



2020-2021
Student Handbook

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Tilton School Mission

Tilton School challenges students to embrace and navigate a world driven 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.

Statement of Inclusion

We believe we should take pride in being members of an inclusive school community. Our unique and diverse backgrounds provide us the opportunity to grow with and to learn about those who are different from ourselves. As members of this small community, it is essential that we care for others to ensure the success and happiness for all who live and work at Tilton School.

We find it important in a community of increasing diversity to use our voice to declare a statement of inclusion:

We embrace this intellectual community enriched and enhanced by our diversity. As community members dedicated to the acceptance of others, we vow not to discriminate against or harass anyone based on what makes us different. As members of the community, we will work to uphold a culture of respect towards our peers through encouragement, listening, and being positive members of Tilton School. We embrace this place we call home.

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 voice in spurring meaningful and lasting change.

This is the promise of a Tilton education.

Communication

Main Line: 603-286-4342
Available Monday-Friday 8:00 a.m.-4:00 p.m

Administrator on Duty: 603-520-6400
Available weekdays after 4:00 p.m. and weekends

Attendance & Leave Questions: 603-286-4342
or studentlife@tiltonschool.org

Academic Dean	603-286-1750
Admissions	603-286-1705
Alumni & Parents	603-286-1743
Athletics	603-286-1715
Business Office	603-286-1790
College Counseling	603-286-1718
Communications	603-286-1741
Dean of Students	603-286-1739
Development	603-286-1748
Health Center	603-286-1761
Registrar	603-286-1717
School Counselor	603-286-1764
Student Billing	603-286-1724
Technology	603-286-1722

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

- Discipline-Specific Understanding and Perspective
- Communication
- Inquiry
- Creation
- Play
- Mindfulness

Habits of Mind Targets

- Intellectual Curiosity, Openness and Engagement
- Time and Resource Management
- Persistence, Resilience and Patience
- Risk-Taking
- Self-Advocacy, Dependability and 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 relation to those learning goals. Ultimately, at the end of each trimester, teachers and students meet to determine the "mark" best describing the student's growth in academic skills and habits.

Meaning	Standards-Based Grade
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- | | |
|---------|--|
| ● MS: | Student performance* meets content and skills standards expected in the course. |
| ● ES: | Student performance exceeds content and skills standards expected in the course. |
| ● SES: | Student performance significantly exceeds content and skills standards expected in the course. |
| ● DNMS: | Student performance does not yet meet content and skills standards expected in the course. |

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

Each trimester, teacher reports identify specific standards or learning targets relevant to the class so that parents may have a clear understanding of 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.

These trimester reports cover student academic growth (Academic Achievement Grades) as well as in the habits of mind domain (Habits of Mind Grades). College admissions officers report that this additional level of rich detail about student learning is beneficial to them in making informed admissions decisions.

Graduation Requirement

In order to graduate from Tilton School, students provide evidence of learning **significant of their** readiness to function successfully in the 21st-century world.

- The following criteria 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.
- Performance Evidence/Critical Thinking: successful completion of the “Senior Legacy Project” in an approved discipline.
- Instructional time in secondary school learning programs of at least three years.
- 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	Successful completion of four full credits (English is required every year of enrollment)
Math	Successful completion of Algebra 1 & 2 and Geometry (Math is required every year of enrollment)
History/Social Science	Successful completion of US History plus two more courses in History/Social Science
Science	Successful completion of lab sciences in Physics, Chemistry, and Biology
World Language	Successful completion of two years of a World Language (The school recommends a third year)
Arts	Successful completion of one year of arts learning beyond the 9th grade foundations training

- 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 trimester.
- 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 must meet specified technology skill standards integrated with course standards in academic classes.
- One or more academic credits towards graduation may be earned through successful completion of an online course, internship or ILE.

Major Grading Periods

The academic year consists of three trimesters. The first trimester runs from September to the start of Thanksgiving Break. The second trimester begins late November/early December and runs through the middle of March. The third trimester starts in March and runs through the end of the school year. Trimester grades are posted at the midpoint of each trimester. Thus, there are three major grading periods in the year when Academic Achievement and Habits of Mind are reported to parents. Teachers and students collaborate to provide parents with narrative comments concerning the student growth. Grades and comments are posted online 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, academic dishonesty will 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 insinuating authorship from material 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 their 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 Students and/or brought before the Disciplinary Committee. Repeated or severe offenses will likely result in dismissal from school.

If students have questions about the integrity of their work on any project, they should always seek help from their teacher prior to submitting work. Students should always remember that putting their name on their work means that they take ownership of 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.

Habits of Mind 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

MacMorran Scholars

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

- Academic Achievement High Honor Roll
- Habits of Mind Honor Roll
- No Unexcused Absences
- Excellence in Citizenship

MacMorran Scholars have the following privileges:

1. *Evening Study Hall Privileges:* Scholars are allowed to close their dorm room door, shower, and do laundry as long as it isn't a distraction to others or a disruption. In addition, scholars may sign out to the MARC to use the basketball court. If they would like to use the weight room they must have permission for the Administrator on Duty (AOD). Scholars must check out with the dorm parent on duty first. Scholars can use late lights to complete work or shower. (This privilege may be amended due to COVID campus protocols).
2. *Driving Privileges:* Scholars are allowed to have a car on campus. The car must be registered on campus and have a parking sticker. In addition, the keys are required to be turned in to the Administrator on Duty (AOD) or Dean of Students at the end of each leave. The car can only be used for approved day or weekend leaves.
3. *Parking Privileges:* Scholars who are day students are allowed to park registered vehicles at Burch Field. Boarding Scholars must park cars at the Rink parking lot.
4. *Meal Pick Up:* Underclassmen Scholars can order/pick up food at the MARC during study hall.
5. *Refrigerators:* Scholars are allowed to have a refrigerator in their room, regardless of grade level.

Please reference page 26 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, will 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 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 courses at Tilton offer opportunities for stimulating intellectual work and high-level academic accomplishments, the AP courses are especially rigorous. They require summer work and a commitment to training specific to the AP Course. For this reason, only students truly interested in college-level advancement in specific academic areas should consider taking an AP course. 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, all students in an AP course prepare for and take the AP exam which has an associated fee. The College Board fee for each AP exam is \$95.00. Confirmation of AP exam registration and billing occurs mid-year. The Director of College Counseling is the AP Exam Coordinator. Students wishing to take an AP exam for a course not offered at Tilton School must see Ms. Gadd no later than February 1, 2021. Additional fees may apply.

AP Course Eligibility and Registration

During the spring quarter, Department Chairs consult with teachers in their departments to determine which students may be recommended for AP courses. Approval must be granted from the current teacher, the AP teacher, and the Department Chair. 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 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 classwork.
- 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

Tilton School encourages students to maximize their learning experience while on and off campus. In some cases, it may be advantageous to move beyond the standard curriculum; thus, students may pursue on-campus independent studies, online classes, internships and other 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. Students should obtain a change of schedule form from the advisor and talk through the proposed change with the advisor, parents and college counselor. Schedule changes take effect only after the Academic Dean, having received the completed form and approved the changes, notifies the student and 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 sometimes 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 help.

Students should communicate with their teachers as soon as they realize they are unable to meet a deadline, to build a plan for improved academic habits. If a student fails to meet academic deadlines and has not communicated with the teacher, teachers will reach out to both the student and the student's advisor to offer help.

For students who need more support developing effective time-management skills, teachers may require attendance during extra-help sessions during a mutually free academic block, before the academic day begins, or 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 trimester. The Academic Dean typically communicates with teachers about students who may qualify for an incomplete grade because of a period of illness/absence. Incomplete grades are not granted to students as a form of convenient extension of time for work that has simply not been completed. Typically students who have been granted an incomplete grade are allowed two weeks into the following marking period to complete the work of the previous trimester.

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 grade achieved.

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, arrive on time, and strive to reach peak performance levels during this time. A student who arrives late or who misses an exam without a legitimate excuse will not be permitted to take the exam.

The School distributes the Major Dates 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

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 (DNMS) by the end of a marking period. Under this circumstance, students may be placed on Academic Probation after the close of every marking period.

