the Drug and Alcohol Policy. Any Tilton School student found in possession or using any strain of synthetic marijuana will be considered in violation of the School's Drug and Alcohol Policy. Possession of prescription drugs and the use of prescription drugs without the knowledge and consent of the Health Center are also considered a violation of the Drug and Alcohol Policy.

As a school, we recognize that adolescents are capable of making mistakes. First-time violators of the Drug and Alcohol Policy will receive a response and consequences to be determined by the Dean of School Life and possibly the Discipline Committee. It is possible that a student could face a response up to and including dismissal for any violation of the Drug and Alcohol Policy. A likely response will include, but will not be limited to:

- On-campus restriction
- Placement on a Drug and Alcohol Contract
- Social probation
- Random screening through graduation
- A drug/alcohol evaluation that is likely to occur off campus and can require a time away from school and compliance with any recommendation made by the evaluator
- Counseling

The School reserves the right to confront individuals regarding concerns of drug and alcohol use, and may require immediate screening for substances. Should a student refuse the screening, the School retains the right to dismiss the student. Furthermore, the student may be found in violation of the School's Drug and Alcohol Policy and be subject to the stated consequences.

Drug and Alcohol Contract

Once a student has violated the School's Drug and Alcohol Policy, the student will be placed on a Drug and Alcohol Contract. Any student on a Drug and Alcohol Contract who violates the Tilton Drug and Alcohol Policy, including a failed drug screening, will in all likelihood be dismissed immediately. This contract is binding until the student graduates.

TOBACCO POLICY

Tilton School students may not smoke cigarettes, electronic cigarettes, use smokeless tobacco, possess any tobacco products/paraphernalia or be knowingly in the presence of such behavior while under the School's jurisdiction. Violations of this policy will be considered primarily a health issue. In addition, use of tobacco can be a violation of community standards, and may be subject to a disciplinary response from the Dean of School Life. Smoking in any school building is considered a serious violation of school rules, as this creates a significant fire hazard and is a safety concern. The student, in the presence of the Dean of School Life and the student's advisor, will be required to inform his or her parents of such a violation. Students who violate this rule should expect significant consequences, up to and including dismissal.

COMPLIANCE WITH INVESTIGATIONS

Honesty is a critical component of developing a community that is based on trust. Students are expected to be honest in all situations, even if it may incriminate themselves or another individual under investigation. Dishonesty, misleading statements, or obfuscation throughout the course of investigating suspected violations of expectations is not tolerated and is considered a major violation of community standards. In addition, students are expected to cooperate with all investigations and answer all questions to the best of their ability. If a student does not comply with an investigation or elects not to make a statement, the School reserves the right to take disciplinary actions as it sees fit.

In the event that a student is involved in legal proceedings, the School reserves the right to act independently in conducting investigations and implementing its procedures for hearings and discipline that may arise out of the same circumstances. In the case that a student is involved in an investigation that may have legal ramifications, the School reserves the right to place that student on a leave of absence, as the presence of the individual on campus may be considered harmful to the best interests of the individual or the community. As a result, the School will require students to comply with all internal investigations, and will make decisions independent of any other judicial body. In addition, the School will act on its findings and make decisions in relation to its policies, expectations, and findings and may, but shall not be required to, wait for the results of other proceedings prior to taking action.

THE DISCIPLINE COMMITTEE

The Discipline Committee is a group of students and faculty that make recommendations to the Head of School on issues related to the philosophies, policies, and practices of rules and rule infractions.

- The committee is comprised of three faculty members, two voting members and one alternate as appointed by the Head of School.
- Six students, five voting members and one alternate are designated in the following manner: one student elected by his or her classmates in 12th, 11th, 10th and 9th grades, the President of the Student Assembly, and the Vice President of the Student Assembly, who serves as the alternate.
- Alternates are present for the hearing and can ask questions, deliberate, and discuss all issues. They will vote only in the case that a voting member is unable to be present.
- The committee is co-chaired by a designated faculty member and the 12th grade representative.
- The Dean of School Life serves an advisory role and is present for the hearing and can ask questions, deliberate, and discuss all issues.
- The Dean of School Life does not have a vote.
- In the absence of the Dean of School Life or in the case that the student before the Discipline Committee is the Dean of School Life's advisee, a faculty representative shall perform the duties of the Dean of School Life.
- All other members of the committee have one vote.

