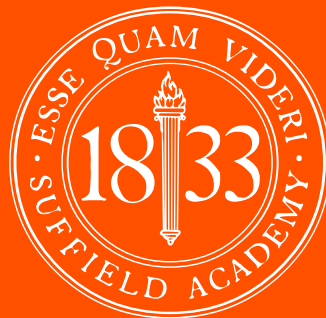


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SCHOOL-YEAR CALENDARS IMPORTANT PHONE NUMBERS DEPARTMENT CONTACTS MISSION STATEMENT DIVERSITY TIGER PRIDE PROMISE  
ACADEMIC PROGRAM EXAM SCHEDULE TECHNOLOGY DRESS CODE STUDY HALL POLICIES ATHLETICS EXTRACURRICULAR  
SCHOOL-YEAR CALENDARS IMPORTANT PHONE NUMBERS DEPARTMENT CONTACTS MISSION STATEMENT DIVERSITY TIGER PRIDE PROMISE REMOTE  
LEARNING COMMUNITY LIFE CITIZENSHIP EMERGENCY POLICIES ACADEMIC PROGRAM EXAM SCHEDULE TECHNOLOGY DRESS CODE  
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# STUDENT & PARENT 2020-2021 HANDBOOK

REMOTE LEARNING COMMUNITY LIFE CITIZENSHIP EMERGENCY POLICIES ACADEMIC PROGRAM EXAM SCHEDULE TECHNOLOGY DRESS CODE  
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ACTIVITIES WEEKENDS HEALTH & WELLNESS CAMPUS FACILITIES SCHOOL-YEAR CALENDARS IMPORTANT PHONE NUMBERS DEPARTMENT  
CONTACTS MISSION STATEMENT DIVERSITY TIGER PRIDE PROMISE REMOTE LEARNING COMMUNITY LIFE CITIZENSHIP EMERGENCY  
POLICIES ACADEMIC PROGRAM EXAM SCHEDULE TECHNOLOGY DRESS CODE STUDY HALL POLICIES ATHLETICS EXTRACURRICULAR  
ACTIVITIES WEEKENDS HEALTH & WELLNESS CAMPUS FACILITIES SCHOOL-YEAR CALENDARS IMPORTANT PHONE NUMBERS DEPARTMENT  
CONTACTS MISSION STATEMENT DIVERSITY TIGER PRIDE PROMISE REMOTE LEARNING COMMUNITY LIFE CITIZENSHIP EMERGENCY POLICIES  
ACADEMIC PROGRAM EXAM SCHEDULE TECHNOLOGY DRESS CODE STUDY HALL POLICIES ATHLETICS EXTRACURRICULAR ACTIVITIES  
WEEKENDS HEALTH & WELLNESS CAMPUS FACILITIES SCHOOL-YEAR CALENDARS IMPORTANT PHONE NUMBERS DEPARTMENT CONTACTS  
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WEEKENDS HEALTH & WELLNESS CAMPUS FACILITIES SCHOOL-YEAR CALENDARS IMPORTANT PHONE NUMBERS DEPARTMENT CONTACTS  
MISSION STATEMENT DIVERSITY TIGER PRIDE PROMISE REMOTE LEARNING COMMUNITY LIFE CITIZENSHIP EMERGENCY POLICIES  
ACADEMIC PROGRAM EXAM SCHEDULE TECHNOLOGY DRESS CODE STUDY HALL POLICIES ATHLETICS WEEKENDS HEALTH & WELLNESS  
CAMPUS FACILITIES SCHOOL-YEAR CALENDARS IMPORTANT PHONE NUMBERS DEPARTMENT CONTACTS MISSION STATEMENT DIVERSITY  
ACADEMIC PROGRAM EXAM SCHEDULE TECHNOLOGY DRESS CODE STUDY HALL POLICIES ATHLETICS EXTRACURRICULAR ACTIVITIES

## **SCHOOL SONG**

### **“TO FAIR SUFFIELD”**

To fair Suffield, your name so dear,  
We will raise in song and cheer.  
Through endless days we'll sing your praise,  
So all the world can hear.

And when our days at school are over,  
In classroom and on field,  
In each one's heart there'll be a spark,  
For friendships formed at old Suffield.

**MISSION**

Suffield Academy is a coeducational, independent secondary school serving a diverse community of boarding and day students. Our school has a tradition of academic excellence combined with a strong work ethic. A commitment to scholarship and a respect for individual differences guide our teaching and curriculum. We engender among our students a sense of responsibility, and they are challenged to grow in a structured and nurturing environment. The entire academic, athletic, and extracurricular experience prepares our students for a lifetime of learning, leadership, and active citizenship.

**NON-DISCRIMINATION**

Suffield Academy does not discriminate on the basis of sex, race, color, religion, creed, national or ethnic origin, citizenship, physical attributes, disability, age, or sexual orientation. We administer our admissions, financial aid, educational, athletic, extracurricular, and other policies so that each student is equally accorded all the rights, privileges, programs, and facilities made available by the school.

## TABLE OF CONTENTS

---

<b>Mission Statement/Non-Discrimination Policy</b>	1	Remote Learning Overview	12
<b>Introduction</b>		Helpful Hints & Suggestions for Online Learning	12
Tiger Pride Promise	4	Etiquette for Remote Learning & Live Meetings	13
		Troubleshooting Technology Issues	14
<b>Individual Responsibility &amp; Community Life</b>		<b>Technology</b>	
Representing Suffield	5	Acceptable Use Policy [AUP] for Technology	14
Respect for Difference	5		
High Ethical & Moral Standards	5	<b>Citizenship</b>	
Meeting Fundamental Responsibilities	5	School Discipline	15
Concern for Safety and Nonviolence	5	Major School Rules	15
Mandatory Reporting	5	Demerits & Absences	16
		Discipline Committee	16
<b>Emergency Protocols &amp; Available Resources</b>		Disciplinary Responses	16
Emergency Preparedness Plan	6	Sunday Morning Work Assignments	16
Emergency Kits	6	Dormitory Violation	16
Loss of Power	6	Detention	16
Shelter-in-Place Procedures	6	School Absences	17
Evacuation	6	Weekend Restriction	17
Tornados or Severe Weather	6	Suspension	17
Bomb Threat	6	Disciplinary Responses for Seniors	17
Non-conventional Terrorist Attack	6	Dress Code Guidelines	17
Chemical Attack on the Region	6	Boys' & Girls' Formal Dress	18
Chemical Attack On-Campus	6	Exam Dress Code	18
		Saturday Morning Dress Code	18
<b>Academic Program</b>		Campus Limits	18
Graduation Requirements	7		
Academic Procedures	7	<b>Student Life</b>	
Schedules & Transcripts	7	Faculty Advising	19
Add/Drop Period	7	Day Students	19
Requests for Recommendations/School Reports	7	Snow Days	19
AP Courses	7	Evening Regulations	19
Academic Grading	8	Book Lockers	20
Academic Honors	8	Cell phones	20
Effort Grading System	9	Trunks	20
Spring 2021 Exam Schedule	9	Banking Services	20
Academic Difficulties	10	Dormitory Guidelines	20
Late Work	10	Standard Furnishings	20
Academic Support Office	10	Room, Equipment & Belongings	20
Special Accommodations	10	Safety & Security	21
Study Hall	10	Asbestos Management Plan	21
Daytime Study Hall	10		
Evening Study Hall	10	<b>Dorm Life</b>	
Library Use During Evening Study Hall	10	Evening Study Hall Guidelines	22
Class Absences	10	Check-in & Lights-out Procedures	23
Tests & Final Exams	11	Sexual Intimacy	23
Laptop Requirement	11	Boarding Students & Cars	23
Academic Honesty & Acceptable Practices	11		
Student Work Product	12		
Laboratory Safety	12		

<b>Weekend &amp; Day Leaves</b>		<b>Campus Facilities</b>	
Weekend Permission for Campus Leaves	24	Library	34
Weekend Day Leaves	25	Library hours	35
Long Weekends & Vacations	25	Evening Study Hall	35
Guests	25	Dining Hall	35
<b>Athletics</b>		Dining Hall Procedures	35
Athletics & After School Choices	26	Student Union	36
Athletic Specials	26	Mailroom	36
Art & Music Specials	26	Bookstore	36
Fitness Program	26	Student Purchases	36
Suffield Outdoor Leadership Program [SOLO]	26	<b>2020-2021 Academic Calendar</b>	37
Varsity Strength & Conditioning	27	<b>2020-2021 Department Contacts</b>	38
Community Outreach	27	<b>Important Phone Numbers &amp; Operating Hours</b>	40
Yoga/Fitness	27		
Stage Crew	27		
Managers	27		
Athletic Practice & Game Times	27		
Pool Usage & Aquatics Activities	27		
List of Athletics/After School Programs	28		
Formal Afternoon Program	29		
On-Campus Work Program	29		
Chapel Program	29		
<b>Health &amp; Wellness Services</b>			
Overview	29		
Policy on Dispensing Medicine	30		
Situations Requiring Medical Attention	31		
Medical Emergencies	31		
Medical Non-emergencies	31		
Substance Infraction Detected by Faculty Member	31		
Medical Leave of Absence	31		
Responsibilities of the School	31		
Responsibilities of the Family	31		
Substance Use	31		
Prohibited Substances	31		
In the Presence of Substances	32		
Suspicion of Substance Use	32		
Health Response to Substance Use: "Blue Card"	32		
Tobacco Products	33		
Medical Excuses from Athletics	33		
The Counseling Center	33		
Release of Records	34		
Confidentiality of Records	34		

## INTRODUCTION

This handbook covers expectations of Suffield Academy's policies and expectations. It also outlines Suffield's philosophy and mission. The core of the document—Suffield's emphasis on providing a structured, challenging, encouraging program for all students—is intended to remain steadfast. Over time certain specific policies evolve and change. The current global health pandemic has required a new type of flexibility from Suffield's students and staff leaders. It has led to programs being both on campus and remote, and to a new lifestyle at Suffield that emphasizes wearing facemasks, physical distancing, and aggressive hygiene. The fundamental expectations of students remain consistent whether they are on-campus or in our remote learning program. Their dedication to living by high standards is vitally important. Our community members agree to the following as the 2020-2021 academic year begins:

## TIGER PRIDE PROMISE

Suffield Academy's central values include respect, kindness, and genuine concern for others. A strong sense of community rests at the core of our school. As we navigate the COVID-19 pandemic we must rely on each other to stay well. Social distancing, wearing masks, and good hand hygiene are keys in helping prevent the spread of the virus. These are cornerstones in our overarching goal of protecting all individuals in our community. As we enter the 2020-2021 academic year, all members of the Suffield Academy community promise to do the following:

### Protect Myself

- Wear a mask/face covering indoors when you are out of your dormitory room, home or office, and outdoors when you cannot maintain appropriate physical distance from others.
- Practice excellent self-care including [but not limited to] frequent hand-washing and use of hand sanitizer, social distancing on and off campus, and respectfully following guidance from Suffield Academy and the State of Connecticut.
- Monitor for the symptoms of COVID-19 through Suffield's daily health symptom program. Seek care and report to the health center or a supervisor if you experience COVID-19 symptoms that could include feeling feverish [ $>100.4$ ], new uncontrolled cough, shortness of breath, chills, muscle or body aches, headache, sore throat, nausea, vomiting, or loss of taste or smell.
- Complete the SafeSchools Training related to COVID-19 provided by the health center.
- Get vaccinated for the flu this fall.

### Protect Others

- Wear a mask/face covering indoors when you are out of your dormitory room, home or office, and outdoors when you cannot maintain appropriate physical distance from others.
- Maintain proper social distancing in all spaces.
- Stay home and report to the health center or a supervisor if you are feeling ill or think you have been exposed to someone who tested positive for COVID-19.
- Look out for others and encourage all to follow our commitment to each other. Be kind, sensitive, and caring.
- Get vaccinated for the flu this fall.

### Protect Our Community

- Wear a mask/face covering indoors when you are out of your dormitory room, home or office, and outdoors when you cannot maintain appropriate physical distance from others.
- Keep personal belongings, clothing, and shared common spaces clean and tidy.
- Know exposure to others in large groups can impact our community. Maintaining social distance and avoiding unnecessary gatherings of people are key. All large social gatherings should be avoided both on and off campus.
- Students participating in off-campus activities in group settings [such as club sports] should participate only in our remote learning program.
- Participate in testing and contact tracing to help keep our community healthy.
- Carefully follow and respect all signage intended to create safe distances and allow us to share our campus.
- Get vaccinated for the flu this fall.