Academic Probation includes a series of supportive measures designed to help the student improve and extends at least through the following marking trimester. However, students may earn their way off this probationary status by the following marking period with improved academic performance. Unique circumstances 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.

Remote Learning 2020-21

As the 2020-21 school year begins, we are expecting to move into a remote learning mode at the start of the second trimester in December. Depending on a number of factors, both on campus and in the surrounding areas, we may extend this mode into the winter. We hope to finish the trimester with all students back on campus and attending in-person classes.

[See the COVID addendum at the end of this handbook for further details.](#)

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 Students.

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 the student's parents/guardians. The relationships among the students, their parents/guardians, 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 of 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, dress helps to differentiate occasions. We expect students to understand and demonstrate this in the way they dress for class, formal dinners, and leisure activities.

The goal of any dress code is to encourage students to see their daily attire as a means to prepare themselves for their daily work. Attire is a tool, like any other, in how we organize our community, how we relate to one another, and how we prepare ourselves for the work to be done. Dress helps to differentiate occasions and we expect students to understand and demonstrate this in the way they dress for class, special occasions and leisure activities. Specifically, the goals of Tilton's dress code include:

- Encourage students to learn that different activities and contexts call for different types of attire.
- Offer students the chance to practice dressing appropriately and comfortably.
- Ensure that students are dressed appropriately for full participation in classroom, science lab, studio, and other activities.
- Promote a shared experience and a shared sense of purpose.
- Allow wider choice for students of all genders.
- Make the dress code easy to follow and enforce.

As a result, some situations call for certain types of dress:

- **Class Dress:** During the academic day, students should be dressed appropriately for the classroom environment. Sweatpants, leggings, yoga pants, and other forms of explicitly athletic attire is prohibited. Sweatshirts are acceptable only if they are Tilton specific. Students should note that some classes may require additional restrictions on dress to ensure full participation or to promote safety.
- **Professional Dress:** Students are expected to raise their level of attire at times as a show of respect to one another (class presentations, for example) and to present the school's best face to its visitors. When Tilton is hosting guests—during first Friday speaking events, second visits, parents' weekends, for example—collared shirts, blouses, belts, and laced-shoes are encouraged; jeans, hemlines above the knee (including shorts), sport sandals, and sneakers are discouraged.
- **Other Forms of Dress:** On certain occasions throughout the year, at the discretion of the Head of School or the Dean of Students, students will be required to dress more formally. Similarly, some occasions or events may require other forms of attire (e.g. dressing for the weather or for messy work). Athletic team coaches may establish their own standards for practice or game-day dress codes.

Garments or accessories that promote or advertise drugs, alcohol, or inappropriate words/images/ideals are prohibited. Hats and hoods are not to be worn indoors. Outerwear is to be removed during indoor activities.

Hemlines less than knee length (including shorts) are prohibited between October 15 and April 15. In the event of unseasonably warm temperatures, the Head of School or Dean of Students may announce an exception to this policy.

Enforcement

Students in violation of dress code will be given a warning directly by a faculty member. This warning will also be shared with the Student Life Office. Upon a third infraction, students will be placed on a chore team. Subsequent infractions may result in detention or further disciplinary response.

Other Guidance

Dress codes are fraught with societal assumptions, implicit and overt bias, and the influence of both long-standing tradition and current trends. To inform their decisions about “appropriate” attire, students should understand that:

- Students of all genders should remain cognizant of their environment. Even when specific attire is not required, it is respectful to increase clothing coverage when encountering others in a personal or more intimate context (such as in hallways, common rooms, or during check-ins with dorm-parents.) Similarly, it is appropriate to increase coverage when entering public spaces, including main areas of campus, where one might encounter guests or visitors.
- Long pants/skirts and collars communicate a sense of greater formality. (For students of all genders, more coverage generally translates to greater formality.)
- Blue denim is viewed as more casual than other colors of denim.
- Clothing with words/phrases/pictures is considered more casual than clothing lacking these features.
- Some elements of “athletic” attire, such as hoodies, golf shirts, and baseball caps, are no longer considered explicitly athletic. However, Tilton still considers leggings, yoga pants, pajamas, sweatpants, rubber flip flops, and other loungewear inappropriate for class dress.

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, advisor and class meetings, chapel gatherings, study halls, required meals, athletic practices, scheduled games, afternoon activities, and other all-school events.

Boarding students who are too ill to attend class for any reason must report immediately to the Health Center. Failure to report to 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 report to the Health Center will incur an unexcused absence 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 students will be allowed to call in sick for themselves. Please note, if a student is too ill to attend class, 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 Students. All other reasons for class absences must be discussed with the Academic Dean, Dean of Students, or the Assistant Dean for Student Life. Further, the Athletic Director in consultation with a coach may require an athlete to forgo an opportunity to compete as a consequence for missed obligations

The following is an outline of the Student Life Policy for absences. Responses may be modified according to individual circumstances and students who have been asked to sign a prior attendance contract should anticipate an increased disciplinary response.

ATTENDANCE POLICY

Unexcused Absence #1

A warning from the Student Life Office

Unexcused Absence #2

- Detention
- Advisor notifies parents of a possible attendance issue

Unexcused Absence #3

- Student is placed on an Attendance Contract and 3-7 day restriction
- The Assistant Dean of Students notifies the student's family that continued enrollment at Tilton is in jeopardy due to inability to meet expectations regarding class attendance

The first violation of an attendance contract (1-2 additional absences) will result in the student being placed into Academic Monitoring (see below). Further violations will result in a meeting with members of the Discipline Committee, the Assistant Dean of Students, and the students advisor. Responses may include Academic Restriction and a Dean's Letter of Warning.

Monitored Attendance:

- Student must report to and remain in Plimpton during the academic day, beginning at 8:00am until the end of the class day, except for lunch.
- Phone must be turned in at the beginning of the academic day (8:00am) and may be retrieved at the end of the academic day.
- Both the sign-in and phone deposit box are located at Head's Suite Main Desk.

Academic Restriction:

- Student's cell phone is turned in to the Student Life Office at the beginning of the academic day and may be collected at the end of the academic day.
- Student must be in the academic building for full academic day and sign in to the office during free periods.
- Evening restriction begins at 7pm and student must remain in dorm for remainder of evening
- Student must sign in to all morning meals and dinners.
- Student must arrange regular meetings with teachers for extra help and to complete all missing work.

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 Students or the Assistant Dean for Student Development.

The first violation of an attendance contract will result in a meeting with the faculty and student co-chairs of the Discipline Committee and a Student Life Representative. The second violation of an attendance contract will result in a meeting with the full Disciplinary Committee, as this is a violation of the school's General Expectations.

Class Lates

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

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 respect for all community members. The residential life program is committed to ensuring that the students on campus feel valued, safe, and 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 asked 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.) to 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 prohibited. All room decorations are subject to approval. No tacks, staples, nails, etc. may be used to hang items in dormitory rooms. Tapestries or sheets may not be used as room dividers.
- 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. Students seeking to bunk or alter the height of their bed must place a work order request with the dorm head.
- Doors must be kept unlocked whenever a room is occupied.
- 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-prong extension cords are necessary to use in order to avoid overloading outlets. Extending the reach of cords through the use of multiple extenders linked together is a violation of fire safety rules.
- Students are not permitted to have pets on campus.
- Students must report dormitory damage to their dormitory head as soon as possible.
- Music must be played at a volume that is considerate to others.
- Students may not have cooking appliances that produce heat or knives for food prep. Electric kettles are acceptable provided they have an automatic turn off function, are used solely for water, and the heating elements are not exposed.

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.

**Entire room must be visible from sight line of the doorway to protect both students and staff in case of emergency.*

Keys and Key Cards

Whether a day or boarding student, key cards (proximity cards) are issued to every student upon registration. No one can enter a Tilton dormitory or other 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 Technology 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 the 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 on Duty (AOD). The Administrator on Duty will determine if a search is warranted. Whenever possible, room residents will be contacted prior to the search and the AOD 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 and temporarily retain electronic devices, including but not limited to computers, phones, and cameras.