A student may be brought before this committee by the Dean of School Life or Head of School. A student may on his or her own request a hearing as a form of appeal for a consequence previously administered by the Dean of School Life. A student may not appeal a decision of the Head of School. In all situations, the Head of School retains the right to deviate from the regular disciplinary process as he deems necessary.

A student brought before the Discipline Committee is allowed to ask a Tilton faculty member to accompany them in the hearing for support, advice and assistance. The faculty member is not required to make a statement, although the faculty member may be asked questions by the Discipline Committee. A student does not need to bring an adult for support if the student does not feel so inclined. Students are not allowed to bring other students or individuals who are not current Tilton School faculty members into the hearing. Specifically, students are not allowed to have legal counsel represent them at internal disciplinary hearings. Students may submit written statements from others but may not present witnesses.

Students are expected to be honest. Dishonesty will not be tolerated and may result in additional consequences.

The student and the accompanying faculty member will receive a document that has the following information: Disciplinary History, Current Violation(s), Summary, and the Dean's Summary. This document is provided to all individuals who will be in the hearing. It is confidential and must be returned before leaving the hearing. Next, the student will be given an opportunity to address the group. Once this has been completed, the Committee may ask questions. The Committee can only make recommendations based on the information it gathers. Thus, it is recommended that all individuals be fully cooperative and forthright, and answer all questions to the best of their ability. Once it is confirmed by the committee that the student has nothing further to say and has been given a chance to make a closing statement, the faculty advocate may choose to deliver their own statement in front of or after the student is excused from the room. At that point the Discipline Committee reserves the right to speak with the faculty representative in private before they make a recommendation to the Head of School.

Recommendations of the Discipline Committee are not final decisions. They are recommendations for the Head of School. In the absence of the Head of School, the Assistant Head of School will receive recommendations and may act on behalf of the Head of School. The Head of School (or their designate) may accept, modify, or reject the recommendation of the Discipline Committee and impose an alternate disciplinary consequence whenever he believes this course of action to be in the best interest of the student involved and/or the school community. The decision of the Head of School is final and may not be appealed.

DISCIPLINARY CONSEQUENCES

Tilton School believes that every student desires to be a respected member of the school community. Furthermore, each student should recognize that fundamental rules governing personal behavior are essential to the common well-being of our community. Thus, students who violate our code of conduct are subject to disciplinary consequences. The School understands that occasionally, adolescents will test boundaries and act outside of accepted community standards. When a student violates community standards, the disciplinary response should be commensurate with the transgression. The following are examples of disciplinary consequences.

Detention

Detentions can be assigned for a variety of reasons as a means of consequence. Faculty members may assign detentions in consultation with the Dean of School Life. Generally, evening detention is held from 7 to 8 p.m. on Tuesdays and Thursdays, and Sunday morning detention is held from 8 to 10 a.m.

Bounds

When a student is placed on bounds it means that a student is not allowed to leave campus, except for school-approved trips.

Restriction

Boarding students are restricted to school grounds, with no downtown or weekend permissions. Beginning At 7 p.m. restriction to the dormitory is required. Day students on restriction will be required to leave campus after their last commitment is over and may not return in the evenings or on the weekends. Restriction is a consequence that is reserved for significant infractions of school rules or for repeated offenses. Restriction includes detentions as assigned, Dining Hall cleanup and/or other work details as assigned, on-bounds, loss of weekend privileges, loss of parietals, and any other restrictions as assigned by the Dean of School Life.

Dean's Warning

A student who receives a formal warning by the Dean of School Life is being made aware that their behavior and/or attitude is not meeting the expectations of the School. If the unacceptable behavior persists, manifests itself in other ways, or if a student continues to show an unwillingness to abide by school rules, it is likely that the student will be placed on a probationary status.