**Together we can maintain a strong and safe Suffield community!**

## INDIVIDUAL RESPONSIBILITY & COMMUNITY LIFE

Suffield provides the opportunity for individuals of diverse backgrounds to live, work, and grow together in a community of learning. An essential condition of sustaining a successful coeducational community is adherence to fundamental standards and values. Absence of such standards subverts the goals and values that are the basis of Suffield's educational philosophy. We believe that Suffield should strengthen the ability of students to function as productive citizens in a democratic society. The social contract that is the basis of every democratic society stresses individual responsibility for moral conduct. Every citizen is expected to foster community welfare.

The following standards constitute fundamental expectations of community life at Suffield. The list is not intended to be all-inclusive, and we assume all students matriculating to Suffield are committed to the mission, program, and ideals of the school.

**Representing Suffield:** All students are expected to meet acceptable standards of behavior while on campus, traveling to and from sporting events, and participating in any trip sponsored by the Academy. These standards include the use of proper, respectful language. When students are not on campus or participating in school activities, it is expected that they will act in a manner that brings credit to themselves, their families, and the Academy. Students who engage in activities or actions that are offensive, inappropriate, or that discredit Suffield Academy [even while not on school time or at school functions] will be held accountable for their actions.

### Respect for Difference

Harassment is any behavior that intentionally or recklessly abuses, ridicules, or puts down a person. It is discriminatory when it focuses on someone's sex, race, color, religion, creed, national or ethnic origin, citizenship, physical attributes, disability, age, or sexual orientation. The behavior may be enacted in person or could be transmitted through remote means, such as the telephone, websites, the Internet, or by email. Discriminatory harassment is also a violation of state and federal law. Discriminatory harassment may take the form of inappropriate personal questions, hazing or threats, obscene or suggestive remarks or jokes, verbal abuse or insults, racial or ethnic jokes, cartoons or comments, unnecessary touching, suggestive gestures, subtle pressure for sexual activity, and any comment that is demeaning with regard to a person's sex, race, color, religion, national or ethnic origin, citizenship, size, physical disability, age, or sexual orientation. Any student or parent who feels that he or she has been harassed in this manner by another member of the Suffield community should discuss the case with the Dean of Students & Campus Life or the Director of Counseling.

**High Ethical & Moral Standards:** An academic community is sustained when each member adheres to the highest ethical and moral standards. Academic dishonesty, which includes cheating, plagiarism, lying, and software piracy, destroys the trust that nurtures the learning process. Likewise, theft in any form is inconsistent with our basic expectations.

**Meeting Fundamental Responsibilities:** Community life depends on citizens fulfilling basic responsibilities. Every student is expected to meet academic, athletic, residential life, work program, and meal expectations. Lack of effort, tardiness, procrastination, or insubordination undermine Suffield's mission and limit the potential for learning. Persistent failure to meet fundamental responsibilities is deemed a serious violation of citizenship.

**Concern for Safety and Nonviolence:** Safety is a primary concern and responsibility of every community. In a setting where students live together, study together, and play together, no person can be allowed to endanger himself, herself, or others. This includes, but is not limited to, climbing on school roofs and tampering with fire extinguishers, hoses, sprinkler systems, security cameras, and smoke alarms. Likewise, an educational community can survive only when conflict and anger are resolved in nonviolent ways. A central premise of education is that open-mindedness and discussion can resolve most disagreements and problems. Violence will not be tolerated, either in the form of physical combat or in the conscious destruction of personal or community property.

**Mandatory Reporting:** Suffield Academy has a deep commitment to ensuring that students are protected from neglect and abuse. The school follows Connecticut General Statutes 17a-101, as amended by Public Act 02-138 and 11-93, which requires certain school employees who have reasonable cause to suspect or believe that a child has been abused, neglected, or placed in imminent risk of serious harm to report these suspicions in compliance with applicable state statutes. These employees are "mandated reporters."

## EMERGENCY PROTOCOLS & AVAILABLE RESOURCES

**Emergency Preparedness Plan:** In the event the school is faced with a crisis or any other event deemed to warrant institution of the school's emergency management plan, a decision-making and communication protocol will be followed. The faculty will communicate with members of the emergency management team [the Head of School, Chief Financial Officer, Dean of Academics & Faculty, Dean of Students & Campus Life, Director of Physical Plant, and POD].

**Emergency Kits:** Each dorm head has been issued a yellow and black emergency response kit. This kit contains two flashlights, a number of light sticks, rubber gloves, antibacterial lotion, and a first-aid kit.

**Loss of Power:** In the event of a loss of power, faculty members will contact the maintenance department. The school has a number of battery-powered lanterns available for distribution, in addition to the items in the emergency kit. There are back-up power capabilities in Fuller Hall, Brewster Hall, Brodie Hall, Spencer Hall, Rockwell Hall, Roe Dormitory, the library, and throughout a number of buildings on campus, which will allow these buildings to remain fully operational during a power outage. The school has increased stores of non-perishable food items in order to sustain the campus during a potential crisis. In the event of a prolonged power outage, the emergency management team will decide upon the distribution of resources, depending on campus needs and the expected length of time the power will be out.

**Shelter-in-Place Procedures:** In the event the school determines the need to shelter-in-place the campus, faculty members are to execute the following protocol: Lock all doors in the immediate area, taking care not to lock out any members of the community; Faculty members in rooms and offices closest to exterior doors are responsible for locking these doors; cover any windows; Remain silent until contacted by a member of the school or local law enforcement. Once the potential threat has been resolved, the community will gather at a rallying point.

**Evacuation:** In the event an evacuation of a building is required, leave the building in an orderly fashion and gather at the pre-designated gathering locations for fire drills, or if necessary, walk away from the building to a distance that appears safe from the potential threat. Establish a list of community members with you and await instructions.

**Tornados or Severe Weather:** Upon receiving notice of potential tornados or violent weather, all community members should seek protection at the lowest possible level of the nearest building. If time prevents descent to lower levels, move to interior rooms with as few windows as possible or hallways. Avoid corners of a room, and seek shelter under a heavy piece of furniture. The goal is to have as many walls as possible between oneself and the outside.

**Bomb Threat:** Should the school receive a threatening call that an explosive device has been planted on campus, the person receiving the threat should be prepared to gain as much information as possible from the caller. Once the threat has been received, 911 should be called immediately, and the threatened buildings should be evacuated. If the entire campus is threatened, all buildings should be evacuated. During a bomb threat, walkie-talkies and cell phones should be turned off, and no one should turn on or off any electrical devices in the threatened building.

### NON-CONVENTIONAL TERRORIST ATTACK

**Chemical Attack on the Region:** In the event of a chemical attack, all community members should move into the nearest building. Avoid basements, as chemical vapors will seek the lowest level and become trapped. All windows and doors should be closed, and if time permits, all venting from HVAC and heating ducts should be closed and sealed. If available, wet towels should be jammed in the cracks of exterior doors. No one should leave the building until a representative from local law enforcement or the emergency management team allows it.

**Chemical Attack on a Specific On-Campus Building[s]:** Evacuate the affected structure immediately. Safety permitting, the HVAC systems of the affected building[s] should be shut down and the building[s] locked. If campus buildings are to be evacuated, the community should gather at the track [away from campus buildings and in the opposite direction of the prevailing winds] and await instructions from the emergency management team.



**Other Non-Conventional Attacks:** In the event of biological, nuclear, or other non-conventional attacks, the emergency management team will respond to the circumstances as is deemed appropriate.

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## ACADEMIC PROGRAM

Each student develops an academic program based on the guidance of the academic office. For new students, typically this occurs by mail during the summer. Returning students confer with the academic office. This occurs in May of the preceding year. The typical course load for most students each term is five full-credit courses. Unless otherwise noted, every course meets twice each week for 45 minutes and twice each week for 70 minutes. The average class size is 11.

## GRADUATION REQUIREMENTS

To earn a Suffield diploma, each student must successfully complete the program of the school and uphold our expectations of good citizenship. Students must earn 18 credits to earn a diploma, including the following particular academic requirements:

- 4 credits in English
- 4 credits in Mathematics
- 2 credits in Modern Language [including study through Level II]
- 2 credits in Science
- 2 credits in History [including US History and Regional Studies]
- 1 credit in the Arts

In addition to these course credits, each student must take a leadership course each year; must take a minimum of four academic courses each term; each course taken in the senior year must be completed successfully; and seniors must pass all term-length classes in the spring.

## ACADEMIC PROCEDURES

All students and parents are encouraged to discuss academic plans and concerns with the student's advisor and the academic office. After appraising the situation, the academic office frequently will involve the appropriate classroom faculty, advisor, or professional support staff. All course selections are reviewed by the Dean of Academics & Faculty. Seniors must also review their course plans with their college counselor.

**Schedules and Transcripts:** Students should see the academic office for printed copies of their schedules, requests for transcripts, and information regarding forms or procedures for special academic considerations.

**Add/Drop Period:** If a student withdraws from a course after the first three weeks of the academic year, WP [withdrew passing] or WF [withdrew failing] grades will be reflected on the transcript. Year-long grades may replace these term-long grades on a student's transcript at the discretion of the academic office. All add/drop requests must be approved by the academic office.

**Requests for Recommendations/School Reports:** Any student who needs a letter of recommendation from a faculty member should speak with that person. All such letters will be sent directly to the school or program requesting the letter. Requests for transcripts and school reports/guidance counselor letters, however, should be directed to the academic office.

**AP Courses:** Courses denoted as AP require all enrolled students to sit for the AP exam; students should carefully read course descriptions and requirements before enrolling. Courses listed with the AP designation are weighted as honors courses in computing grade point averages. Students who do not make adequate progress in an AP course or do not show appropriate commitment to the course's goals may be asked to withdraw from the course with either a WP [withdrew passing] or WF [withdrew failing] grade. Students in AP courses may be required to sit for longer, AP-format exams at the end of the fall and winter terms. Additionally, it is expected that

each student enrolled in an AP course will perform to the best of his/her ability on the AP Exam. If a student is found to have intentionally undermined the integrity of the AP process he/she will be required to sit for a final exam, and the term grade will be lowered.

**Record Retention Policy:** Suffield has a comprehensive record retention policy. Various student records will be maintained for between one and seven years after a student has leaves Suffield. After seven years the student's academic record will include their final transcript and standardized testing. Detailed information regarding the school's record retention policy can be obtained by contacting the business office.

## ACADEMIC GRADING SYSTEM

Reports are prepared by the faculty six times during the school year [mid-term and end-of-term]. Parents receive a copy of all these reports, which include narrative comments from teachers and two advisor reports during the year. Advisors review these reports with students at each interval.

- Grades given range from A+ to F. Grades in the A range [GPA equivalent of 3.67 to 4.33] mean the student's work has been excellent.
- Grades in the B range [2.67 to 3.33] indicate very good achievement.
- Grades in the C range [1.67 to 2.33] indicate satisfactory achievement at the college-certifying level.
- Grades in the D range [0.67 to 1.33] are passing but unsatisfactory.
- Students with this grade would normally need summer review work to deal adequately with the next level of that course. A grade below the D range is a failure, for which no credit is given.

Grade point average is computed for each term and for each full-year course and is designed to reflect the difficulty of the program being undertaken, as well as a student's numerical average. The grade point average is determined by converting letter grades to a numerical equivalent and then averaging those numerical equivalents. Students enrolled in honors classes have .33 point per honors class added to their numerical equivalent grade [e.g., 3.0 to 3.33] prior to averaging to reflect the difficulty of the class[es] being taken. This does not apply to an A+ in an honors level course.

Letter grades are converted to numerical equivalents as follows:

A+	4.33	B+	3.33	C+	2.33	D+	1.33	F	0.00
A	4.00	B	3.00	C	2.00	D	1.00		
A-	3.67	B-	2.67	C-	1.67	D-	0.67		

## ACADEMIC HONORS

Students who qualify for academic honors are given special recognition in the following ways:

**High Honor Roll:** High Honor Roll status is achieved by maintaining a grade point average of 3.80, calculated as described above. Students may not have any grade below B.

**Honor Roll:** Honor Roll status is achieved by maintaining a grade point average of 3.33. Students may not have any grade below C+.

**Book awards and academic prizes:** Book awards and academic prizes are awarded at Commencement and at Underclass Prize Day in September to students whose academic achievement has been extraordinary.