Theft

In the case of theft in a dormitory, students 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.

Dorm Visitation Policies*

Intrablock Visitation

- *Residential Block 1:* West Knowles 2 & 3; Maloney Dormitory; Moore Hall
- *Residential Block 2:* Beaumont; Knowles 1; E. Knowles 3; Sutcliffe; Pfeiffer Hall

Students may visit the common room or room of other students in their own residential block as invited guests at the following times:

- Mon-Fri after 3pm until 7:50pm
- Saturdays and Sundays from 11:30am-7:50pm

and under the following conditions:

- students will sign into the dorm using REACH.
- the visitor must be accompanied by a member of the dorm and must remain with the host at all times.
- doors of rooms are fully open for the duration of the visit
- 9th graders are not allowed in senior dorms or senior rooms at any time without special permission from the dorm head for team or group events in the common room only.

Open Dorm Visitation

Visitation to the common room or room of other students in any residential block is allowed at the following times:

- Weekdays from 7PM to 7:50 PM
- Saturdays and Sundays from 2pm - 5:30PM and 7pm - 7:50 PM

under the following conditions:

- A dorm parent is present and has granted permission in person.
- The student will sign into the dorm location using REACH.
- Visitors will sign out in person with the dorm parent.
- Visitors must be accompanied by and remain with the host at all times.
- A maximum of 5 students may assemble in a dorm room during visitation, unless specific permission is given by the dorm parent.
- 9th graders are not allowed in senior dorms at any time without special permission from the dorm head for team or group events in the common room only.

Seniors, Day Students and Proctors

- Seniors and proctors may visit the common rooms of Pfeiffer or Maloney from 6:30pm to 10:30pm on any evening provided they check in and out with the dorm parent on duty via phone or text and sign in and out using REACH. Visitation during study hall must be for academic purposes only. Students who enter any other area of the dorm without permission or fail to follow the check-in/sign in procedure will at minimum lose this privilege indefinitely.
- Proctors may visit other dorms within their block during the academic day.
- Day students may visit the residential dorm of their own grade level and block during the day.

Room Visitation & Community Space Etiquette

All students must follow room visitation etiquette which includes:

- Door to the room remains wide open.
- Visitor remains in the host's room only.
- Light is on at all times.
- Students are not under blankets/covers, lying together on furniture or engaging in intimate acts beyond hand holding.

Please note: Knowles 1 Lobby is considered an open community space except during and after evening study hall.

Intrablock or Open Dorm visitation may be restricted by a dorm parent at any time due to coverage, disruptive or inconsiderate behavior by the host or visitor, or a student's failure to meet community standards of the dorm or school.

Failure to abide by the above policy and procedure will be considered a violation of community standards and be responded to according to the relevant disciplinary guidelines as stated in the Student Handbook. Responses may vary from loss of privileges to dismissal.

***Visitation rules will be modified to meet health and safety guidelines related to COVID-19.**

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 and Sunday

On Saturday and Sunday evenings, all students must check in with the AOD at dinner unless prior permission has been obtained to leave campus. On Saturday evening 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. Boarding students who are 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. Day student MacMorran Scholars may park at Burch Field.

Campus Service

In a 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 and be asked to help clean and care for campus spaces, in particular the dorms.. There are many more opportunities to serve the School. Students wishing to be more involved with campus service should see the Assistant Dean of Students.

Cell Phones, Headphones/Earbuds, and Other Mobile Devices

Students are permitted to use cell phones and other mobile devices on campus, but are expected to be aware and considerate of those around them. Cell phone conversations should be held in private areas so as not to disturb others. Wearing earbuds and headphones in buildings is not permitted in the interest of social openness and courtesy. Cell phones must be turned in class, in the chapel and other school gatherings. Disregarding these standards will result in appropriate consequences, which may include loss of privileges or confiscation of the device. Repeated violations may result in an increased disciplinary response. We ask that parents refrain from placing calls to students during class and meeting times or study periods.

Remote Controlled Vehicles and 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 Students or Administrator on Duty.

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 on Duty's table and all boarding students are required to sign in to dinner each evening and at brunch on Sunday. The sign-in screen is used to account for the safety of students; 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 on Duty.

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 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 – Beyond Burch Field
- Eastern Boundary – Cumberland Farms and the “Back 40” field/woods Southern Boundary – The Winnepesaukee River
- Western Boundary – Riverfront Park

Off Campus

Anything that is not defined as campus or extended campus is considered Off-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 Students or the Administrator on Duty.. All students should follow all protocols if they are leaving campus for any reason, including going downtown. Students may not swim without faculty supervision. Students may not depart campus in the vehicle of another student without explicit permission from the student life office.

Extended Campus Sign Out

In order to have proper permission after the academic day to walk to extended campus, often referred to as “downtown” or the “Back 40”, students are required to get permission from the Student Life Office. Students must sign back in with the Student Life Office immediately upon returning to campus. 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 with the Student Life Office using REACH 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. 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.

[See the COVID addendum at the end of this handbook for further details.](#)

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 Tilton School experience. Day students should be aware that despite their 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 Students and the Administrator on Duty. 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 Student 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 student rooms and should be maintained by the individuals assigned to 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 on Duty 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, and aware of their departure.

[See the COVID addendum at the end of this handbook for further details.](#)

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 on Duty to make them aware that they are on campus.

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.

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 with a significant commute 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 Dean of Students and the dorm parent on duty where they will be staying. Day students requesting overnight accommodations for a late evening commute must gain permission 24 hours in advance.

On Campus Study Hours

- Day students are expected to leave campus by the start of study hours and are expected to sign out using REACH at the time of their departure.
- Day students who wish to remain on campus on a weeknight should do so for an academic or required reason only.
- Day students who wish to remain on campus during study hours are expected to check in with the Administrator on Duty at the start of dinner.

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 on Duty before taking any student off campus. In most instances, students are required to request 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 “blue 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 a phone call, email, or face-to-face discussion with the Student Life Office.

College Visits

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 a 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 campus 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 extracurricular 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 actions 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 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 may result in the dismissal of the student, regardless of disciplinary history or previous warning.

- Academic dishonesty – see “Academic Integrity” (p. 37) for clarification.
- 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 pattern of unwillingness or inability to abide by school rules.
- Keys and key cards – possession, duplication, or use of another individual's key or key card.
- Curfew violations.
- Departure from campus without proper permissions including misrepresenting the destination or time of return/departure.

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. It is understood that through the course of discovery and maturation, students at Tilton School may exhibit unacceptable behavior. 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.

- 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 media 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 occur 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 Dean of Students, 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 or the Dean of Students. 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 Dean of Students, 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, pictures, 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, Assistant Head of School, Dean of Students, or their advisor.

Reporting

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

- Firmly confront whoever is doing the harassing and/or offensive behavior.
- State that their conduct offends, intimidates and/or embarrasses you.
- Describe how the harassment and/or offensive behavior negatively affects your learning/work environment.
- 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 Students.

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 or the Dean of Students.
- Have a meeting with the Dean of Students 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 Students 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 Students 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 Students 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 Students' 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 Students 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 Students 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. If that substance is used with the intent to abuse, then the use will be considered a violation of the Drug and Alcohol Policy regardless of whether a substance is illegal. Any Tilton School student found in possession or using any strain of synthetic marijuana including cannabis oil or CBD and

nicotine or vaping paraphernalia, 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.

Students are reminded that though New Hampshire recently decriminalized the possession of personal use amounts of marijuana for adults, minors are still prohibited from the possession and use of any amount of marijuana in any form (joints, edibles, balms, etc.). New Hampshire law also prohibits anyone-student or adult-from using or possessing marijuana in any form on our campus. CBD is currently an unregulated product and even CBD that is labeled as "pure" may contain psychoactive compounds. Students are thus also prohibited from using CBD products.