PROBATIONARY STATUS

The term “probation” is intended to send a message to students that behaviors in the academic and/or social domains have violated expectations in significant ways and that the change process has become urgent and imperative. Probation is thus a period of warning which allows issues to be clearly identified, consequences for inappropriate behaviors to be experienced, action plans for positive change to be developed, and structures and conditions needed to support change to be put into place. A period of probation is not indefinite; it will end either with improvements or with separation from the School. The Academic Dean and the Dean of School Life manage specific conditions for academic probation and social probation, respectively.

Social Probation

Social probation serves as a formal warning to the student that his or her position at Tilton School is in jeopardy due to the inability to live within the parameters of our community's standards. A student involved in any major school violation or an accumulation of minor infractions are likely to be placed on social probation. A student on social probation who incurs another major violation or a continual pattern of minor infractions is likely to be dismissed from Tilton School. In addition:

- Students placed on social probation will forfeit earned privileges.
- All leadership positions may be forfeited while on social probation.
- Upon completion of the probationary period, students are eligible to be removed from social probation. To do so the must meet with the Dean of School Life and file a document that reviews the lessons learned and the positive steps that the student has taken to enhance the Tilton community since the time they were placed on social probation.

Term of Probation

The duration of the social probation period is determined by the Dean of School Life or, in some cases, by a recommendation to the Head of School by the Discipline Committee. At the conclusion of the probation period, a student must have a meeting with the Dean of School Life to request removal from probationary status. In the meeting the student must clearly identify the lessons learned while on probation, and discuss why the individual deserves to be removed from probationary status. Once the meeting has occurred, the Dean of School Life will decide if the student is to be removed from social probation. If a student is not removed from social probation, the new period of probation will be clearly stated by the Dean of School Life.

Separation

If a student is suspended from school, physical separation from the School is required. Students will be released into the custody of parents, guardians or a family member. Students also may depart by means of mass transportation, with parental approval.

Dismissal

Students who are dismissed from Tilton School are required to leave campus immediately. The Dean of School Life will communicate with the family and facilitate the earliest departure possible. Any student dismissed or required to withdraw from Tilton School for disciplinary reasons is persona non-gratis on the campus. Should it be necessary for the student to return to campus for any reason, prior consent must be received from the Dean of School Life.

DISCLOSURE OF DISCIPLINARY ISSUES

Tilton School does not typically disclose specific details of disciplinary actions to individuals or institutions outside the Tilton community, except in situations regarding health, individual or community safety, or to be in compliance with agreements, codes, and local, state and federal laws, like the Safe Schools Act.

The School respects the privacy of community members. However, the School believes that students benefit in learning from each other. Thus, the School reserves the right to communicate any issue of discipline, including names, details, and other information the School deems significant for the purpose of furthering the learning experience of the students and the overall good of the school community.

COLLEGE NOTIFICATION

For individuals applying to institutions of higher education, as members of the National Association of College Admission Counseling (NACAC), we agree to support and endorse the Statement of Principles of Good Practice between universities and secondary school members. The Tilton School policy is to disclose at the date of application through the time of graduation any change of status (including dismissal or withdrawal and Academic or Social Probation) or harm to self or others. Details regarding specific incidents are not reported by the School, only the change in status. Students are expected to report specifics on their own. Please see the Director of College Counseling for more information regarding reporting to colleges and universities.

TECHNOLOGY

At Tilton we teach possibilities for innovation across a variety of devices, not how to operate a single device. Tilton's belief in teaching the critical thinking behind a task – not the instructions for completing a task – has formed the basis for our technology recommendations and requirements. For the 2018-19 school year, each student is required to bring an approved device with them for efficient and convenient access to information, resources and tools. An approved device is defined as a laptop or tablet (smartphones are not an approved device) meeting one of these minimum specifications:

Form Factor:

- Laptop, Tablet, or Chromebook

Operating System:

- Microsoft Windows 7, 10
- OS X 10.10 or newer
- Apple iOS 9 or newer
- Android OS 5.0 or newer
- Chrome OS

Additional Requirements:

- Wireless network access
- Laptops:
 - 8GB RAM
 - Anti-virus software with a virus definition update subscription

GENERAL INFORMATION

- Student Use: There are computers available for student use in the academic building computer lab.
- Printing: There are three printers on campus available for student use. They are located in the computer lab and in the Center for Academic Achievement. Students may also bring their own printer for use in their dorm room.
- Email: All students receive a "@tiltonschool.org" email address.
- Network/Internet Access: Tilton School has a campus-wide wireless network that is available in all common-area rooms and most dorm rooms.