**Cum Laude:** Cum Laude is a national honor society modeled on Phi Beta Kappa. Students in the top 10 percent of their class who have been on the Honor Roll during their junior and senior years for four of five consecutive terms are eligible for selection.

## **EFFORT GRADING SYSTEM**

In addition to academic grades, effort grades are given each marking period in all courses taken. The following standards apply:

**Excellent:** The student exhibits an outstanding commitment to all academic endeavors. Work is completed regularly and with great attention to detail. The student is a balanced leader in discussions and is on topic and insightful.

**Good:** The student exhibits a solid effort. The student is prepared for class discussions, quizzes, tests, and written assignments with few exceptions. Homework is regularly completed, deadlines are met and the student strives to improve.

**Adequate:** The student exhibits an inconsistent effort. Work is sometimes missed or hastily completed. The student occasionally participates in class, and behavior is generally good. Effort is made, though more can be applied. Assessments show effort, but more review can be done.

**Insufficient:** The student often misses assignments and is reluctant to seek extra help. Assessments suggest a lack of effort rather than a lack of understanding. Mistakes of the same variety continue to be made.

**Poor:** The student is not prepared for class and is making little or no effort to meet the minimal requirements of the course. Classroom attitude, or behavior, is unsatisfactory. The student's effort may put him or her in danger of not completing the course successfully.

### **SPRING 2021 EXAM SCHEDULE**

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#### **Saturday, May 29**

9:00 am All Double Subject Exams

1:00 pm English Exams

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#### **Sunday, May 30**

1:00 pm Science Exams

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#### **Monday, May 31**

1:00 pm Language Exams

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#### **Tuesday, June 1**

1:00 pm Math Exams

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#### **Wednesday, June 2**

8:00 am History Exams

## ACADEMIC DIFFICULTIES

Reports are reviewed at the end of each marking period by the student's advisor, the Dean of Academics & Faculty, or an Assistant Academic Dean. Any student who is having academic difficulty should discuss the situation with his or her advisor and the teacher[s] involved, and every effort should be made to establish patterns and strategies to guide academic progress. Any student failing a class or earning two or more D-range grades with fair or poor effort ratings may be placed on academic review. If this situation continues for a second term, the student will be placed on academic warning. This action indicates that a serious academic situation exists; in such cases, the school is not confident that the student can successfully complete the academic program or adequately satisfy the standards for academic promotion.

The academic basis for student promotion is a conviction on the part of the faculty that the student will be able to manage the next level of academic work. Students may not be invited back to Suffield for the following academic year if it becomes clear that they are not making academic progress or are unable to manage the level of challenge presented by the curriculum.

**Late Work:** Students are expected to hand in all assignments and sit for all tests as scheduled. Students who pass in work late must expect that the grade will be reduced according to department policies. In addition, students whose papers, lab reports, or other similar work is long or habitually overdue may, at the discretion of the teacher, be assigned to detention until the work is satisfactorily completed.

**Academic Support Office:** The Academic Support office provides resources for those students whose learning styles and educational backgrounds have contributed to special academic challenges. The office staff meets, when appropriate, with each student to address concerns communicated by teacher referrals made through the Academic office. Only through the student's diligence and commitment will the staff's recommendations work. Progress reports are sent home each term to keep families up-to-date regarding the specific initiatives undertaken by the student in partnership with the support office staff. Formal placement in academic support is determined by educational testing and at the discretion of the academic office. Parents concerned about a student's academic needs should speak with the dean of academics and faculty. It is expected that all parents will have shared in the admission process all records pertaining to a student's educational profile.

**Special Accommodations:** Students who have documented grounds for special accommodations in classroom procedures and testing—be it standardized or academic—should speak with their teachers about their needs. All requests for extended time or other accommodations in formal exams and standardized tests, however, need to be made through the Director of Academic Support and approved by the Dean of Academics & Faculty.

## STUDY HALL

**Daytime Study Hall:** Both under and upperclass students are assigned to daytime study hall when their performance indicates a need for structured study. Students remain in their assigned daytime study hall until they have made satisfactory academic progress, as determined by the academic office.

**Evening Study Hall:** Boarding students study in their rooms Sunday through Friday evenings from 8 pm until 10 pm. If they are unable to study effectively in their dormitory rooms, however, students are assigned to a centralized, closely supervised study hall in an academic building. Day students may be placed in evening study hall at the request of their parents.

**Library Use During Evening Study Hall:** Students with a pass may go to the library for quiet study, research, or small group project work [see Library Procedures, page 35]. Just as if they were in their dorm rooms, students are expected to work quietly and diligently without disruption to those around them. Those students who disrupt the reading, research, and quiet atmosphere will be asked to leave the library and return to study hall in their dorms.

## CLASS ABSENCES

A student who misses a substantial number of days of school or individual classes—whether excused or unexcused—may encounter academic difficulties. If this situation becomes disruptive to the workings of a class, or if the make-up efforts become unduly burdensome to a teacher,

a student may be asked to drop a class. When absences in any one or more courses become excessive, a student and his or her parents will be asked to meet with the Dean of Academics & Faculty to discuss the problem. Missing a substantial number of classes calls into question a student's willingness to meet fundamental academic and citizenship expectations of the Suffield community.

### **TESTS & FINAL EXAMS**

Students are expected to take announced tests on the day they are scheduled. A student is not expected to sit for more than two tests in one day. Should more than two tests be announced, the student should see the academic office a minimum of 24 hours in advance to reschedule the extra test[s]. Students and parents must keep in mind that term final exams are an important part of the academic program. Students should not expect to be excused for appointments during exam week or to arrange an exam to be taken at a time other than when it has been scheduled. Exams are ordinarily given at the end of each term. Seniors are exempt from spring exams in year-long courses if their grades warrant this privilege. Students must not allow travel plans to interfere with their taking final examinations at the scheduled times. Families should make travel plans well in advance, keeping in mind the school calendar as they do so [see page 38].

### **LAPTOP REQUIREMENT**

All Suffield students are required to possess an Apple laptop computer meeting the minimum requirements defined by the school. Each student receives unlimited Internet and email access, ongoing training and support, and primary-level maintenance service [see AUP, page 16]. Students are expected to familiarize themselves with these resources, to utilize them as required for coursework, and to maintain their computers in good working order.

### **ACADEMIC HONESTY & ACCEPTABLE PRACTICES**

As a community, we place a very high value on honesty, and academic honesty falls within this philosophy. Cheating, plagiarism, and other forms of academic dishonesty will not be tolerated. Plagiarism involves the act of using another person's words or ideas without giving credit to the source, creating the impression that someone else's words or ideas are yours. Students should recognize that unintentional plagiarism still constitutes plagiarism. Thus, it should be clear that when a student has done reading that has influenced the student's thinking and conclusions, he or she should be very careful to cite anything that was borrowed. Finally, students should also recognize that copying from or using ideas from another student's work without giving that work due credit is also plagiarism.

Unless a teacher has granted permission, it is not honest to give the impression that you know something or that you have done work when you have taken the answer or work itself from someone or somewhere else. In certain circumstances teachers may permit groups to collaborate or to use their notes and books while doing work. But, it is never acceptable to hand in someone else's work as your own. This form of academic dishonesty is recognized as cheating and includes homework assignments, lab reports, and papers. Because each academic discipline requires students to engage in different kinds of academic projects, each department has prepared explicit outlines of acceptable and unacceptable academic practices with respect to plagiarism and academic integrity. These guidelines are not only shared with students at the beginning of a course but also are referred to throughout the year. Consequently, it is understood, for example, that: a language student knows what constitutes an unacceptable use of a translator; an English student knows work is to be with the primary sources only unless specific permission has been granted by the teacher to look at secondary sources, such as *SparkNotes*, literary criticism, Internet essays and note sites, and peer papers; the math student knows the extent of collaboration allowed on Friday Sheets; and the science student knows precisely where he or she may collaborate on a lab project and where he or she must work independently. Generally, all students are held responsible for knowing how to properly cite words or ideas which are not their own.

In our experience, there are two primary phenomena behind most cases of academic dishonesty: panic and lack of clarity. It is our hope that the department specific guidelines address the latter issue. As for panic, this most often corresponds to leaving work to the last minute and feeling stuck. Therefore, we strongly encourage students to be honest with their teachers about their work. It is better to honestly admit to having failed to complete the work or to ask for an extension than it is to seek inappropriate resources or help. If students have any doubts about their actions, they should consult a faculty member. The Dean of Academics & Faculty or Assistant Dean of Academics may also be consulted. We expect that all students will understand what constitutes cheating and plagiarism and will act accordingly.

Where it is confirmed that a student has violated boundaries of academic integrity, the academic office will review the case with the Academic Committee to determine possible consequences for acts of academic dishonesty, plagiarism, and cheating. In addition, a student may face possible disciplinary consequences for such acts, as determined by the Dean of Students & Campus Life.

## **STUDENT WORK PRODUCT**

**Suffield Policy on Use of Student Work:** Student Work is work produced for an academic purpose by a currently or formerly enrolled student during the student's tenure at Suffield. To qualify, the work must be created outside of any Suffield employment or Suffield contracted work, as the school owns work for hire. Suffield encourages the creation of original works of authorship, both in traditional and in electronic formats. As such, the author is the immediate owner of Student Work.

Suffield will exercise a perpetual, royalty-free, non-exclusive license to make copies of the work for academic purposes and to circulate Student Work as part of normal classroom use. This license may also include the comparison of this work to known sources of original work for purposes of verification of originality.

Suffield faculty members do not need permission from a current or former student to use Student Work in a class from which the work was created; however, all parties should seek permission to use Student Work outside of the context of his or her particular class. An author's name is not required for distribution, but it is good policy to determine an author's wishes in this regard. Faculty members reserve the right to perpetually limit distribution of Student Work generated in their classes if that distribution would compromise the confidentiality or security of an assessment, an examination, or course content. Any Student Work remaining on the Suffield campus, without prior written consent for more than 90 days after the end of the school year in which the work was created, shall be deemed abandoned and disposed of by Suffield at its sole discretion. This includes, but is not limited to, electronic files in personal folders on the school data servers.

## **LABORATORY SAFETY**

Students working the science laboratory need to take special precautions. Science classes are not inherently dangerous, but when students work with strong chemicals, fast moving objects, and other unusual materials, there is greater potential for accidents and injuries. In order to minimize the risk of accidents and injuries, all students are required to read, sign, and adhere to specific lab safety guidelines in their science classes. In complete form, the guidelines can be found online, but they are summarized below.

Students must conduct themselves in a responsible manner at all times in the laboratory, following all written and verbal instructions carefully and asking for help when necessary. Particular caution must be exercised when dealing with chemicals, extreme temperatures, electricity, objects in motion, and glassware, and living creatures should always be handled carefully and ethically. **Any violation of the safety contract that results in unsafe conduct or misbehavior may result in removal from the laboratory and a failing grade.**

## **REMOTE LEARNING OVERVIEW**

Suffield Academy is committed to delivering a supportive and rigorous academic experience to all students when in-person classes are suspended. We will provide a cohesive academic program, maintain our relationships with students and community connections, and provide predictability and routine during a student's time away from campus. When it is necessary for us to pivot to remote learning, we will focus on who we are fundamentally and follow our mission – we are a school that focuses on our students and how we support and encourage them.

## **HELPFUL HINTS & SUGGESTIONS FOR ONLINE LEARNING**

A shift in our learning platform requires our students and families to make adjustments, and a strong partnership is essential for the best success in delivering continued best practices in learning. The academic office, teachers, advisors, and everyone here are available to guide and help students, but there are also things that can be done at home to help students.

**Help your student establish a regular schedule and stay engaged with their learning.**

- Help your student establish and maintain a routine, including a regular bedtime and wake-up time each day.
- Familiarize yourself with the weekly schedule and help your child sustain good school habits.
- Begin and close each “school day” with a brief check-in.
- Remind your student to check Schoology frequently. Even when they are not watching a lesson, there will always be meaningful learning tasks to complete.

**Create a dedicated learning space.**

- Identify a place at home that can serve as a dedicated workspace where they can “go to school” each day.
- Help ensure this space is organized with school supplies and free of distractions (cell phones, video games).
- If an open, central location in your home will be sufficiently quiet, this will help your student avoid feeling isolated and will allow you to monitor learning.
- Consider telling your student that couches and beds are not suitable for remote learning.