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 Students 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 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

Students placed on a Drug and Alcohol contract for violation of the school's Drug and Alcohol policy should expect random and regular drug screenings for the duration of the contract. Any student on a Drug and Alcohol Contract who violates the 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 and Nicotine Policy

Tilton School students may not use or possess tobacco or nicotine in any form including e-cigarettes, juuls, or any other vaping product, or be knowingly in the presence of such behavior while under the School's jurisdiction. Use of tobacco or nicotine can be a violation of community standards and may be subject to a disciplinary response from the Dean of Students. 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 Students 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 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 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 seen 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 composed of three faculty members and six students.
- The faculty representation consists of two voting members and one alternate as appointed by the Head of School.
- The student representation consists of five voting members and one alternate. Students 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 Students serves in an advisory role and is present for the hearing, can ask questions, deliberate, and discuss all issues. The Dean of Students is a non-voting member.
- In the absence of the Dean of Students, or in the case that the student before the Discipline Committee is the Dean of Students' advisee, a faculty representative shall perform the duties of the Dean of Students.
- All other members of the committee have one vote.
- First violations of an attendance contract are brought before a modified committee composed of the student and faculty co-chairs and a student life representative.

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

A student brought before the Discipline Committee is allowed to ask a 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 of Students' Summary. This document is provided to all individuals 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 a 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 they believe 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

Detention can be assigned for a variety of reasons as a means of consequence. Faculty members may assign detention in consultation with the Dean of Students. 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.

Restriction

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 repeated offenses. Restriction includes detention as assigned, dining hall cleanup and/or other work details as assigned, loss of weekend privileges, loss of visitation, and any other restrictions as assigned by the Dean of Students.

Dean's Letter of Warning

A student who receives a formal warning by the Dean of Students 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, the student will likely be placed on a probationary status.

Probationary Status

The term "probation" is intended to send the 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 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 a 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 Students manage specific conditions for academic 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 is 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 student must meet with the Dean of Students 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 Students 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 Students to request removal from probationary status. In the meeting, the student must clearly identify the lessons learned while on probation and discuss why they deserve to be removed from probationary status. Once the meeting has occurred, the Dean of Students 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 Students.

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 other transportation, with parental approval.

Dismissal

Students who are dismissed from Tilton School are required to leave campus immediately. The Dean of Students will communicate with the family and facilitate the earliest departure possible. Should it be necessary for the student to return to campus for any reason, prior consent must be received from the Dean of Students.

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 comply 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. The School reserves the right to communicate any issue of discipline, including names, details, and other information the School deems significant for 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. In addition, when colleges and universities ask about disciplinary violations from all four years of high school and we expect students to disclose truthfully and honestly. 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. Please see the College Counseling Handbook for more information regarding reporting to colleges and universities.

Sanctuary Policy

It is the school's position that students should refrain from the use of drugs and alcohol as it interferes with healthy adolescent development and can lead to serious health consequences. However, the school

simultaneously recognizes that students sometimes make unhealthy decisions and put their health and safety at risk. Understanding that there is a reluctance to ask for help if disciplinary action could follow, the Sanctuary Policy allows a student to reach out without invoking a disciplinary response.

Sanctuary is a non-disciplinary response to situations in which student safety is compromised. This policy applies in instances of alcohol or drug use or overdose, danger due to physical or psychological distress, or presence in an unsafe environment on or off campus. If sanctuary is granted, neither the student receiving Sanctuary, nor the student requesting assistance on behalf of another student, will be subject to disciplinary action for violation of the School's drug and alcohol or bounds policies.

How does Sanctuary work?

1. The Sanctuary Policy is reserved for situations when a student feels that they or their peer is in danger of harm as a result of drug or alcohol use or overdose, danger due to physical or psychological distress, or presence in an unsafe environment on or off campus.
2. The Sanctuary Policy can be invoked by a student who is concerned for the wellbeing of a peer (a "peer report") or by the student whose health is at risk (a "self-report").
3. A student can invoke the Sanctuary Policy by reporting to any adult on campus. The adult will then report to the Administrator on Duty. It will be immediately determined if medical attention is warranted.
4. The school will communicate with parents and, in conjunction with parents and Dean of Students (and others as needed, such as the School Counselor, nurse and/or advisor) create a plan of support for the student. This may include a signed No-Use Agreement, counseling, or additional appropriate support system decided upon in the school's sole final discretion.
5. If it is determined that follow-up evaluation or counseling is needed, such as an off-campus medical or substance abuse treatment program, the Dean of Students, Head of School and others as needed (such as School Nurse, School Counselor, student's advisor) will be kept informed as appropriate. If a lengthy follow-up is needed, the student may be allowed or required to take a medical or personal leave of absence.
6. Once the Sanctuary Policy has been invoked it will remain in effect if an additional employee of the school becomes involved while the students in question are waiting for assistance from the Administrator on Duty. This Sanctuary provision will not apply if any faculty member or other school employee has already observed or has obtained material evidence of a violation of school policy or the law prior to any

student seeking sanctuary.

7. A student is protected from disciplinary action under the Sanctuary Policy only once during their time as a Tilton School student. The incident will not be included on the student's official record and will not result in a Discipline Committee Hearing. This provision does not apply for those already on a drug or alcohol contract. Students on contract are encouraged to report or seek help but may be subject to a disciplinary response.
8. A student may invoke a peer report triggering Sanctuary for the student in need even when the reporting student is not in need of Sanctuary themselves.
9. Should a student be required to sit before the Discipline Committee for a subsequent violation of the Drug and Alcohol Policy, the Dean of Students may inform the members of the Discipline Committee regarding the student's prior history with the Sanctuary Policy.

Students and parents/guardians should also be aware that although this Sanctuary Policy may provide sanctuary from school discipline, it does not override any legal obligation the school may have to report to authorities such as regarding the possession or distribution of controlled substances.

When it comes to your safety or that of another student, don't be a silent bystander and don't delay in seeking help. If you or a fellow student needs help, please reach out to get it. It could be lifesaving to promptly seek help for those who are compromised by drugs and alcohol.

If you have any questions about this Sanctuary Policy, you should contact the Dean of Students, School Counselor or your advisor.

[See the COVID addendum at the end of this handbook for further details.](#)

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. 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 10
- OS X 10.14 or newer
- Apple iOS 11 or newer
- Android OS 8 or newer
- Chrome OS

Additional Requirements:

Wireless network access

Laptops:

- 8GB RAM
- Anti-virus software with a virus definition update subscription

General Information and Expectations

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. There is also a printer located in the library for day students.

Email: All students receive a "@tiltonschool.org" email address. Students are expected to check email daily.

- Parents/Guardians are required to provide an accurate email that is under their control.
- Students and parents/guardians must provide a current and working phone number.
- Students are expected to have an iOS or Android smartphone capable of running our emergency notification app.

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

Tilton School believes in the importance of practicing positive digital citizenship and safe and responsible use of all technologies in teaching and learning. We expect everyone, employees, students, and school volunteers to use the Internet and other technologies in a safe and responsible way. Community standards that govern behaviors, actions, and statements 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. Thus, all users are responsible for practicing positive digital citizenship which includes appropriate behavior and contributions involving all forms of online or digital communication. Responsible personal conduct as a digital citizen is no different than responsible personal conduct in a face-to-face environment.

The school network exists to promote and support educational excellence by facilitating resource sharing, innovation, and communication. The purpose of this Responsible Use Policy (RUP) is to define acceptable and responsible use of Tilton School devices, network, Internet access, and/or data. Furthermore, the RUP clarifies the educational purpose of the school's technology.

Tilton School uses technology protection measures to block or filter network and Internet access, as much as reasonably possible, to visual and written depictions that are obscene, pornographic, or harmful to minors. Users should have no expectation of privacy regarding their use of Tilton School devices, network, Internet access, and/or files, including email. The school reserves the right to monitor and examine the contents of any data resulting from users' online activities including but not limited to the access, viewing, copying, deleting, or storage of any communications, data, or resources while utilizing the school's devices, networks, or accounts. All such activity may be disclosed to law enforcement or third parties if it is deemed necessary.

Tilton School will take all necessary measures to secure the network against potential cybersecurity threats. This may include blocking access to websites and applications that pose a threat to the security or safety of Tilton School data, resources, and community.