SERVICE AND REPAIR

If you purchase a device **with a warranty** (strongly recommended), we will be happy to assist each student in obtaining contact information for the manufacturer. If your warranty has onsite service, the service visit must be arranged through the Technology Office. For safety and security, Tilton School requires technicians to work in the Technology Office or in a prearranged area where adults are present. If your device needs service and is **out of warranty** the Technology Office can recommend a local business for diagnostics and/or repairs. Tilton School makes no warranties, whether expressed or implied, for the service of a local business. *Please contact the Business Office if you are interested in purchasing accidental insurance.*

RESPONSIBLE USE POLICY

The Tilton School network exists to promote educational excellence by facilitating resource sharing, innovation and communication. Certain materials available on the Internet are inherently inappropriate for student use, and Tilton School has a policy of filtering offensive material from the Internet. Examples include material that is of an obscene nature or that advocates violence or discrimination. If there is a need to access blocked sites for educational research, students must have their teacher contact the Technology Office. The Internet is actively monitored by Tilton School, especially social networking sites, and students are held accountable for the content of their communication. While using the school network, all use is identified and logged. The use of filter avoidance methods and software is strictly prohibited.

The use of the network must be congruent with Tilton School's values regarding proper behavior and conduct. Community standards that govern the behaviors, actions and statements as explained in the Student Handbook are in effect at all times and places, real or virtual. **Tilton School will not tolerate inflammatory communication of any kind based on race or color, religion, sex, handicap, age, sexual orientation, gender identity, or country of ancestral origin.** The values of respect for self and others, the pursuit of our individual and collective potential, the promotion of justice and fair treatment of all, respect for place and property, and the development of trust are essential in all that we do at Tilton School. Failure to respect these values through any medium in any way is detrimental to the wellbeing of the entire community. Therefore, any student who violates these values on the Internet, through email, in text or instant messages, or in any way not specifically listed is subject to disciplinary consequences, up to and including dismissal.

All restrictions described in this document apply to the use of computers and email across the Internet, as well as Tilton's own internal network. Due to the rapid change in technological services, Tilton School reserves the right to adjust the rules and regulations as appropriate.

NETWORK USAGE – TERMS AND CONDITIONS

- 1. Acceptable Use:** The purpose of Tilton School's network is to support research and education. Transmission of materials in violation of federal or local state regulation is prohibited. This includes (but is not limited to) copyrighted material, threatening or obscene material, or material protected by trade secret.
- 2. Privileges:** Use of the network is a privilege, not a right. Inappropriate use will result in suspension of privileges. The administration of Tilton School may request the Technology Office to deny, revoke or suspend specific user accounts. *Accessing another person's files with a lost or stolen password or using a computer that a user has neglected to turn off is against policy and is stealing.*
- 3. Email Correspondence:** All tiltonschool.org email is the property of Tilton School, regardless of where it originated. Email communications are not considered private despite any such designations either by the sender or the recipient.
- 4. Risk:** Tilton School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Tilton School is not responsible for any damages suffered, including loss of data resulting from delays, non-deliveries, mis-deliveries or service interruptions caused by negligence or user errors or omissions. Information obtained and used via the network is at one's own risk. It is each individual's responsibility to run an updated anti-virus on their computer.

5. Vandalism: Use of the network in such a way that would disrupt the use of the network by other users is prohibited. Vandalism will result in suspension of privileges and is likely to result in additional disciplinary consequences. This is defined as any malicious attempt to harm or destroy data or hardware of another user or of the network. This includes uploading or creation of computer viruses or publication of inappropriate Web page content on one's own system or Web page hosting service that is visible to the public.

MEDIA PERMISSION

Tilton School supports media, photography and other requests that directly connect to the educational mission of the School. Any photography requests should be directed to the Director of Communications for approval and permission. Further, the School routinely photographs and records its students, employees and visitors to campus and uses these images, along with names, on its website, for social media channels, in its alumni magazine and on print marketing materials. The School reserves the right to reproduce these images. By attending Tilton School, an individual acknowledges this right of the School. The School has no liability for images not used without permission. Should you wish to not have your child's image used by the School, please contact the Director of Communications at communications@tiltonschool.org.