**Encourage independence and allow for productive struggle.**

- Online learning creates the perfect opportunity for students to develop self-monitoring skills, independence, self-reliance, and confidence.
- Stay engaged with your student’s learning but allow them to grapple with problems and come up with ideas for tackling them.
- Refer your student back to their teachers for extra help [scheduled “live” sessions are available each day and teachers are also always available by email] if they seem stuck or discouraged, encourage them to reach out to their teacher.

**Use our resources for help.**

- For academic help your student’s teacher is the first resource; teachers will make themselves available to speak with students and families directly. Our teachers are prepared to be flexible, adapt assignments, and accommodate student learning needs to ensure progress for each student.
- Faculty advisors are also available for one-on-one support.
- Academic Support Program resources continue to be available.
- If your student is struggling, please do not hesitate to reach out for help.

**Encourage your student to maintain social contact with peers and the Suffield community.****Encourage physical activity and monitor student stress and well-being.****ETIQUETTE FOR REMOTE LEARNING & LIVE MEETINGS**

Online learning is different. Fortunately we are all in this together and our faculty will help you navigate the world of remote learning. Whether on campus or at home, your teachers will help you, support you, and encourage you.

Students need a reliable internet connection. Students on WiFi should find a location with a good signal. Video conferencing can be power-hungry, so students should have a power outlet near their workspace so they can plug in.

Students will use Microsoft Teams for live class sessions, office hours, and advisor meetings. Students who do not have Teams installed on their computer should manually download and install from this page: <https://teams.microsoft.com/download>.

The first time Teams is used it will request access to your computer’s camera and microphone. Additionally, it may request “Screen Recording” and “Accessibility” access. Students should approve these requests and restart Teams when prompted. This is a one-time setup action that will not repeat once permission is granted.

Students should launch and sign in to Teams with their school email address and password. If you forgot your password you can reset it here: <https://start.suffieldacademy.org/ssp/>.

- Students should try to be in a quiet place for class periods, as best they can.
- Students should sit at a desk or table.
- Students should be dressed appropriately during live meetings. A plain T-shirt, shorts, or jeans are fine, but please avoid sleepwear or beach apparel.
- Students should blur their background [this is a feature available in Teams] unless they are in a distraction-free area.
- Students should not eat or drink anything other than water when on camera.
- Students should remove distractions like social media and texting during live meetings.
- Students should be respectful and courteous at all times. Remember, you are in class.
- Students should be aware that live class sessions will be recorded and archived for other students to view.

**Remember, we are here to help you; never hesitate to ask for help.**

## **TROUBLESHOOTING TECHNOLOGY ISSUES**

### **Audio Troubleshooting**

- Students should use any headset or earbud-style headphones for live meetings; you do not need specialized models with a microphone. You should not use your computer speakers because this can create feedback or an echo for other people.
- Faculty will show students how to mute and unmute themselves to make contributions to the discussion. When not speaking, students should remain muted to help keep the audio channel clear.

### **Video Troubleshooting**

- If the video is not working, students should make sure that any other programs using the camera are closed or try restarting their computer and logging back into the meeting.
- For video best practice, students should set up the camera so that the light is in front of them and their device is angled to show their face.

### **General Troubleshooting**

- Technical support requests should be sent to: [help@suffieldacademy.org](mailto:help@suffieldacademy.org). Please be as specific as possible when asking for assistance.

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## **TECHNOLOGY**

**Acceptable Use Policy [AUP] for Technology:** Suffield Academy was the first school in the nation to implement a one-to-one laptop computer policy in 1993. We are not a “laptop school;” we are a school where electronic communication is a keystone of campus life. Computers are integrated into the daily life of all community members. Students are required to have a functioning, Academy-recommended Apple laptop. Everyone is expected to check his/her electronic school notifications [email and class notifications] throughout the day, and at least once every 24 hours; classes and student groups rely on email discussion forums, and the campus is covered with wireless or wired networking. All students have the expectation of secure, private email provided by the Academy. However, we reserve the right to inspect the content of student accounts in the event of suspected misuse. Instant messaging, texting, email, and social networking sites facilitate communication and the sharing of ideas. All forms of electronic messaging also facilitate the dissemination of information, often beyond intended recipients. Students should be aware that any message may end up in public view; accordingly every email, video, Facebook post, IM, tweet, photo upload, or other electronic correspondence should be crafted with care. All members of the Suffield Academy community are expected to follow general rules of etiquette, whether online or in face-to-face interactions: avoid inappropriate language, treat others with respect, and not engage in illegal activities or activities inappropriate for



those under 21 years of age. Mean-spirited or derogatory language about others on the Internet is not acceptable within the Suffield community; violations will lead to disciplinary consequences.

Every student receives a unique username and password for the Academy's computer systems. Students must keep passwords secure from others and should not allow others to use their account; students are responsible for any activity originating from their account or personal computer. Accessing another user account with or without permission, or granting anyone access to your account is a violation of school policy. All computer and network infrastructure [switches, routers, cabling, wireless access points, servers, etc.] is owned and managed by the school. Students may not add or modify any network equipment; this includes the creation of personal wireless networks. Network activity is neither filtered nor blocked at the Academy; however, messaging and Internet access may be recorded in archival logs for operational and safety reasons.

Students are prohibited from accessing any website or Internet resource violating state or federal law. Students are also prohibited from accessing online content intended for adult audiences only. Students should not portray themselves or Suffield Academy inappropriately in any online public forum, including social networking or video sharing sites. Student access to on-campus computing resources and the Internet is a privilege that may be restricted or revoked by school representatives at any time. Abuse or violation of these technology guidelines may result in disciplinary action.

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## CITIZENSHIP

### SCHOOL DISCIPLINE

The intent of school discipline is to educate students about expectations of citizenship and to help students live in concert with the values of the community. In all cases of misconduct by a student, the school reserves the right to respond in accordance with the seriousness of the action, subject to mitigating circumstances. In addition, any disciplinary procedure will depend on the severity of the offense and the past record of the individual. Students must realize there are consequences for their actions, and that the disciplinary system is an avenue for building character. As such, it is crucial for students to understand the value of being held accountable within this framework.

**Note: The Head of School may, at any time, dismiss a student whose conduct or actions are incongruent with the school mission or are destructive to self or to the school as a whole.**

**Major School Rules:** While Suffield has community expectations, each student must keep the following rules at the forefront of his or her mind. One fundamental expectation is that students be honest in all pursuits. Students must also show respect for faculty, employees, and fellow students at all times. Moreover, a Suffield student may be asked to leave the community if he or she is unable to live by the expectations listed as follows:

- Harassment of other people, within the community and without, undertaken in any form, is in violation of the school's ethos. This includes mean spirited behavior in person, in writing, and through online and phone messaging. The sexual harassment of students or employees is unacceptable and strictly forbidden. Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.
- The unauthorized burning of any substance or object—including tobacco, candles, and incense—in any school building is prohibited.
- Students may not possess, use, or knowingly be in the presence of drugs, drug paraphernalia, or alcohol, or distribute drugs, drug paraphernalia, or alcohol while at Suffield or while under the school's jurisdiction.
- The possession or use of prescription medication on campus without a prescription is prohibited. All prescription medication must be kept in and dispensed by the school's health center.
- Students are expected to meet all scheduled appointments, which include classes, chapel services, athletic practices and games, community service, meetings, and detentions. The accumulation of missed commitments can lead to a major school rule violation.

- Students may not possess dangerous weapons of any kind—firearms, fireworks, knives, pocket knives, leathermans or other multi-tools, slingshots, bows and arrows, wrist rockets, darts, or any other item that could cause bodily harm or injury, or is reasonably determined to be dangerous.
- Students must not create a fire hazard or tamper with safety equipment such as smoke detectors, security cameras, sprinkler systems, fire extinguishers, and fire alarms. Students may not possess or use lighters, matches, or lighter fluid, etc.
- A student may not enter the dormitory of persons of the opposite sex at any time, unless to attend a specifically scheduled appointment with a faculty member.

**Demerits & Absences:** The administration of the disciplinary system is the responsibility of all faculty and staff members. Administrators, teachers, dorm parents, and coaches have a primary responsibility to enforce the disciplinary system as they see fit—in the classrooms, in the dorms, on the athletic field, in the dining hall, etc. If a student receives a demerit, he or she has committed a social offense such as, but not limited to, using inappropriate language or failing to submit vacation information in a timely fashion. All situations of this nature will be directed to the Dean of Students & Campus Life office for final adjudication.

A student not present or 15 or more minutes late when attendance was taken is considered absent. Students and their advisors are notified of absences through the intranet email service. In an attempt to ensure academic integrity, the Dean of Students & Campus Life office logs all absences, excused or unexcused. When absences in any course become excessive, a student and his or her parents will be asked to meet with the Dean of Students & Campus Life to discuss the problem. Subsequent absences will call into question a student’s willingness to meet fundamental academic and citizenship expectations of the Suffield community.

## **DISCIPLINE COMMITTEE**

At the request of the Dean of Students & Campus Life, a student may meet with the Discipline Committee to have a case reviewed. The Discipline Committee is comprised of both students and faculty members and is chaired by the Dean of Students & Campus Life. The committee interviews each student involved in a possible infraction and makes recommendations to the Head of School regarding disciplinary responses. Any of the responses mentioned below or additional sanctions may be imposed. The Head of School, however, makes the final decision regarding an appropriate consequence for the student, keeping in mind not only the offense itself but the student’s overall record at the Academy. Multiple visits to the Discipline Committee in a student’s Suffield career may result in dismissal from school.

## **DISCIPLINARY RESPONSES**

**Disciplinary responses range from an informal warning to any of the following:**

**Sunday Morning Work Assignments:** When a student is assigned to a supervised work assignment, he or she is expected to do one to three hours of work for the school. This may take a variety of different forms including; cleaning equipment, weeding gardens, or helping with office work. Crews will be scheduled at the discretion of the faculty member in charge of the weekend work assignments. Assignments to this crew may be the result of accumulated demerits, excessive dress code infractions, repeated dormitory offenses, or at the request of the Dean of Students & Campus Life.

**Dormitory Violation:** Minor problems in the dormitories are dealt with immediately by either the dorm parent[s] or the dorm associates. Examples of dormitory violations include being in another student’s room after lights out, returning late for check-in, and study hall violations. When the offenses are repeated and/or severe in nature, the transgressions are reported to the Dean of Students & Campus Life.

**Detention [Infraction: absence[s] and by assignment]:** Unexcused absences will not be tolerated, and detention provides an opportunity for students to give back time that they have taken or misused. Detention is a mandatory study hall that is held from 7:00-11:00 pm each Saturday night, and students are expected to study or read quietly. They may not sleep, eat, watch movies or videos, or listen to music during this time.

**Class/Study Hall/Chapel Absence:** The student will receive a 2.5-hour detention for each of the first three absences he or she incurs in either the first half or second half of the year. After four unexcused absences in one block, the student will appear before the Discipline Committee.

**Athletics / Community Service / Meal Absence:** The student will receive a two-hour detention for each absence. If a pattern of absenteeism continues, the Dean of Students & Campus Life, the student's advisor, and the student will meet to discuss the situation, and a visit to the Discipline Committee may be recommended.

**By Assignment:** If a faculty member finds a student in obvious disregard of school policy, he or she reserves the right to assign the student to detention. Failure to do homework, submit work on time, inappropriate use of study hall time, and repeated dorm violations are a few of the offenses that warrant the application of this clause.

**Weekend Restriction [Infraction: disciplinary decision]:** The student must serve his or her restriction[s] the weekend following a Discipline Committee visit or disciplinary decision. The student will be assigned to detention, will be required to check in regularly, and will be assigned to work on Sunday from 9:00 am-12:00 pm, and at other times as determined by the faculty on duty.

**Suspension [Infraction: disciplinary decision]:** The student is required to leave campus and suspend contact with the school. Students who are suspended must coordinate with the Dean of Academics & Faculty to complete any work missed during their absence.

**Disciplinary Responses for Seniors:** A senior involved in the violation of a major school rule may be asked to forego participation in Commencement exercises. If such action is taken, the diploma will be mailed to the student after he or she has completed all academic and social responsibilities. If a senior experiences a change of status [e.g., dismissal, suspension, failure of a course, etc.], the senior is obligated to notify the colleges to which he or she has applied or been accepted, or to which the student has committed. Increasingly, college applications are asking both students and counselors about disciplinary infractions. Suffield expects students to answer all questions regarding discipline honestly. For the most part, colleges ask if a student has been suspended or expelled from a secondary school. Students do not need to report smaller infractions or demerits unless asked. If a student is suspended or expelled after an application has been submitted, it is the student's responsibility to contact each individual college. College counselors are available to assist students with their written response.