Jurisdiction

This policy is in effect when:

- school owned devices access or reference the school network, resources, or information while on or off school property.
- non-school owned devices access or reference the school network, resources, or information while on or off school property.
- the improper use of any technology creates a hostile environment at school for any student/employee and/or causes a disruption or disorder within the school [1]

Responsible Use Guidelines

Cyberbullying

- Bullying in any form, including cyberbullying, is unacceptable both in and out of school.
- All students are required to report all cases of bullying.

Data Transmission and Storage

- Email accounts are provided to all students. Communication utilizing these accounts is not considered private, regardless of where it originated, despite any such designations either by the sender or the recipient.
- Non-educational personal data or files should not be saved or stored on any school-owned devices.

Digital Citizenship

All students are responsible for modeling and actively practicing positive digital citizenship. What students do and post online must not disrupt school activities or compromise school safety and security.

Inappropriate Material

- Students will not seek out, display, or circulate inappropriate material containing hate speech, sexually explicit depictions, or violence. (Exceptions may be made in an appropriate educational context.)
- The use of the school network and resources for illegal, political, commercial, or for-profit purposes is strictly forbidden.
- Transmitting large files that are unrelated to school business and disruptive to the school network is prohibited.

Intellectual Property, Copyrights, and Trademarks

- The duplication and distribution of materials for educational purposes are permitted when such duplication and distribution falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and when the materials are cited appropriately.
- All copyright guidelines will be followed when using the work of others.
- Illegally obtained or accessed music, videos, software, apps, and other media may not be transmitted or stored on school-owned devices or using the school's network and/or Internet access.
- All Tilton School trademarks, logos and symbols are the property of Tilton School and are to be used only with prior permission from the Communications office.

Privacy

- No student should share personal information about themselves or others including, but not limited to, names, home addresses, telephone numbers, birth dates, or visuals such as pictures, videos, and drawings.
- All email and voice communication via school-owned devices, networks, or accounts becomes the property and right of the school.
- Students are responsible for understanding and monitoring the privacy settings on websites and resources that they interact with.
- Permission must be granted prior to linking any personal websites to the Tilton School website or displaying any information about or regarding Tilton School faculty, staff, and/or students on a personal website. Quoting personal communications in a public forum without the original author's prior consent is prohibited.

Professional Language

- Students are expected to use appropriate language in all school-related communications including but not limited to email, social media, audio or video recordings/conferencing.

Security

- All users are responsible for respecting and maintaining the security of school resources and networks.
- The school network and/or devices are not to be used to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.
- Attempts to bypass security settings and filters, including but not limited to the use of proxy servers and VPNs are not allowed.
- Installation or use of illegal software or files, including unauthorized software or apps, on any school devices is prohibited.

- Under no circumstances are school passwords to be shared with others, including other school employees or students. If a school password is shared by a student, that student assumes responsibility for any actions that were taken by the individual it was shared with.
- Users will log out of unattended devices and accounts in order to maintain privacy and security.
- Accessing another user's data with a lost or stolen password, or using a computer that a user has neglected to sign out of or turn off, is prohibited.

School Devices

- Users will take all reasonable precautions to prevent damage to school devices.
- Users will report any technical issues experienced to the Information and Technology Services Office in a timely fashion.
- The school may reimage any school-owned device at any time to maintain the devices in good working order. Users are expected to use caution when downloading files, opening emails, clicking on links or opening attachments as these could be a phishing attack and contain viruses or malware.
- Vandalism in any form is prohibited and must be reported to the appropriate administrator and/or the Information and Technology Services Office.

Consequences for Irresponsible Use

Use of the school network and technology resources is a privilege, not a right. The failure to uphold the above-mentioned responsibilities will be considered a misuse of Tilton School's devices, networks, accounts, and data may result in restricted access or account cancellation. Such misuse may also lead to disciplinary and/or legal action, including criminal prosecution by government authorities when the misuse violates federal or state regulations. The school will attempt to tailor any disciplinary action to the specific issues related to each violation.[2] [3] [4]

Disclaimers

Tilton School makes no guarantees about the quality of technology-related services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from the use of the school's devices, networks, accounts, and data. Users are responsible for any charges incurred while using school devices and/or network. Tilton School also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the school, its affiliates, or employees. Tilton School reserves the right to adjust or modify this Responsible Use Policy as appropriate.

G Suite for Education

At Tilton School, we provide and manage a G Suite for Education account for each student. G Suite for Education is a set of education productivity tools from Google, including Gmail, Calendar, Docs, Classroom, and more used by tens of millions of students and teachers around the world. At Tilton School, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st-century digital citizenship skills.

The notice below provides answers to common questions about what Google can and can't do with your child's personal information, including:

- What personal information does Google collect?
- How does Google use this information?
- Will Google disclose my child's personal information?
- Does Google use student personal information for users in K-12 schools to target advertising?
- Can my child share information with others using the G Suite for Education account?

Please read it carefully and let us know if you have any questions.

By enrolling your child at Tilton School, you acknowledge that you give your permission for Tilton School to create/maintain a G Suite for Education account for your child and for Google to collect, use, and disclose information about your child only for the purposes described in the notice below.

G Suite for Education Notice to Parents and Guardians

This notice describes the personal information we provide to Google for these accounts and how Google collects, uses, and discloses personal information from students in connection with these accounts.

Using their G Suite for Education accounts, students may access and use the following “Core Services” offered by Google (described at https://gsuite.google.com/terms/user_features.html):

- Gmail
- Google+
- Calendar
- Chrome Sync
- Classroom
- Cloud Search
- Contacts
- Docs, Sheets, Slides, Forms
- Drive
- Groups
- Hangouts, Hangouts Chat, Hangouts Meet, Google Talk
- Jamboard
- Keep
- Sites
- Vault

In addition, we also allow students to access certain other Google services with their G Suite for Education accounts. Specifically, your child may have access to the following “Additional Services”:

- Blogger
- Chrome Web Store
- Google Bookmarks
- Google Books
- Google Cloud Print
- Google Earth
- Google Groups
- Google Maps
- Google My Maps
- Google Photos
- Google Public Data Explorer
- Google Takeout
- Google Trips
- Google+
- Scholar Profiles
- Science Journal
- Search and Assistant
- YouTube

Tilton School reserves the right to adjust or modify the list of “Core Services” and “Additional Services” as appropriate.

Google provides information about the information it collects, as well as how it uses and discloses the information it collects from G Suite for Education accounts in its G Suite for Education Privacy Notice. You can read that notice online at https://gsuite.google.com/terms/education_privacy.html. You should review this information in its entirety, but below are answers to some common questions:

What personal information does Google collect?

When creating a student account, Tilton School may provide Google with certain personal information about the student, including, for example, a name, email address, and password. Google may also collect personal information directly from students, such as telephone number for account recovery or a profile photo added to the G Suite for Education account.

When a student uses Google services, Google also collects information based on the use of those services. This includes:

- device information, such as the hardware model, operating system version, unique device identifiers, and mobile network information including phone number;
- log information, including details of how a user used Google services, device event information, and the user's Internet protocol (IP) address;
- location information, as determined by various technologies including IP address, GPS, and other sensors;
- unique application numbers, such as application version number; and
- cookies or similar technologies which are used to collect and store information about a browser or device, such as preferred language and other settings.

How does Google use this information?

In G Suite for Education Core Services, Google uses student personal information to provide, maintain, and protect the services. Google does not serve ads in the Core Services or use personal information collected in the Core Services for advertising purposes.

In Google Additional Services, Google uses the information collected from all Additional Services to provide, maintain, protect and improve them, to develop new ones, and to protect Google and its users. Google may also use this information to offer tailored content, such as more relevant search results. Google may combine personal information from one service with information, including personal information, from other Google services.

Does Google use student personal information for users in K-12 schools to target advertising?

No. For G Suite for Education users in primary and secondary (K-12) schools, Google does not use any user personal information (or any information associated with a G Suite for Education Account) to target ads, whether in Core Services or in other Additional Services accessed while using a G Suite for Education account.

Can my child share information with others using the G Suite for Education account?