HEALTH SERVICES

This Health Policies Statement provides parents and students with general information about the health services at Tilton School and apprises them of the School's position on potentially controversial issues in health care today.

The health needs of Tilton students are met by registered nurses in the Sabra Hamilton Health Center on campus.

The philosophy of the Health Center is based on the fact that the age group of 14-20 in any society is the healthiest. Kindness, courtesy and humane discipline form the basis from which we attempt to provide nurturing care and health education. The Health Center acknowledges that academic responsibility is Tilton School's primary concern providing that the student is physically, medically and emotionally capable of meeting this responsibility. At all times the student's well being is to be considered the most important priority.

School Physical Examination: Each student is required to have an annual physical examination. This is to ensure that our students are physically capable of participating in our academic and extracurricular programs. It also reassures us that health problems are being monitored. A teenager's body is constantly changing and maturing during the teen years. The yearly physical exam requirement can and has detected life-threatening problems and provided early treatment for students. Students will not be allowed to participate in any athletic activity, especially Preseason Camp, until a physical examination has been performed. Therefore, families must arrange for a physical examination at home as soon as possible. All physicals must be completed and dated within 12 months of the student's arrival on campus each fall.

- 1. Immunizations:** New Hampshire State Law requires that all students be fully immunized prior to enrollment at school. Please carefully review the enclosed immunization form and the State of NH requirements and make sure your student is in compliance. If, for religious reasons, your son or daughter is not immunized, you must contact the Health Center prior to registration day. The necessary waivers must be signed and notarized prior to registration.
- 2. Informed Consent/Insurance Form:** This form "travels" with the student when he or she leaves campus. A copy of it is given to a medical provider in case of an emergency. The proper address, telephone numbers, date of birth, and insurance information can save valuable time in our attempt to reach you. Every attempt will be made to reach you in the event of an emergency for permission to treat your child outside the School's health center. The Informed Consent form is only used as a "back up" in circumstances where you cannot be reached.
- 3. Emergency Services:** Every effort is made to contact parents or guardians to inform them of serious illness or injuries. If parents or guardians will be away for an extended period of time, we ask that you inform the School where the Health Center will be able to reach you during that time.
- 4. Prescription Medication:** The Health Center must be aware of all prescription medications that a student is taking while at Tilton School. Medications for some conditions such as acne, asthma, or allergies may be kept by the student. All medication for Attention Deficit Disorder and Attention Deficit Hyperactivity Disorder, any type of emotional disorder, or medications that have the potential of becoming addictive **MUST** be kept in the Health Center and will be given to the student on a per-dosage basis. Any other possession of these prescription drugs is a violation of our Drug & Alcohol Policy.

Tilton School restricts any student from transporting these prescription medications with the following exceptions:

Students, with parent/guardian permission, may transport these medications FROM school for an extended time away from school. At all other times: **all medication must be brought directly to the Health Center by a parent or legal guardian in the original container with the student's name on the label.** If this is not feasible, we ask that either the medication or the prescription is mailed directly to the Health Center. The label is not to be written on or changed in any manner except by the pharmacist. **If international students are taking prescription medication it must be prescribed by a US provider, per NH State Law.**

Please consult the Health Center if there are any questions regarding these policies.

I L L N E S S

A student who is too ill to attend class must report to the Health Center before missing any classes. Students who are not excused by the Health Center will be considered absent without an excuse from any class or obligation. Students will be assigned to their dormitory room only if beds in the Health Center are full. Students assigned to their rooms for bed rest by the nurse must go directly to their dormitory room and remain there for the time prescribed by the nurse. The student on bed rest may not attend any school activities or meals or visit in any other rooms unless permission to do so is given by the nurse. A student who misses afternoon classes because of illness will not be allowed to participate in the afternoon activity period that day.

If a student is at home ill for three days or more, they must provide the Health Center with a note from their physician as to the reason for their absence and any follow up care required. Parents are expected to give daily updates to the Health Center when their child is out of school due to illness.