**Promotion:** It is important to realize that the faculty consider more than grades in promoting a student at the end of the year. The student's contributions to the school, attitude and manner, tolerance and charity toward others, willingness to work with the school and to encourage others to do the same—in sum, how well the student has worked to make Suffield a positive and productive place—are considered along with the student's academic record. Suffield Academy is justified in not inviting back those students who do not support our purposes and who do not make an effort to put those purposes into effect for themselves and for other members of our school community.

## **DRESS CODE GUIDELINES**

The intent of the dress code is to encourage appropriateness of dress for both boys and girls. Students should keep themselves clean and neat, and their clothing should be in good repair. One key element of appropriateness is modesty in dress that is neither in bad taste nor distracting or revealing. Students are expected to dress appropriately and they are expected to understand and abide by both the specifics and the spirit of the dress code. Any questions about what is appropriate should be referred to the Dean of Students & Campus Life office.

Individual appearance is not just a personal matter. Respect for others and a sense of appropriate dress for a variety of school activities are important considerations underlying the dress code. Provocative or revealing attire is inappropriate at all times and is not permitted. For girls, examples of clothes that are too revealing include anything strapless, and anything with a halter or spaghetti straps. Tops that expose cleavage or the midriff and clothes that are excessively tight fall into this category. Students will be told to change their clothing when they are wearing articles or styles of dress that are inconsistent with the spirit of the dress code. Students asked by a faculty or staff member to change should do so immediately. Students are responsible for any commitments missed while changing, including being marked late to or absent from class. If there are repeated issues with dress code infractions, disciplinary consequences may incur. Students out of dress code may also receive demerits for this offense.

**Boys' and girls' formal dress applies to clothing worn during the class day [Monday through Saturday] and within the academic buildings/quadrangle [south of Stiles Walk and west of Main Street].**

### **BOYS' FORMAL DRESS**

- A tucked-in dress shirt, belt, and visible neck tie [blazers are optional]
- Dress pants, corduroys, or khakis [jeans, denim, pants with rivets, sewn-on pockets, or frayed bottoms are prohibited]
- Dress shoes or Vans-style shoes [athletic or sport shoes, sneakers, and beach/bath sandals are prohibited]
- Hats worn in buildings are prohibited
- Sweatshirts and hooded attire are prohibited

### **GIRLS' FORMAL DRESS**

- A sleeved, collared blouse or two visible layers which consist of a dress shirt/sweater and one additional layer
- Dress pants, corduroys, or khakis [jeans, denim, pants with rivets, sewn-on pockets, or frayed bottoms are prohibited]
- Skirts or dresses that extend to the knee or if shorter accompanied by leggings or dark tights
- Dress shoes or Vans-style shoes [athletic or sport shoes, sneakers, and beach/bath sandals are prohibited]
- Hats worn in buildings are prohibited
- Sweatshirts and hooded attire are prohibited

**Exam Dress Code:** During exam periods or other announced times, the dress code is relaxed to include jeans, shorts, sneakers, athletic shoes, and short-sleeved or long-sleeved collared and polo shirts for both boys and girls. It is important, however, that all clothing is clean, neat, and not torn or skintight. Please note that cotton T-shirts are not acceptable.

**Saturday Morning Dress Code:** Students may choose between formal dress code and Suffield Spirit dress code from 8:00-11:15 am on Saturday mornings, except when otherwise stipulated. Suffield Spirit Dress includes the following: visible Suffield regalia [athletic jersey or Suffield Academy clothing from the school's bookstore] above the waist in conjunction with formal dress for boys and girls. Once seniors choose a college to attend, they may substitute appropriate Suffield wear with clothing from their chosen college. Poor adherence to the letter and spirit of this privilege will lead to its revocation. The intent of this dress code option is to encourage school spirit.

**Please Note:** Sweatshirts, including hoodies, are not part of formal dress code. Stretch pants, cargo pants, pajama pants, yoga pants, leotards, and denim jeans are not part of our formal dress code.

### **CAMPUS LIMITS**

The Suffield Academy campus has limits beyond which students need specific permission to travel. Going north on Main Street, the campus extends to Marbern Drive. On campus, the northern boundary is Hornick Dorm. To the west, students may travel the cross-country running course and the playing fields and may walk to the Courtney Robinson Outdoor Leadership Center, but all wooded land on the west side of campus is off limits. On the east side of campus, students may go to the playing fields and the tennis courts but may not travel to any wooded land on the east side of Route 75. Students may travel southeast as far as Suffield Village and Bridge Street and southwest on Mountain Road to the shopping center and CVS. Access to Mountain Road is either south on High Street or through the Centurion parking lot.

#### **The following areas are off limits:**

- the parking lot and the cemetery of the First Church of Christ on High Street
- the areas south of the Fire Station and Town Hall, with the exception of CVS
- the wooded area between Centurion parking lot and the Dunkin' Donuts plaza

Day students' homes are off limits without specific permission from the Dean of Students & Campus Life. During the week [Monday through Saturday morning], no student may leave the campus without specific permission from the Dean of Students & Campus Life. If transportation is provided by automobile, departure must comply with rules stated in this handbook.

## STUDENT LIFE

**Faculty Advising:** Each student at Suffield is assigned a faculty advisor who serves as a central resource within the school community for the student, and who monitors their academic and personal progress. Advisors are available to the students in order to help them succeed at Suffield by keeping track of academic progress, assisting with course planning and selection, helping with personal matters, and facilitating good communication between the student and other members of the community. There are regularly scheduled times set aside for meetings with the advisor. In addition, advisors are expected to meet weekly with all new students during the fall term, and monthly with all students throughout the year, at a minimum. They receive relevant information about their performance of their advisees from classroom teachers, school administrators, and dorm parents. Advisors have formal written contact with families through the Advisor Report that is written twice each year. In addition to Advisor Reports, email, and phone contact, there are scheduled meetings for parents and their child's advisor during spring Parents' Weekends. Additional meetings can be arranged directly with the advisor. Students and families should seek out their advisors on any matter. They can be a resource for addressing concerns or directing students and parents to an appropriate administrator.

**Day Students:** Day students are expected to keep all school appointments and are encouraged to take advantage of all school opportunities. Suffield tries to make as little distinction as possible between day and boarding students. Items of particular importance for day students and their families are the following:

- **Reporting Absences:** Whenever a day student is ill at home for any part of a class day, a parent should call the Dean of Students & Campus Life office 860-386-4492 before 10:00 am that day to report the nature of the absence. Students are held accountable for missed commitments not reported appropriately. This process should be followed every day the student is absent.
- **Requests for Absences:** Parents who wish to make special requests for students to leave school should notify the Dean of Students & Campus Life in advance, explaining the nature and details of the situation. A student who is absent from classes on game days will not be allowed to participate in athletic games.
- **Excessive Absences:** Please see [Class Absences](#) on page 12.

**Snow Days:** Because Suffield's student population is primarily boarding, classes are rarely canceled when it snows. However, we understand day parents may choose not to send their children to school because of unsafe driving conditions. In this case, please follow standard procedures for reporting an absence.

**Evening Regulations:** Day students are encouraged to fully utilize the facilities of the school, although they are not permitted to spend the night on campus. In addition, the following rules apply in the evening:

**Sunday-Friday:** Day students are welcome to remain on campus in the evening if they are taking part in school programs. This may include meals, the use of the library to study, appointments with faculty members for extra help, or attendance at a club or activity meeting. In these cases, students are expected to leave campus by 10:00 pm. If no participation of this type is intended, day students are expected to leave campus by 8:00 pm. The Student Union is closed after 8:00 pm.

**Saturday Evening Activities:** Day students are encouraged to spend their Saturday evenings on campus engaged in the social activities of the school. Day students must leave campus at the conclusion of events [normally 11:00 pm].

**Automobiles:** Day students may drive to and from school provided they have received permission from their parents and from the Academy. Day students must register their cars with the Dean of Students & Campus Life at the beginning of the year or at the time they start to drive to school. Driving to school is a privilege that may be revoked if a student does not adhere to the following rules:

- Cars must always be parked in Centurion parking lot when school is in session. Cars may not be driven again until the students leave school for the day. This means students may not move their cars onto High Street or the perimeter road before sports.

- Driving to a dorm, to practice, or to any other place is unacceptable at any time, including weekends. At no time may a day student give transportation to a boarding student or another day student without the permission of the Dean of Students & Campus Life. When arriving on campus or leaving campus, students must adhere to all speed limits and traffic signs. Speeding, failing to yield for pedestrians, and running stop signs will lead to the loss of driving privileges.

**Book Lockers:** All day students are given lockers in the Student Union to store books and other personal belongings.

**Cell phones:** Consistent with our [Acceptable Use Policy](#) relating to computer technology [page 16], the use of cellular phones is permitted under the following guidelines:

Cell phones are not to be used during school commitments. These include academic classes, athletics, art or music specials, meals, and daytime and evening study halls.

Cell phones are not to be used by boarding students after lights out. The spirit of this rule is that students will use cell phones only when necessary and that they will do so in an appropriate fashion. It is unacceptable for phones to be ringing or for students to be using them while attending to school commitments.

**Trunks:** Trunks and other baggage may be shipped to: 185 North Main Street, Suffield, Connecticut 06078. These should be prepaid and sent to arrive during the last two weeks of August; baggage may be picked up at the student mailroom. The school cannot take responsibility for property placed in storage before a student's arrival.

**Banking Services:** Suffield Academy provides petty cash banking services through the debit card program in the Bookstore. Parents may also open an account for their child at one of the banks in Suffield. Webster Bank and First Bank of Suffield [a Division of PeoplesBank] are within walking distance of the Academy and offer the full range of banking services.

## **DORMITORY GUIDELINES**

The following guidelines have been devised to help students live well and productively with one another. The dormitory experience is considered a critical one for Suffield boarding students. To assist students, each dormitory has dorm parents who live in the dorm and at least one student proctor. The proctor helps the dorm parents manage the dormitory and also provides peer leadership throughout campus.

**Standard Furnishings:** Each student is provided a desk, desk chair, wastebasket, bed and mattress, dresser, closet area, and window shades or blinds. Clothes hangers, desk lamps, and pillows are the responsibility of each student. Students are expected to respect and properly maintain their room furnishings; all furnishings must remain in the room.

**Room, Equipment and Belongings:** Students are responsible for the condition and the contents of their rooms. Dorm parents will see to it that general housekeeping is being properly completed, the contents of the room adequately cared for, and safety and health regulations enforced.

### **Expectations include the following:**

- Dormitory rooms are the property of Suffield Academy. The school reserves the right to enter, inspect, and search rooms when there is cause to do so.
- There will be room inspections on a regular basis.
- School furniture is not to be removed from the assigned room.
- The use of tacks, nails, and adhesive tape is limited to the tack boards provided in each room.

- Wall hangings, such as tapestries and posters, may be used to decorate rooms, but they must be in good taste. Suffield does not permit wall hangings that depict or promote alcohol, drugs, or tobacco; wall hangings that demean or exploit either gender or express profanity are also not permitted. The wall hangings may be hung only from the tack board or picture molding. Electrical appliances that are acceptable for use in dormitory rooms are: radios, stereo equipment, clocks, hair dryers, electric shavers, and electric toothbrushes. Hot plates, hot pots, electric irons, portable heaters, electric blankets, and any appliance with a heating element are not allowed. Fans may be used during periods of warm weather, but air conditioners may not. Televisions, microwaves, and refrigerators are also not allowed [each dormitory is equipped with a television, iron and ironing board, and microwave oven in a common area]. Monitors for use with gaming systems must not exceed 32 inches.
- Any student providing his/her own mattress must ensure that mattress meets all fire code regulations for dormitory living.
- Hammocks are not allowed in or around dorm rooms.
- The use of radios, stereos, or other musical equipment in dormitories is permitted but requires sensitivity to others and the use of common sense. At no time should a radio or stereo system be played so loudly as to create a nuisance.
- Athletic equipment must be stored in the student's gym locker.
- Pets [including animals of any kind and fish] may not be kept in the dormitories by students.
- Dorm residents are responsible for damage to their rooms. They should report physical damage to walls, windows, screens or any other property in the room to their dorm parent or to the Dean of Students & Campus Life office. Families will be billed for damaged property.