We may allow students to access Google services such as Google Docs and Sites, which include features where users can share information with others or publicly. When users share information publicly, it may be indexable by search engines, including Google.

Will Google disclose my child's personal information?

Google will not share personal information with companies, organizations, and individuals outside of Google unless one of the following circumstances applies:

- *With parental or guardian consent.* Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- *With Tilton School.* G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.

- *For external processing.* Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- *For legal reasons.* Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
 - meet any applicable law, regulation, legal process or enforceable governmental request.
 - enforce applicable Terms of Service, including investigation of potential violations.
 - detect, prevent, or otherwise address fraud, security or technical issues.
 - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

Google also shares non-personal information - such as trends about the use of its services - publicly and with its partners.

What choices do I have as a parent or guardian?

You can access or request deletion of your child's G Suite for Education account by contacting the Director of Information and Technology Services (helpdesk@tiltonschool.org). If you wish to stop any further collection or use of your child's information, you can request that we use the service controls available to limit your child's access to features or services or delete your child's account entirely. You and your child can also visit <https://myaccount.google.com> while signed in to the G Suite for Education account to view and manage the personal information and settings of the account.

What if I have more questions or would like to read further?

If you have questions about our use of Google's G Suite for Education accounts or the choices available to you, please contact the Director of Information and Technology Services (helpdesk@tiltonschool.org). If you want to learn more about how Google collects, uses, and discloses personal information to provide services to us, please review the:

- [G Suite for Education Privacy Center \(https://www.google.com/edu/trust/\)](https://www.google.com/edu/trust/)
- [G Suite for Education Privacy Notice \(https://gsuite.google.com/terms/education_privacy.html\)](https://gsuite.google.com/terms/education_privacy.html)
- [Google Privacy Policy \(https://www.google.com/intl/en/policies/privacy/\)](https://www.google.com/intl/en/policies/privacy/)

The Core G Suite for Education services are provided to Tilton School under:

- [Google's Apps for Education Agreement \(https://www.google.com/apps/intl/en/terms/education_terms.html\)](https://www.google.com/apps/intl/en/terms/education_terms.html)
- [Data Processing Amendment \(https://www.google.com/intl/en/work/apps/terms/dpa_terms.html\)](https://www.google.com/intl/en/work/apps/terms/dpa_terms.html).

Distance Learning

Given the different set of technology platforms that underpin distance learning, we ask all students to abide by the following guidelines related to their work with teachers in virtual classes, one-on-one meetings and class discussions.

- Students may not modify personal information (username, first & last name, photo) so that teachers and other students can't identify them.
- Students will adhere to normal classroom decorum when interacting online with teachers and other students. That is, students will use language respectful of all participants in the meeting and dress in a manner that reflects purposeful academic work.
- Students will acknowledge that online classes and discussions will be recorded and shared with students who, for one reason or another, could not attend the event.

- Students will turn on their cameras for live classes so that the teacher and classmate can see them.
- As much as possible, students will create a distraction free environment for themselves when attending virtual meetings. They should understand that the camera picks up not just faces, but backgrounds. Students should seek to create a neutral background during online interactions.
- Students may not take screenshots or make recordings of class meetings. Doing so is a violation of the privacy of all involved in the meeting. Students may not post any recordings, video or screenshots of class meetings on Social Media.
- Students must stay focused on the content and conversation on the call. That is, students may not use other applications while on a teacher-call or during an online class meeting.

Media Permission

Tilton School supports media, photography, videography, and other requests that directly connect to the educational mission of the School. Any 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, 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

The Health Policies Statement provides parents and students with general information about health services at Tilton School and appraises them of the School's position on potentially controversial issues in healthcare 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 athletics, 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.

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.

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. 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.

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.

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 and 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 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.

Illness

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.

Tobacco and Nicotine

The use of tobacco and/or nicotine by Tilton students is prohibited. Unfortunately, adolescents will experiment with tobacco and/or nicotine, and due to the addictive properties, students may get hooked. Smoking, vaping, chewing and dipping tobacco, in addition to consuming nicotine through vaping, 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 and nicotine products can also lead to disciplinary consequences in accordance with the school's drug and alcohol policy.

Drug and Alcohol Screening

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.

With respect to CBD, students should understand that it is an unregulated product and thus — even if not labeled as such — may include cannabis compounds that will trigger a positive drug screening. Use of CBD as an explanation for failing a drug test will not be accepted as justification for a failed test.

Sexual Conduct

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 their 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 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 the 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 advisor or a representative of the Sabra Hamilton Health Center.

Peer Counseling

A small group of identified student leaders provides 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, making connections with supportive adults, and 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.

[See the COVID addendum at the end of this handbook for further details.](#)

Afternoon Programming

Tilton's co-curriculars and afternoon programming encourage 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, Tilton School afternoon programming 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.

Afternoon Programming

- 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. Tilton School afternoon programming is integrated throughout Tilton's programming and curriculum and ensures that 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 proposal that precisely documents the student's interest, activities, schedule, potential supervisor and desired outcomes. For more information, including deadlines and eligibility, students and parents can contact Eliza Smith at esmith@tiltonschool.org.

Athletics

Tilton School'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 processes 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 athletic trainers, school nurse, Athletic Director, Dean of Students or the head coach. Student-athletes excused by the athletic trainers are required to attend practice unless otherwise instructed.

Athletes at Tilton are students first. Students are expected to meet academic obligations prior to participating in sports; players are therefore ineligible to participate or compete in athletic practices or contests if they have not attended academic commitments on that day.

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 issued through the equipment room at the end of each season. Failure to do so will result in a significant charge for the missing equipment, as well as a late fee, on the student's Ram account. The account will be credited once the items are returned; the late fee however will not be returned.

[See the COVID addendum at the end of this handbook for further detail](#)

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 co-curricular program and is important to recognize. 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, 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 at Tilton School.

The Assistant Dean of Student 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 the Assistant Dean of Student Life at studentlife@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.

2020-21 COVID-19 Appendix

The Tilton faculty, staff and administration have tasked themselves with creating a set of policies and procedures that will allow for reopening of school to in-person learning this fall. As a community, we must make a commitment to one another to uphold a higher set of standards that we believe will allow us to embark on a year of shared experiences here on the Hill. While there will be times that necessitate modifications to our plans, we know that every moment we are able to spend in the presence of one another enriches our lives in innumerable ways. Our Tilton Life is precious to each one of us and so we have established the standards below to provide the best opportunity for preserving that experience and the health of those we care about.

Student Life

Dress Code

Students will follow the current protocol for mask wearing. Locations and times when masks are required may vary as health conditions on campus and in the community change, and expectations will be explicitly shared with all students and staff. Just as with clothing, students are expected to refrain from wearing masks that promote or advertise drugs, alcohol, or inappropriate words/images/ideals.

Campus Life

The most effective way for communities to reduce the risks related to Covid-19 is to minimize contact between members, especially between those who have had exposure beyond the community itself. We believe strongly, however, in the benefit of quality peer interactions and in-person relationships, especially for adolescents. Tilton is committed to fostering these types of relationships both for our day students as well as our boarders.

Cohorts

In order to meet these needs while maintaining the health of our community as a whole, we must limit interactions between groups of students on campus to those that maximize the effectiveness of the programs that we offer, both academically and extra-curricular, and to those that allow opportunities for students to take essential breaks from high vigilance and self-monitoring. To this end, for much of the year we will operate in cohorts--small groups of students who are most conveniently and broadly associated with one another. We have determined the most appropriate cohorts for boarding students will be by residential assignment, primarily by floor. For day students, we have identified that grade level is most appropriate.

During the course of the day, students may have a high number of interactions outside of their cohort. For this reason, precautions will increase as the cohort definition broadens. Early in the year, students will likely be able to exercise greater freedom of interactions with roommates and later with members of their hall. When interacting with peers in the dorm or Day Student Commons, in classes or around campus, students will protect one another and the community by reliably washing hands, "masking up" and maintaining social distance.