T O B A C C O

The use of tobacco by Tilton students is prohibited. Unfortunately, adolescents will experiment with tobacco, and due to the addictive properties of tobacco, students will get hooked. Smoking, chewing and dipping tobacco is a very real health risk, which the School combats through counseling, cessation programs and health education. Students who are unable to control their addiction may be required to take a medical leave of absence. Use of tobacco products can also lead to disciplinary consequences.

D R U G A N D A L C O H O L S C R E E N I N G

Tilton School reserves the right to screen any student for substance use. This includes, but is not limited to breathalyzers and urine testing. Parents are responsible for costs incurred for testing. If the test reveals the presence of drugs or alcohol, it is considered a failed test. In addition, if the student refuses a drug or alcohol screening, the test will be considered a failure. Any failed test administered as part of the disciplinary system is considered a violation of the Drug and Alcohol Policy. In addition, any student who alters the results or integrity of a test will be considered in violation of the Drug and Alcohol Policy.

S E X U A L C O N D U C T

Students at Tilton School can be as young as 13 or as old as 20 years of age. Adolescents in this age range are developing physically, emotionally and socially at different rates. The appropriateness of sexual conduct is a personal decision which involves both the individual student and his or her family. The School encourages students to respect themselves and each other in making decisions regarding sexuality and sexual conduct. The School does not condone or permit students to engage in sexual intercourse regardless of their age. In addition, students can face disciplinary consequences for inappropriate sexual conduct for a wide range of activities. If students are found to be engaged in sexual activity, parents of all parties will be notified. In addition, students and parents should make themselves aware of the New Hampshire laws concerning the age of consent, sexual assault and sexual harassment.

In many instances, the School is required by law to report to the state any student who is involved in a situation that involves a breach of the laws regarding consent, assault or harassment. For example, if the School were to become aware of an act of sexual intercourse between a 19 year old and a 15 year old, by law the School must report this to the local authorities.

Although the School does not condone or permit students to engage in sexual intercourse regardless of their age, we are aware that students will make their own decisions about sexual intimacy. Reproductive healthcare for students is accessible through the Health Center. The Health Center staff provides counseling and information about reproductive health care and the prevention of sexually transmitted disease. Students are encouraged to discuss their choices with their parents. Referrals to medical offices or family planning clinics outside of Tilton School are made for those families who seek services. Students may also access them independently. Condoms are available in the Health Center for prevention of pregnancy and sexually transmitted diseases.

PERSONAL COUNSELING

The School Counselor, on a limited basis, provides counseling for students, free of charge. Extended personal counseling services are available on and off campus and are usually associated with additional service fees. Students seeking counseling services may contact the School Counselor, their advisors, or a representative of the Sabra Hamilton Health Center.

PEER COUNSELING

A small group of identified student leaders provide support and assistance to their peers, with training and supervision provided by appropriate staff members. Peer counselors assist students in managing the stresses of daily life, in making connections with supportive adults, and in seeking professional assistance when necessary. Peer counselors understand the need to communicate serious concerns about peers to members of the faculty and/or the counseling staff.

+5 PROGRAM

Tilton's +5 Program (extracurricular) encourages students to examine five key areas of school and community life through exposure, exploration and engagement. Through its program offerings in Arts & Culture, Service Learning, Wellness, Leadership and the Outdoor Program, the +5 Program bridges traditional classroom learning with first-hand experiential learning.

Participation in this integral part of school life encourages students to step outside their comfort zone, find new interests and passions and realize their potential, whether through attendance at an all-school event, voluntary leadership opportunities, or a seasonal commitment in an afternoon activity.

The +5 Program:

- Tests and refines students' existing skills
- Challenges students to take risks and stretch further than the comfort zone of existing skills
- Supports a student's exploration and development of new interests, skills and competencies
- Encourages a student's pursuit of an evolving passion or lifelong commitment through the design of an Independent Learning Experience (ILE)
- Creates circumstances that develop and test a student's capacity for leadership and service
- Promotes excellence through personal pride in one's accomplishments
- Nourishes self-confidence

Activities such as music/drama productions, student publications, rock climbing, Community Service Day and proctoring share the cooperative characteristics of personal growth and strength in solidarity encompassing both concepts of team and teamwork. The +5 Program is integrated throughout Tilton's programming and curriculum, and ensures that all students participate in all aspects to some degree during their time at Tilton.