## **SAFETY AND SECURITY**

- Nothing potentially dangerous to anyone is to be kept in the room.
- No contraband or illegal materials are to be in the room.
- Fire regulations dictate that nothing may be hung from or near the ceiling light fixtures or across the ceiling itself. Open flame items such as candles, incense and Christmas-type lights are not allowed, even as unused decorations. Power strips are allowed, but the use of normal household extension cords violates the State of Connecticut's fire code. The use of halogen lights also violates the State of Connecticut's fire code.
- Detailed instructions regarding procedures to follow in case of fire are presented in each dormitory at the beginning of the year. If the fire alarm or smoke alarm sounds, students must leave the dormitory immediately and meet at the designated area.
- A student's room is to remain unlocked when someone is present inside. Rooms may be locked when retiring to go to sleep. Faculty may enter a given room with a master key. Rooms must be locked when the room is unoccupied. Keys may not be copied or shared. If a key is lost, the student must pay for its replacement, as all front doors of dormitories stay locked. Students will be charged for the cost of the key if they do not return their dorm key.
- Student possessions are not insured against loss by the school's insurance policy. Families are responsible for providing such coverage, which is normally arranged through the family's homeowner insurance.
- Students must take home all of their possessions over the summer vacation or use off-campus storage facilities. Furniture cannot be stored.
- The school provides information and assistance for students who wish to utilize off-campus storage facilities.

## **ASBESTOS MANAGEMENT PLAN**

The Asbestos Hazard Emergency Response Act of 1986 [AHERA] requires schools to identify asbestos containing materials [ACM] in their school buildings and to take appropriate actions to control the release of asbestos fibers in an attempt to decrease the chances of dangers of exposure to this health hazard for its employees and students. In response, Suffield Academy has undergone a thorough inspection of all its student-occupied buildings by an accredited inspector. Subsequent to that inspection, an Asbestos Management Plan [AMP] has been developed which has the following dimensions:

- To summarize the inspection results, listing the locations of all ACM identified by the sampling and testing.
- To state the response actions to be undertaken by the school [repairs and/or removal] in an attempt to eliminate the asbestos hazard.
- To set up a series of operational and maintenance guidelines designed to prevent asbestos fiber release through the proper cleaning, maintenance, renovation procedures, and general building operations.

- To train all employees with regard to the hazard of asbestos and the proper methods of working in its presence.

The AMP was prepared, as required by AHERA, by a certified management planner. The AMP is available in the Academy's business office for review during normal business hours. The review will be arranged no less than five working days after the receipt of written or electronic request by the business office. The long-term goal is to make all our buildings free of ACM. As we carry out renovation projects or building upgrades, we will incorporate asbestos abatement as part of those projects.

### **CLASS DAY**

- At no time should a television be on so loudly as to create a nuisance.
- Students choosing to view non-academic related material [e.g., digitized movies, video games, streaming video, etc.] during the class day should be discreet, and volume should be low.

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## **DORM LIFE**

Making the transition from a family setting to a dormitory setting requires sincere commitment and effort. Dormitory living is the area where individual desires can most easily conflict with the larger responsibilities of community life. If dorm life is to succeed, students must respect one another's rights. Specifically, this means observing certain periods of quiet so that everyone can study without disruption, maintaining an acceptable degree of neatness and cleanliness, sensible use of showers and telephones, and respect for privacy.

### **Evening Study Hall General Guidelines:**

- Study hall begins at 8:00 pm with students settled and ready to study.
- Students studying on "the Hill" who wish to seek extra help from a teacher or study in the library must have a signed pass from their teacher or the Dean of Academics & Faculty to bring to the supervisor of evening study hall.
- Students must be responsible about seeking passes from faculty, in advance. When a student returns to the residence hall with a pass, the faculty member on duty will verify the information on the pass.
- Students are encouraged to finish their work during study hall to prepare for a good night's sleep. If students occasionally have work that will keep them busy past lights-out, they must receive special permission from the faculty member on duty to stay up late.
- No video games or music may be played. No headphones used, except by permission of the Dean of Academics & Faculty or dorm parents.
- Students are expected to use computers during evening study hall only for the purposes of academic course work. Computers are not to be used at all after lights-out. Along these lines, students may not view non-academic related material [e.g., digitized movies, streaming video, etc.] during the evening study hours. There should also be no social media use during these times.
- If a student abuses his or her computer privileges during study hall, any member of the dorm team may remove the computer, and may restrict a student's access to the school network.
- There should be no cell phone use during study hall.

### **9th / 10th GRADERS**

- 9th and 10th grade students must study at their desks unless otherwise granted permission.
- If a 9th or 10th grade student needs extra help or needs to work in the library during study hall, he or she must receive a pass specifying this need from a current teacher and dorm parent on duty prior to study hall. These passes must be obtained each day that out-of-dorm study is sought.



## **11th / 12th GRADERS**

- If 11th or 12th grade students wish to seek extra help from a teacher, they must either have a pass written for them earlier in the day or receive permission from that teacher during study hall.
- If 11th or 12th grade students need to go to the library, they must receive a pass signed by their dorm parent.
- A 12th grade student may choose to do academic work for less than the entire study hall on Friday nights if he or she is earning no grade below a C and no effort ratings below good. This freedom has to be earned at every midterm and term end. Senior privileges may be earned at the end of fall term.
- 12th grade students with poor grades or effort ratings will be required to study on Friday evenings. In addition, a general disregard of the rules regarding this special privilege could lead to its complete revocation.

## **CHECK-IN AND LIGHTS-OUT PROCEDURES**

- If students know they will be absent from the dormitory at a time when their presence is expected, the Dean of Students & Campus Life office and dorm parent should be notified of this intended absence in advance.
- Students must check into the dorm personally in time to begin study hall at 8:00 pm and again at 10:00 pm [for the evening] on Sunday through Friday evenings. Lights-out for underclass students is 10:45 pm; lights-out for upperclass students is 11:00 pm. After lights-out, all social activity ceases; students may not receive telephone calls [this includes the use of cell phones] or leave their rooms, and all students are expected to stay in their dormitories from check-in time until 6:00 am. the following morning. Students should not text or use social media after lights out.
- On Saturday evenings, unless a school activity necessitates a later time, students must be in their dormitories at 11:15 pm and check in personally with the dorm parent on duty. 9th and 10th graders must extinguish their lights at 12:00 am, and 11th and 12th graders must be present in their room at 12:00 am. Any abuse of this privilege may result in an earlier curfew.

## **SEXUAL INTIMACY**

As a school community, the Academy is concerned about the models of sexual intimacy being portrayed to adolescents in our society. As participants in the development of our students, we believe that an informed, appropriate, and mature approach to issues of sexual intimacy is of paramount importance. To help students make good choices about love and intimate relationships, the school offers programs designed to educate students through lecture and discussion. The services of our advisors, counselors, and health professionals are also important learning opportunities and resources.

With the age and development needs of our students in mind, Suffield asks that students be conscious of physical intimacy in the presence of others, as these public displays of affection can be alienating to other members of a group. Students are forbidden to engage in more profound sexual intimacy while under the guidance and care of the school. Students unable to make commitments in these areas will meet with the Dean of Students & Campus Life for a disciplinary response and counseling.

## **BOARDING STUDENTS & CARS**

Boarding students are not allowed to keep cars on campus, nor may they store them in the surrounding area. While at school, boarding students are not allowed to drive, nor are they allowed to drive with others except as described in this handbook.

In extremely special circumstances involving family emergencies, athletic specials, or internships, boarding students may be allowed the short-term, temporary use of an automobile. Permission must be sought in advance from the Dean of Students & Campus Life, the car must be formally registered with the dean, and the car keys must be kept by the dean or the dorm parent.

## WEEKEND & DAY LEAVES

Boarding students are not allowed to keep cars on campus, nor may they store them in the surrounding area. While at school, boarding students are not allowed to drive, nor are they allowed to drive with others except as described in this handbook.

In extremely special circumstances involving family emergencies, athletic specials, or internships, boarding students may be allowed the short-term, temporary use of an automobile. Permission must be sought in advance from the Dean of Students & Campus Life, the car must be formally registered with the dean, and the car keys must be kept by the dean or the dorm parent.

Weekends at Suffield are a wonderful time to socialize on campus with other students and faculty members. We encourage all students to remain on campus to take advantage of the activities offered.

The first two weekends of the academic year, as well as weekends following the three extended school vacations [Thanksgiving, Winter, and Spring], are closed. This means that students are not allowed to leave the campus during these blocks of time. Other weekends during the year may also be closed to allow the entire school community to be together for special events. Families will be notified in advance of these dates. Other than these occasions, students in good standing may take an unlimited number of weekends. A student may, however, lose weekend privileges for disciplinary reasons.

### WEEKEND PERMISSION FOR CAMPUS LEAVES

#### The following guidelines apply for departing on the weekend:

- Weekends begin on Saturday after the student's last commitments, including all classes, sporting events and work program assignments. Parents and students should not request special permission to leave early unless extraordinary circumstances make this necessary.
- Students returning from a regular weekend must be back in the dormitory by 7:30 pm on Sunday and check in with the dorm parent on duty.
- If a family or health emergency causes a student to not return to campus on time from a weekend, the family must notify the dorm head. The family should also leave a message with the Dean of Students & Campus Life specifying the reason for the late return.
- All students, in all circumstances, must fill out a weekend sign-out form in the Dean of Students & Campus Life office by 3:00 pm on the Thursday before the intended weekend. Any missed commitments during the week prior immediately cancel a student's weekend plans.
- A letter, fax, email, or phone call from the parents or guardians of the student must be made to the Dean of Students & Campus Life office no later than 3:00 pm on the Thursday before the intended weekend. Parents jeopardize their child's weekend if proper communication is not made. The communication should explain completely the destination and transportation plans, and a return number should be left in case of questions or problems.
- For any student going off campus over a weekend, a letter, fax, email, or phone call of invitation from the host must reach the Dean of Students & Campus Life office by 3:00 pm on the Thursday before the intended weekend.
- Signing out for home means that a student is first going home when leaving campus.
- Parents assume full responsibility when they sign student guests out to their homes for a weekend. All school rules must be followed, and parents must provide close supervision of the student[s] in their care. This includes providing appropriate transportation as outlined in this handbook. In particular, unsupervised parties or parties where alcohol or other substances are allowed are expressly forbidden.
- Parents and faculty have discussed their concern that students are safe and healthy on their weekend leaves. Responding to this discussion, the Dean of Students & Campus Life often follows up with families to confirm that the weekend arrangements and permission have been thoroughly understood by both the families and the school.
- Students who have been cleared for a weekend must leave campus by 8:00 pm Saturday night, unless attending a school-sponsored function. Anyone cleared for a weekend who finds it impossible to take the weekend must report immediately to the Dean of Students & Campus Life office. If it is Saturday, the student must instead notify the faculty member on duty in the Student Union. Students risk losing weekend leave privileges if they fail to notify the appropriate staff members.
- While on a weekend, no student is allowed to drive a car within the town limits of Suffield unless accompanied by his or her parents. Students on a weekend may not return to their dormitories on Saturday night.

- Students assigned to detention and students serving restriction lose their weekend privileges for that week. The Dean of Students & Campus Life, with input from dorm parents, the Dean of Academics & Faculty, and advisors, may also restrict weekend permission when academic standing or social behavior so warrants.

**Weekend Day Leaves:** When an adult signs out a student for a day leave, that adult [someone 21 years of age or older] assumes responsibility for supervision of the student at all times until the student returns to school. The following rules covering day leaves apply to all students, regardless of grade:

- No student may have a day leave without first signing out with the weekend faculty member on duty. Any student using automobile transportation must have the driver check in personally with the weekend faculty member on duty to sign the student out.
- Parents may limit the scope of day leaves if they wish. Unless the school is notified to the contrary, students may depart campus under the guidelines described here.
- Time limits for day leaves on Saturday are 11:30 am until 11:00 pm; the time limits for Sunday are 9:00 am until 7:30 pm. Students may take day leaves on closed weekends as long as they follow proper procedure for signing out.
- Travel by public transportation, taxi, or Uber is not permitted without prior permission from the Dean of Students & Campus Life office.