As we start the school year, students may not enter a space designated for another cohort. To be clear, boarding students may not visit students living in another hallway, in another dorm or in areas defined as "Day Student Commons." Day students may not enter the residence halls or visit students in another Day Common. This set of restrictions regarding dormitory visitation may continue into the second and third trimesters. During quarantine periods, students may have mealtimes assigned by cohort.

It is important to remember that the efforts and sacrifices we make in upholding these policies can preserve our ability to remain open to in-person learning throughout the year. We will continually review all policies, health conditions and guidance, and adjust such restrictions accordingly

Contact Tracing

In the event that a member of our community becomes sick, members of both our health services team and the NH Department of Health and Human Services will work to identify other members of the community who may have been affected. This process is known as “contact tracing.” Under the specifications of contact tracing, any individual who has spent time within 6 feet of someone who has tested positive for Covid, within 48 hours of the positive test, and for at least 15 minutes will be required to self-quarantine for 14 days. A contact identified for quarantine will be prohibited from interacting with any other individual in the community aside from properly protected staff attending to their care. Specifically, this means Day Students must remain off campus and self quarantine at home for the 14 days, and boarding students must remain in their room aside from socially distanced visits to the restroom and supervised access to the dining hall and outdoors.

During this time, students will be tested for Covid and must quarantine until a negative test has been obtained after the 14 day period.

Day Student Commons

During free periods, day students will have access to specific areas on campus designed to be relaxing and accommodating for study and socialization. These areas will have lockable storage for personal belongings. Students should bring their own combination locks; combination codes must be provided to the Dean of Students prior to installation. Lockers will be available beginning at 7:30am. Availability of “Day Commons” and lounges during evening study is dependent on campus status and coverage availability/programming.

Day Student Commons have been assigned by grade level. At the beginning of the year, these spaces will be for the sole use of the students assigned. However, we will continually revisit the conditions of our campus and the community and seek opportunities to safely open adjacent areas to other students to allow for socialization (with appropriate precautions).

Day Students should not store open containers of food in lockers, and are asked to maintain common spaces. Day student proctors will assist with programming and coverage, as well as overseeing chore teams and adherence to safety standards.

It is important that day students understand the campus procedure in response to a positive Covid case and the process for Contact Tracing. While Day Student Cohorts may be larger than those of boarding students, it behooves a student to maintain distance and take extra precaution in most, if not all interactions, even when campus restrictions have eased and even within one’s cohort. Any day students identified for quarantine through contact tracing will be asked to immediately self-quarantine at home and assume virtual learning status until the quarantine has ended.

Residential Life

Residential Responsibilities

At all times, Tilton community members must maintain the cleanliness of campus spaces as a shared responsibility. In addition, we benefit from the extraordinary dedication and meticulous care demonstrated by our building services department. The needs for upkeep and maintenance with respect to sanitizing spaces for daily use during Covid place an additional burden on these resources. Students will be provided with specific instructions for sanitizing and cleaning common spaces after personal use. In addition, students should show initiative and leadership by recognizing tasks and areas that can easily be addressed through greater awareness and willingness to pitch in.

Bathrooms and Laundry

Boarding students will be asked to work with members of their residential hall to stagger times of routine personal care, such as showers, by establishing a schedule. In addition, laundry facilities in the dorms will be accessible to floors on a rotating basis. Students may consider using the E&R Laundry service as an alternative. (Information about this service is shared with students prior to the year.)

Dorm Visitation Policies

Due to the current pandemic, day students are not permitted to enter the residential dormitories. Boarding students are not permitted to visit students on other floors or in other dormitories unless restrictions to this effect have been formally lifted by the Dean of Students. (Please related information in the “Cohorts” section above.)

Campus Service

To ensure cleanliness standards in the dining hall, advisory teams will not be assigned to dinner cleanup as a campus service during the 2020-21 academic year. SAGE will oversee all post-meal clean-up. However, all members of the community are expected to assist with clearing their own tables and trash disposal, and to strictly adhere to dining room protocols.

Meals

Boarding students are required to check in to lunch and all meals on the weekend. Day students must check in to lunch during the week and to brunch on the weekend if they are on campus for an event or obligation. When attending any meal, students must enter the dining hall from Knowles Lobby only and exit through the Beaumont exit. Residents of Beaumont must access the dining hall in the same manner.

Meals in the dining hall will be staggered and scheduled during high use times. Students entering the dining hall will need to maintain 6 feet of social distance at all times and must sit in seating arrangements as set up. Chairs should not be moved or rearranged around tables.

During certain meals, staff will assist with monitoring room capacity. Students may be health screened and temperature checked prior to meals and are asked to wait and maintain social distancing until invited to enter.

Masks must be worn in the dining hall at all times except when seated and eating.

Campus

Students will check in to all spaces on campus using the REACH app. Adhering to this policy is essential to aiding with contact tracing in the event of a positive case of COVID-19 on campus.

Motor Vehicles

We recognize that the changes to the academic schedule may result in longer periods of free time during the day for students. While Proctors and Staff will work together to create offerings as conditions allow, day students may wish to return home between classes or before afternoon activities. For this reason, we are temporarily modifying our Motor Vehicle Policy for day students to allow this flexibility. Day students wishing to have a vehicle on campus must register that vehicle in advance with the Student Life Office. Students wishing to return home for a period prior to their last obligation of the day must:

- 1) have completed a vehicle use agreement signed both by the student and the parent/guardian, that states the student will use the vehicle only to return home or to a location approved both by the parent and by the Dean of Students.
- 2) agree not to go off-campus to public areas during these times, including restaurants, shops or drive-thrus.
- 3) sign out with a member of the Student Life team or Administrator on Duty only. (The Student Life Office/AOD will confirm that prior permissions have been obtained and notify the family of the trip)

- home.)
- 4) notify the student life office immediately upon return to campus.
 - 5) never transport another student without explicit permission from the Office of Student Life or Administrator on Duty.

Any student found in violation of this policy (ie: at a non-approved location, parking violation, or with another student in the vehicle) may have their driving privileges revoked and face disciplinary consequences as outlined in the Student Handbook.

Day Student Rooms

Day students will not have rooms in the dormitories during the 2020-21 school year. Day student “Commons” are spaces designed for day student use during the academic day and for evening study when coverage is available. Lockers are available for students to secure valuables.

Day Student Commons:

- 9th - Academic Building Lounges
- 10th - Library
- 11th, 12th, PG - MARC

Day Student Check-In

Day students must submit a self-screening report prior to departing home for campus. Day students should not come to campus if they are experiencing any COVID or flu-like symptoms. Day students who come to campus prior to lunch or have a class during the day must attend the health screening at lunch.

At the start of the year, we ask that day students come to campus for required or school organized events only. Any day student arriving prior or during brunch on the weekend must be health screened at brunch.

Illness

Students who are sick or who experience any of the following symptoms are asked to stay at home and, if able to, engage in virtual learning for the day.

- fever of 100.4 or higher
- cough
- sore throat
- runny nose
- shortness of breath
- fatigue
- chills
- muscle aches
- change in taste or smell
- nausea
- vomiting
- diarrhea.

Parents should contact the student life office to report the absence and will need to speak with a member of the Health Center staff to report the symptoms. No student should return to campus after an illness-related absence without explicit approval from the Health Center.

Inclement Weather/Overnights for Day Students

Day student overnights will be limited to emergency situations, such as poor driving conditions for students with a significant commute. Student safety is important to us, and any student concerned about driving home should contact the Dean of Students via the Administrator on Duty to make evening arrangements.

On-Campus Study Hours

Day students needing to study on campus for extra help or group work may study in the Day Student Commons when coverage is available. Alternate locations such as the academic building or Knowles Lobby will be made available when coverage is not possible in these spaces.

Dinner

Day students must sign in with the AOD if they intend to remain on campus for dinner or study hall.

Procedures and Policies When Leaving Campus

College Visits

Families are asked to schedule in-person college visits during off-campus virtual learning periods or breaks.

Day/Evening Leave

Permissions for essential off-campus appointments (such as time sensitive medical care) will be determined on a case by case basis by the Dean of Student and Head of School. Families are encouraged to plan ahead and schedule appointments during extended breaks.