INDEPENDENT LEARNING EXPERIENCE (ILE)

Occasionally, a student may desire to pursue an activity that is not offered through the School's regular afternoon programs. An Independent Learning Experience is a possible solution, but it is not easily attained. It is an earned privilege requiring a thoughtfully written ILE proposal that precisely documents the student's interest, activities, schedule, supervisor and desired outcomes. For more information, including deadlines and eligibility, students and parents can contact the director of the +5 Program, Shelby Mann at smann@tiltonschool.org.

ATHLETICS

Tilton's athletic program is committed to a quality experience, highlighted by commitment, hard work, pride and teamwork. We encourage students to push themselves beyond known boundaries, regardless of knowledge or ability. The importance of integrity, sportsmanship and sacrifice in a competitive environment are at the core of our program. A student's personal growth within athletics allows them to realize the difference between being interested and being committed.

Participation:

- The School requires that students participate in one season of interscholastic athletics during the school year to be eligible for promotion or graduation.
- Students who serve as team managers do not receive interscholastic athletic credit.
- The Athletic Director and +5 director process any exceptions to the athletic requirement.

Standards of Behavior:

- Students assigned to a program or activity must report to that program or activity every time it meets. The only people allowed to excuse a student from a program or activity are the trainer, school nurse, the Athletic Director, the Dean of School Life and the head coach. Student-athletes excused by the trainer are required to attend practice unless otherwise instructed by the staff.

Items issued through the equipment room in the Athletic Department to any student-athlete are property owned by Tilton School. Student-athletes are expected to return any uniforms, apparel, helmets, goggles, sticks, gloves, bags, and all other items at the end of each season. Failure to do so will result in a charge for the missing equipment on a student's Ram account.

LEADERSHIP

Each student has the opportunity and at times is expected to be a leader throughout their years at Tilton. Leadership is a component of our +5 curriculum and is important to recognize in all areas. Leadership is a quality that can be expressed within a classroom, on a playing field, in the dormitory, or any place throughout the campus and beyond. Leaders often are elected or appointed and earn titles like Proctor, Captain or Supervisor. To improve the efficacy of student leaders, a time has been allotted for student leadership groups to meet regularly throughout the year. One does not, however, need a formal title, as there is always a place for leadership to emerge at Tilton School.

The Assistant Dean for Residential Life oversees leadership and the proctor program at Tilton. If a student is interested in leadership, learning more about leadership opportunities, or pursuing a formal position of leadership at Tilton, please contact Mr. Smith at msmith@tiltonschool.org.

NON-DISCRIMINATION STATEMENT

For Students

The Tilton School admits students of any race, color, religion, national or ethnic origin, citizenship, sex, sexual orientation, or gender identity to all the rights privileges, programs and activities generally accorded or made available to students at the school. The school does not discriminate on the basis of race religion, citizenship, national or ethnic origin, sex, or sexual orientation, or gender identity in the administration of its educational policies, admission policies, financial assistance program, athletic program or any other school policy or program.

For Faculty and Staff

At Tilton School, all persons shall have the opportunity to be considered for employment without regard for race, religion, natural origin or ancestry, citizenship, age, disability, marital status, sex, sexual orientation, gender identity, or any category protected by state or federal law. The school does not discriminate on the basis of race, religion, national or ethnic origin, citizenship, age, disability, marital status, sex, sexual orientation, gender identity, or any other category protected by state or federal law in administration of employment practices or procedures, promotion, or application of employee policies and benefits.

Acknowledgment | This handbook was created after consulting with many individuals from peer schools, especially individuals associated with the Association of Independent Schools New England (AISNE) and the National Association of Independent Schools (NAIS). In addition, the *Tilton School Handbook* has been greatly influenced by the NAIS document, "School Handbooks: Beyond the Enrollment Contract" written by Linda S. Johnson, Esquire and revised by Debra P. Wilson, Esquire.

WWW.TILTONSCHOOL.ORG