**Long Weekends and Vacations:** The school year is punctuated by six significant breaks to allow students and faculty to rest. There are three vacations and three long weekends. It is important that students and parents understand the spirit of these breaks and abide by the following policies:

- Students may depart for break only after their last commitment is met, including classes, final examinations, athletics, and work program. Students are expected to return on time. Travel plans should be made in advance, using the school calendar as the primary guide. Seeking to begin the break early or to extend it late jeopardizes the integrity of the program for all students.
- All dormitories are open the night school is dismissed for vacations. Limited dorm space is available for international students on long weekends. Dorms re-open the night before classes begin. Please make proper arrangements when scheduling flights and vacation schedules.
- Suffield provides limited transportation for departing students [not arriving students] on long weekends and vacations. The school will transport students free of charge to the Springfield bus and train stations and Bradley International Airport. Early departures and/or late arrivals are not accommodated.
- A bus service to Fairfield County and New York City is offered for a fee at the beginning and end of most breaks and extended weekends. Notices about this service are sent out through the Daily Bulletin.
- Students are expected to depart and return to campus by normally approved transportation. Students may not drive other students unless special permission is obtained in advance from the Dean of Students & Campus Life.
- Boarding students must utilize standing procedures for all long weekends and vacations. This includes a phone call or email from parents to the Dean of Students & Campus Life office.
- Students are expected to return from breaks on time. Students who will arrive late due to unforeseen emergencies or dangerous travel conditions should notify the dorm head or Dean of Students & Campus Life of their delay.

## **GUESTS**

Suffield is well known for its courtesy to visitors on campus, and everyone's aid and consideration in making guests feel welcome is appreciated. If a student has a guest, the following procedures apply:

- With permission from the Dean of Students & Campus Life office, guests can visit during the day or on weekends to enjoy scheduled activities with our students. Guests should be accompanied at all times by the host or hostess.
- While on campus, the non-Suffield guest must abide by school rules, including those regarding dress code.

## ATHLETICS

Suffield believes strongly in its interscholastic athletic program. Teams compete in a variety of sports at the varsity and sub varsity levels. We feel interscholastic athletic participation has a positive effect on both the student and the Suffield community. Participation fosters a sense of personal competence and identity. It also enhances the recognition and mastery of many positive values that not only lead to success athletically, but academically as well. Values such as self-confidence, hard work, and commitment are equally important on the field and in the classroom.

Suffield encourages each student to participate on an interscholastic team each season. We discourage specialization in sports because it undermines our philosophy of three seasons, three sports. We do, however, offer some non-competitive alternatives, as well as an occasional exemption from our traditional athletic policy. Some students opt to participate in a community outreach program [working in soup kitchens, as tutors, etc.]. We also allow some students to participate in art, music, theatre, or academic projects supervised by faculty or an outside professional. In addition, we excuse a few students from our interscholastic program so they may participate in an external athletic option. These few students must have a prior history of involvement, accomplishment, and instruction in these external activities. Some of the outside activities students have participated in have been dance, gymnastics, ice hockey, and horseback riding. These alternatives have been added, as Suffield tries to respond to many of the diverse interests of its students.

**Athletic Specials:** Athletic Specials are awarded when the applicant has demonstrated outstanding ability [among the elite in New England] in a sport that we offer. In addition to being highly skilled, the candidate must submit a detailed and intensive plan that includes proper supervision and, minimally, a five-day a week commitment.

Each request will be evaluated by the Athletic Council. A person's involvement with Suffield's athletics program and his or her experience and grade level will be taken into consideration by the committee as part of the approval process. All requests must be submitted in writing, and the alternative program must be carefully described.

Specials are also considered for athletic activities that Suffield does not offer. In this case, the applicant must demonstrate a significant prior commitment to the activity, as well as meeting the other criteria of a special [expertise, detailed and intensive plan, demonstrated achievement, supervision, and approved transportation to the activity].

**Art & Music Specials:** Students with a particular talent in art or music may apply to spend their afternoons working in an intensive fashion in the art studio or music center. This allows for studio and practice time otherwise unavailable in the daily schedule, and for upper-class students, development of a portfolio or audition repertoire. Approval and signatures of department heads and director of athletics or Dean of Academics & Faculty are required of all students. Students will also be required to have a fitness component.

**Fitness Program [Winter Term Only]:** During the winter term, a fitness program will be offered as an athletic option for a limited number of students. The group will meet at least five times per week as athletic teams do. Activities will vary from outdoor hiking and running to weight training and use of the cardiovascular machines in the fitness center. Enrollment decisions are overseen by the director of athletics and Dean of Academics & Faculty, and there is an additional fee for this program.

**Suffield Outdoor Leadership Program [SOLO]:** Suffield Outdoor Leadership Opportunity has become a popular choice as an interscholastic option for students. Using leadership as its core value, SOLO students are involved with a number of outdoor activities such as hiking, rock climbing, and canoeing, as well as many indoor activities at the Robinson Barn. Enrollment in this program is limited. Preference is given to upperclassmen, although underclassmen with exceptional outdoor skills are sometimes allowed to enroll. [Students may only enroll in SOLO for one season per year]. Enrollment decisions are overseen by the director of athletics and Dean of Academics & Faculty.

**Varsity Strength and Conditioning [Winter Term Only]:** During the winter term, a strength and conditioning program will be offered as an athletic option for a limited number of students. The group will meet at least five times per week as athletic teams do. Students in the program will be educated on the proper techniques of functional training and will be coached to improve their overall strength and conditioning. The program is directed toward varsity athletes that have aspirations to compete at the college level. Enrollment decisions are overseen by the directors of athletics, and there is an additional fee for this program.

**Community Outreach [Winter Term Only]:** Community Outreach is an off-campus activity for a limited number of students each athletic season. This group leaves campus to work in the community at large. There is an application process for this program that is overseen by the director of athletics and Dean of Academics & Faculty. Students have become involved with soup kitchens, nursing homes, tutorial opportunities, and the Food Share Organization. Students involved in Community Outreach will also assist in management of athletic events on some Wednesdays and Saturdays each term.

**Yoga / Fitness [Winter Term Only]:** During the winter term, a yoga/fitness program will be offered as an athletic option for a limited number of students. This group will meet at least five times per week as athletic teams do. Students in the program will meet 3 days a week in our Balance Barn, learning a variety of yoga techniques. The focus will be on practicing safe alignment, improving flexibility, and developing a strong mind/body/spirit connection. The two remaining days will be spent participating in a variety of activities geared to improve overall fitness. This will include walking, running, functional training, strength training, and use of our cardio machines in our fitness center. Enrollment decisions are overseen by the directors of athletics, and there is an additional fee for this program.

**Stage Crew:** Each term, a few students are selected by the directors of our theatrical productions to join the stage crew. This group meets in the theater each day after classes to work on set design and construction, lighting, as well as other theatre related projects. [Students may only choose stage crew as an athletic option for one season per year]. Enrollment decisions are overseen by the Director of Athletics and Dean of Academics & Faculty.

**Managers:** Each season, some students assume the responsibilities of team managers. This role is often filled by students who are medically excused from athletics but are capable of performing managerial duties without risk [students may only fill the role of team manager for one season per year].

**Athletic Practice and Game Times:** Fall and spring athletic practices usually finish by 5:30 pm. Day students should be ready to be picked up around this time. In the winter, however, some squash, volleyball, and basketball practices are held during and after dinner. In these situations, day students are responsible for making the necessary arrangements for their transportation. Teams playing away games usually return no later than 6:30 pm. Return times for some sports, such as golf, tennis, and baseball, are unpredictable because these sports are not played by a clock. Also trips to distant schools will sometimes return later than 6:30 pm because of the long distances. Please use the athletic schedule or the online weekly calendar as a guide.

**Pool Usage and Aquatics Activities:** Any student who will engage in activities utilizing the pool or other bodies of water will be required to pass a deep water safety test as outlined in the school's pool handbook. This test must be administered by a certified swim instructor. Successful completion of this test is required before the student may enter the pool or engage in any aquatic activities. This documentation will be maintained in the Athletics Department.

## ATHLETIC/AFTERNOON PROGRAM CHOICES

### FALL

#### Interscholastic:

##### Girls'

Field Hockey

Soccer

Cross Country

Volleyball

##### Boys'

Football

Soccer

Cross Country

Waterpolo

#### Non-Interscholastic:

Stage Crew

SOLO

Season Off (seniors only)

### WINTER

#### Interscholastic:

##### Girls'

Basketball

Squash

Swimming

##### Boys'

Basketball

Squash

Swimming

##### Coed

Alpine Skiing

Diving

Riflery

Wrestling

#### Non-Interscholastic:

Dance

Stage Crew

SOLO

Snowboarding

Yoga/Fitness

Community Outreach

Crew (indoor)

Strength & Conditioning  
(juniors & seniors only)

Season Off (seniors only)

### SPRING

#### Interscholastic:

##### Girls'

Softball

Lacrosse

Track

Waterpolo

Tennis

##### Boys'

Baseball

Lacrosse

Track

Tennis

##### Coed

Golf

Crew

#### Non-Interscholastic:

SOLO

Stage Crew

Season Off (seniors only)

## **FORMAL AFTERNOON PROGRAM**

**On-Campus Work Program:** The On-Campus Work Program is a vital part of Suffield life. The program seeks to promote pride in the school, respect for other people and their efforts, a sense of responsibility and leadership, and a clean, attractive campus. It also reduces the cost of operating and maintaining the school so that we may provide many other programs that also add to our life at Suffield.

Every student in the Suffield community is expected to have an on-campus work assignment each term. Work assignments are made by the work coordinator and are supervised by faculty, staff, and student inspectors. Work assignments are made based on a student's academic schedule. The work assignments touch on many different aspects of life in a working academic community. The following is a list of areas where work assignments might be made: dining services, library, snack bar, Admissions Office, Health Center, bookstore, mail room, Dean of Students & Campus Life office, and fitness center.

The performance of an assigned job takes precedence over all activities except for academic classes and athletic games and practices. Failure to report for a work assignment or poor performance therein will result in disciplinary action. An absence from a work assignment will result in a two-hour detention on Saturday night. Arriving late for a work assignment will result in a tardy which, when three have been accumulated, will result in an absence. Work assignments are made before the beginning of each term and posted outside the dining hall.

Students have the opportunity to request a specific assignment by signing up with the on-campus work coordinator. All student requests are reviewed and, when possible, are honored. Students and faculty meet together as a community each Monday afternoon. Not a religious service, chapel serves as an important community meeting. A central part of it is the senior speaker series, where each member of the graduating class presents to the community. These talks are supplemented by annual events and guest speakers.

**Chapel Program:** Students and faculty meet together as a community each Monday afternoon. Not a religious service, chapel serves as an important community meeting. A central part of it is the senior speaker series, where each member of the graduating class presents to the community. These talks are supplemented by annual events and guest speakers.

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## **HEALTH & WELLNESS SERVICES**

The school's philosophy is to promote in its students the pursuit of wellness. Wellness is not simply the absence of illness; instead, it means actively choosing behaviors that enable one to enjoy optimal health by making intelligent lifestyle decisions. It is important to note that wellness denotes more than physical well-being; mental and emotional health are also constitutive of the wellness model. The building blocks of wellness include a nutritious diet, physical fitness, safety, sleep, weight control, and the absence of harmful substances [including tobacco, alcohol, and other drugs]. Other important elements are healthy relationships, stress management, self-control and effective communication. Health Services at Suffield are committed to teaching and enabling students to care for their minds, spirits, and bodies in an intentional and preventative manner.

The Health Center, located in the basement of Rockwell Hall, provides 24-hour healthcare under the supervision of the school physician and registered nurses. A board-certified pediatrician provides health care services to students on an as-needed basis. The Academy will make every attempt to contact parents prior to a student needing the doctor's services.

If a student is covered by his or her parents' medical insurance plan, parents must determine whether the school physician is covered under their specific plan for the bills to be covered by insurance. The doctor's office staff will take the appropriate insurance information and will submit claims to the insurance company if the insurance company has a U.S. address. In the event that their insurance company will not cover a student's visit, the bill is the parents' responsibility. Unpaid bills will be sent to the Academy and will be charged to the student's debit account if not paid in a reasonable amount of time.

If parents prefer to have their child see another physician in the area, they must notify the Health Center. Parents are responsible for making their own insurance arrangements in this case. The school tries to offer transportation to students for off-campus medical appointments. The \$25-per-hour fee is deducted from the student's debit account. Please contact the Health Center with any questions.

The Health Center can be reached by telephone at 860-386-4503. When the center is closed, a recorded message at that number will provide instructions on how to reach assistance, including reaching the on-call nurse by cell phone at 860-463-5805.