Weekend Leave

Weekend travel will not be permitted under the current conditions. We will continually reassess our policy to determine the risk of weekend travel to our campus. *(In the event we are able to allow weekend travel, because of the risks associated with a residential campus, families should be aware that use of public transit is not permitted for return to campus on any departure from campus lasting less than 14 days.)*

Families are asked not to visit campus after registration and opening day. We will review this policy regularly in the hopes that conditions will permit us to create opportunities for students to connect with loved ones in person, whether on campus or off, as the year progresses.

School Vacations

We have modified our yearly calendar to minimize the number of times we will fully repopulate campus after a long break. This allows us to limit the number of required full campus quarantines. After each break, students may be asked to complete a 14-day quarantine to comply with public health requirements.

Athletics

Practices

- Locker rooms will only be used for football and for day students as designated or for sport gear storage.
- Boarding students will be required to change in their dorm room before attending practice.
- Students are not permitted to be at the practice facility until their scheduled practice time.
- Any items issued through the equipment room, such as pinnies, pants, helmets, balls, training cones, etc. should be returned to the equipment room at the end of each practice, for disinfection.
- Face coverings will be worn:
 - at all times indoors, including the weight room. (Note: hockey requires full face shields and, when on the ice during play, does not require facemasks.)
 - by students arriving and departing from the fields, turf, court, rink, etc.
 - by students when they are within 6 feet of someone and not participating in the drill, when they are on the sideline, or bench
 - when talking to coaches, teammates and athletic trainers

- when in vehicles
- Water bottles will not be provided by the School. Each student is responsible for bringing their own to and from practice. (In the event a student does not have a water bottle, they can rent one through the training room, to be returned at the end of practice—washing will be done by ATCs)
- For teams using the same facility for practice, a minimum of 30 minutes will pass between the end of one and beginning of another.

Interscholastic Sports

- Interscholastic competitions for the fall season will begin October 3, scheduled for Saturdays only. Interscholastic competitions will be against the other seven schools of the Lakes Region League.
- Interscholastic competition includes both varsity and junior varsity teams. If infection rates increase, we may limit competition to varsity teams only.
- Vehicular transport of athletes will have the following safeguards in place:
 - Students will sanitize their hands before boarding vehicles.
 - Students will have health screenings, temperature taken before getting on the bus.
 - Students will then check into the vehicle using REACH QR codes.

Transportation

- Vehicles will be loaded back to front and unloaded front to back.
- Passengers should remain seated unless they are actively boarding or departing.
- One student per bench seat, alternating aisle/window placement to maximize distance.
- Students will wear face coverings whenever inside a vehicle.
- Vehicle windows will be open whenever possible.
- Stops during travel may be restricted.
- Drivers will wear face coverings anytime they are inside the vehicle.
- Locker rooms at opposing schools will not be provided, thus students should plan to travel in uniform.
- Access to bathrooms or porta-potties will be provided.
- Each athlete will be responsible for her or his own water bottle, which should be clearly labeled with the athlete's name. Water will be provided by the host school for fill up.
- Only members of the host school's community will be allowed as spectators at games. Spectators must follow their school's masking guidelines and distancing guidelines.

Face Coverings are required:

- at all times indoors (except when on the ice, while wearing a full face shield, in Hockey). This includes while in the weight room.
- when athletes are not playing, and on the sidelines, bench, and when talking to coaches, teammates, and athletic trainers.

All-Sport Modifications:

No unnecessary contact between teams (e.g. cheers instead of hand shaking at game end)

In helmet-using sports where face-shields are commonly available, they will be required.

When possible, players will not share equipment (e.g. soccer ball, cones)

Uniform items, such as pinnies, will not be shared.

Water bottles will not be shared.

Officials in the field of play are not required to wear a mask, however sideline judges, referees are required to do so.

Sport-Specific Modifications:

Cross country and mountain biking will require minimal modifications, such as staggered start times, social distancing, and frequent disinfection of shared equipment.

Substitutions for field hockey, soccer, and basketball will maintain 6 feet of social distancing at scorers table.

Pregame meetings will be with the head coach, head official and captains all socially distant in the center of the playing surface.

Community Standards

Major School Rules

The current health crisis in our communities creates the need for adherence to a previously unconsidered set of community standards. Students will be expected to maintain social distance with their peers, wear masks much of the time, and maintain personal hygiene levels that minimize both their own and others' risk of contracting Covid-19 or other seasonal illnesses. It is not lost on us as educators and caregivers that this presents an enormous challenge for adolescents. Not only do we recognize that students will have a strong aversion to these restrictions, one that is actually developmentally appropriate, we also recognize that this type of separation and distancing will challenge the mental and emotional health of our students. Despite these difficulties, we are committed to preserving and maximizing the in-person and on-campus experience for all of us. Each member of the Tilton Community must accept the limitations and demonstrate the commitment that this will require in order that we are successful.

Tilton's Student Handbook is designed to protect the health and safety of our students and staff first and foremost. New policies regarding health and safety precautions regarding Covid are essential to the operation of our programs and school and therefore will be strictly enforced. In our shared community, we live with individuals of varying risk levels with regard to Covid and we will consider those Tilton family members who are most vulnerable at times when adherence to behavioral expectations feels arduous or cumbersome. Each individual in our Tilton family holds significant responsibility for "protecting the Hill."

Students found in violation of Health and Safety standards, including failure to abide by social distancing when both parties are not wearing a mask, violating visitation rules related to residences, common spaces and cohort affiliation, and taking unnecessary risks in interactions within the broader community (failure to properly quarantine when asked by the school) will face disciplinary consequences that may include, but are not limited to:

- 1) Required self-quarantine and proof of a negative COVID-19 test to follow.
- 2) Return to maximum levels of precaution during any interaction with another member of the community, regardless of the current precaution standards set for the rest of the community (ie: mask and social distance required at all times.)
- 3) Virtual learning until quarantine and testing is complete.

Students that repeatedly find themselves unable to follow the standards and guidance set forth by health officials and the school may be asked to assume distance learning status for the remainder of the year.

Reach of the School

Students are asked to exercise the same level of precautions both on and off campus. Failure to wear a mask or maintain social distancing while off campus may result in greater risk to our community than violations while on campus. To this vein, our day students and students who must travel for any reason assume significant responsibility for protecting our community from outside exposure to the virus. Students are expected to abide by quarantine guidelines and active precautionary measures whether on campus or off.

Distance Learning -- Academic Habits and Expectations

Attending all commitments is a basic expectation of Tilton School. Whether we are on campus, conducting in-person class, school, or advisory meetings, or off campus and engaged in our distance-learning program, showing up ready to learn is an essential habit to be exercised by all community members.

Communication: During any period of distance learning, it is especially important for students to communicate with their classroom teachers, especially as it relates to attendance and assigned work. Students can communicate with teachers via Google Classroom, Gmail, Google Hangouts, Zoom, WeChat, etc. Some faculty provide cell phone numbers to further aid ease of communication.

Attendance: Classroom teachers will take attendance at all synchronous class (and mandatory help) sessions. If a student needs to miss an online class, they should contact the teacher and parents/guardians should contact the Student Life Office, in advance whenever possible. The Student Life Office will support virtual classroom policies of the teacher and repeated absences will be addressed by the Dean of Students and/or Dean of Academics.

International students who are not able to participate in a synchronous class session because of time differences, must do two things to remain current in their learning:

1. Review all class material (including recorded sessions) posted to Google Classroom
2. Schedule a one-on-one session with the teacher at a mutually convenient time.

Academic Work: At Tilton School, academic work assigned by classroom teachers offers students an opportunity to practice skills and to deepen their understanding. Each assignment, therefore, contributes to the student's portfolio of evidence of learning. During our distance-learning program, when students and teachers have far less opportunity to meet, each homework assignment becomes an even more opportunity for growth. Students who have difficulty completing an assignment on time must communicate with their teachers about their concerns before the assignment is due. In most cases, teachers will accept late work as evidence of student skill and understanding, but its value as a reliable piece of evidence is diminished.

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.