- The school physician holds clinic hours in the center on Thursdays from 7:30 am to 9:30 am and is available at other times off campus when his services are needed.
- Barring an emergency, students should seek medical attention and treatment outside of school commitments, such as class.
- For emergencies occurring when the Health Center is closed, students should report to the dormitory parent or another faculty member to reach the nurse on call.
- Special treatments, other than those provided by the school, must be arranged through the Health Center staff or by parents and communicated to the Health Center staff.
- Regular and routine visits to doctors or dentists should be taken care of during school vacations or on regular weekend leaves. Elective [non-urgent] surgeries should be scheduled during school vacations. Parents requesting special permission for students to leave school on other occasions for medical appointments should contact the Dean of Students & Campus Life well in advance and should also notify the Health Center.

Parents are informed when a student is seriously ill, is injured, or has been seen by the school doctor. Depending on the situation, issues related to reproductive health may or may not be shared in accordance with Connecticut state law. Significant health issues may be discussed with school administrators such as the Headmaster, Chief Financial Officer, Dean of Students & Campus Life, and Health or Counseling services. If necessary, medical services outside the school are secured.

- A physical examination form and acknowledgment of medical philosophy/health center policies must be filed with the Health Center each year a student enrolls. All students are required to show evidence of medical insurance coverage or to buy a policy through the school.
- **Controlled Prescription Medication:** Medications must be stored in blister or dose packs and dispensed from the Health Center unless special permission is received. Failure to comply with this regulation will be treated as a serious rule infraction. Medications must be picked up at the end of the school year.
- **Boarding Students:** If ill, boarding students must come to the Health Center for evaluation of illness. They cannot self-diagnose, nor can parents diagnose remotely. Parents should encourage students to come to the Health Center. Students are not allowed to remain in their rooms when ill during classes or sports.
- **Day Students:** If day students are absent for a day or part of a day due to illness, parents must contact the Dean of Students & Campus Life office between 7:30 am and 10:00 am to excuse the student. Day students are encouraged to see their private physician if evaluation by a physician is warranted.

## **POLICY ON DISPENSING MEDICINE**

It is the student's responsibility to come to receive daily prescription medication. A nurse must dispense all mood-altering medications and controlled medications. Special permission may be granted to students to self-administer antibiotics, asthma inhalers, etc.

If the student misses a dose of medication, the nurse will email or text the student and advisor as a reminder. If continued noncompliance persists, we will notify the parents and physician. The physician and family may need to reassess medication needs if further noncompliance is evident. Ultimately, a student may have to separate from Suffield if that student cannot meet the requirement to come to the Health Center to have his or her medicine, that is vital for their safety and success at the school, administered.



## **SITUATIONS REQUIRING MEDICAL ATTENTION**

Any student who comes upon a medical situation—emergency or not—should be aware of the following procedures:

### **Medical Emergencies**

The following situations are considered medical emergencies: significant loss of blood, loss of pulse, loss of consciousness, no respiration, severe allergic reaction, persistent vomiting. **The following procedure should be used:**

- A student should attempt to quickly contact an adult, who will call 911. If an adult cannot be found, the student should call 911.
- If the administration of CPR or an EpiPen is necessary, it should be administered by a person trained in the procedure.
- An adult should contact a nurse first and then notify the Dean of Students & Campus Life. The nurse will maintain contact with family members and emergency medical personnel.

### **Medical Non-emergencies**

**Should a medical situation exist that is not an emergency, the following procedure should be followed:**

- The student should attempt to locate an adult who will contact the school nurse through the nurse's on-call cell phone. If an adult cannot be found, the student should place the call.
- The nurse will assess the situation. If immediate medical attention is required, an ambulance will be called. If a student needs to be removed from the dormitory, arrangements will be made to transport the student to the Health Center.
- The nurse will contact school personnel and the student's family when appropriate.

### **Substance Infraction Detected by Faculty Member**

When a faculty member encounters a student using a prohibited substance, the Dean of Students & Campus Life and the Health Center are contacted immediately to address the health needs of that student. The Health Center's approach to any episode involving a substance infraction is to manage medical observation and assessment in the Health Center or, alternatively, at the hospital [if the student is in medical danger or is potentially harmful to himself or herself or others]. As part of the medical evaluation, saliva and urine testing may be performed. When a student's immediate medical needs have been addressed, the Dean of Students & Campus Life in conjunction with school personnel will work with the student to determine what substances have been used and whether other students are in need of medical help. The Dean of Students & Campus Life will determine next steps for resolution.

## **MEDICAL LEAVE OF ABSENCE**

If a student requires medical or psychological care that goes beyond the capabilities of the school, the school may grant a medical leave.

**Responsibilities of the School:** The student and family will be notified by the school that a leave of absence has been granted. Members of the Student Support Team, with input from other school personnel, will articulate guidelines for his or her return. Communication between the school and family will continue during the leave. When granted a medical leave, the student's return to campus must be approved by the Dean of Students & Campus Life.

**Responsibilities of the Family:** While on a leave of absence, there must be evidence that the student and family have followed the guidelines for the student's return. The family and student must sign releases to healthcare professionals in their employ allowing communication between these professionals and school officials. Furthermore, a written recommendation must be submitted to the school that will be reviewed by school personnel. A decision is then made as to whether the student will be allowed to return. The school will determine whether it is in the best interest of both the school and the student before it will authorize the student's return. A meeting on campus with the appropriate school personnel and parents may be required prior to the student's return.

## **SUBSTANCE USE**

**Prohibited Substances:** As a means to support students making healthy choices in social situations, we provide a range of substance awareness programs. These programs are developmentally appropriate and are intended for all of our students. We also provide additional support and structure for those students who face issues of substance use. Before matriculating, it is critical that students and families understand and support our policies.

In cases where substance use is known to have occurred, students will have special code of behavior contracts which include structured support. In addition to the sanctions invoked by the Discipline Committee for substance use, students will receive structured support designed to assist them in choosing not to use these substances in these cases. The student, parents, and advisor will sign a code of behavior contract that outlines the steps to be undertaken to discourage further use and to help the student develop the self-awareness and strength to resist using prohibited substances. In signing the contract, families agree to full disclosure of all evaluations among student, family, and school.

Students will receive evaluative and counseling support. Students will attend a minimum of two structured meetings [more if needed] with a school counselor for an initial assessment. Once this assessment is complete, an appropriate treatment plan will be discussed with parents.

A student's substance use may require additional off-campus treatment. If participating in treatment off campus, parents must sign a release to allow Suffield's counselors to communicate with and obtain information from the off-campus treatment program. All costs associated with the program are borne by the family. Most contracts require the student to undergo random, mandatory drug testing for the duration of their time at Suffield, regardless of the specific substance used. The school utilizes a random drug screen, which is processed by a variety of in-school and out-of-school resources. The testing program has been quite effective in deterring further use, and it gives students a tool with which to resist peer pressure. Additionally, students will attend mandatory group meetings on a monthly basis. These meetings will be run by an off-campus drug and alcohol counselor and will continue for the life of a student's code of behavior contract. Students who fail to attend these meetings are in violation of a signed contract and this can result in significant disciplinary action up to and including jeopardizing the student's enrollment in school. Code of behavior contracts may be extended by the school if it is deemed appropriate.

**In the Presence of Substances:** Faculty members encountering groups of students using prohibited substances may have to differentiate between those actively using the substance and those who claim not to have been using the substance. We reserve the right to require each student found in the presence of prohibited substances to submit to a drug screen administered by the school nurse. Students detected by faculty in the presence of those using substances will also receive structured health support. These students will receive the counseling and evaluative support described above.

**Suspicion of Substance Use:** There are times when a faculty member will have to address concerns that arise from students' substance use even when no physical proof exists. A drop in grades, a deterioration of personal appearance, or substantial anecdotal information may lead to faculty concern that a student has begun to use—or has accelerated the use of prohibited substances.

When substantial evidence of this kind exists, the student's advisor, a dorm parent, the Dean of Students & Campus Life, or a school counselor will discuss the concerns with the student first, and a room search may occur for residential students or a locker search for day students. Afterwards, parents will be notified of this meeting and of the specific concerns. If, over the course of time, concerns persist, the school reserves the right to require the student to undergo random drug tests and to receive structured support from the Health and Counseling Centers.

### **HEALTH RESPONSE TO SUBSTANCE USE: "BLUE CARD"**

This policy concerns students at risk of substance use or abuse and Suffield's commitment to support students voluntarily seeking help. Students have resources on campus, for themselves or a peer, if there is need for medical attention or intervention. The use of a Blue Card provides an avenue by which a student can seek medical attention. It provides students with support from the Health Center and Counseling Center as needed.

Consistent with the school's commitment to aiding its students, students themselves are obligated to offer aid to other students who might be at risk. As such, the students who bring forward a student in crisis are also covered by the Blue Card policy.

The Health Center's general approach to any episode that requires a health response is to manage, medically observe, and assess in the Health Center or, alternatively, at the hospital if the student is in medical danger or is potentially harmful to self or others. As part of the medical evaluation, urine drug testing may be performed. Parents of these students will be contacted by the school. Following the incident, a student will undergo an in-depth assessment, which will be used to identify an appropriate course of action. The following resources may be utilized to ascertain the individual's medical/psychological background and/or needs:

- Parents/guardian
- School medical personnel
- Counseling Center
- Outside medical or psychological evaluators such as a certified drug and alcohol counselor [CDAC] chosen by the school

Once the assessment is complete, a contract will be developed that specifies which support services the student will use. These services may include, but are not limited to, ongoing individual counseling, group counseling, outside drug and alcohol counseling, and random drug screens. The school strongly believes in supporting its students. It is understood, however, that chemical dependency to alcohol or other drugs is a serious issue that the school may not be able to help the student address while on campus. For this reason, it may be required at any time that the student take a leave of absence to find more appropriate treatment [see page 32].

## **TOBACCO PRODUCTS**

The health risks for tobacco are well established, and Suffield does not allow possession or use of tobacco products, including nicotine replacement products, vaping devices or e-cigarettes, by its students regardless of age. Students who are found in violation of this rule will meet with the Dean of Students & Campus Life. In addition, students who are found to be using tobacco products may also receive support and education from the Health Center.

## **MEDICAL EXCUSES FROM ATHLETICS**

Any student who cannot participate in school-sponsored athletics due to a medical condition must be cleared by the school's general practice physician, by the student's private physician, or by the school's orthopedic specialist. Students excused from participation in athletics will be assigned to another activity by the director of athletics, who will take into account the recommendations of the school physician authorizing the exclusion. Temporary excuses requested due to injuries or illness will be granted by the Health Center's nurses or athletic trainers. Participants in our athletic programs who encounter temporary illness or injury must attend practices and games unless excused by the Health Center staff.

## **THE COUNSELING CENTER**

The Counseling Center provides a comprehensive, integrated approach to support students' emotional growth and to enhance each student's sense of emotional well-being. The counselors seek to provide developmentally appropriate information to the student population, to assist the Suffield Academy adult community in support of its students, and to provide information and support to parents regarding issues of adolescent development and parenting.

The Counseling Center offers students a safe, appropriate, and effective resource for emotional assistance, helping students make school life more manageable, productive, and satisfying. Assistance is available to help students deal with a range of issues, including building healthy relationships, improving communication skills, adjusting to school, and dealing with homesickness, family problems, divorce, eating disorders, substance abuse, conflict resolution, sex and sexuality, anxiety, stress management, and depression. Referrals to the counseling department are made to the director of counseling by faculty, other personnel, and families.

The Counseling Center and external specialists have experience in helping adolescents manage these issues through individual counseling sessions and organized support groups. These conversations are held in confidence unless it is determined that the individuals pose a threat to themselves or the community.

The Counseling Center provides a sexual education program for students in all grades. Students are expected to attend lectures and discussions on topics that include healthy relationships, reproduction, birth control, STDs, and sexual orientation. School counselors, Health Center staff, and local experts facilitate these meetings. Questions about the sexual education program can be addressed to the director of counseling.

## **RELEASE OF RECORDS**

The school must have at its disposal pertinent documentation to allow for the full and appropriate support of each student. The school assumes that records pertaining to the emotional, psychological, and physical health of each student—as well as those related to educational testing—will be shared with the school when those records impact or potentially impact the student's experience at Suffield. If a parent or guardian has documentation related to issues relevant to success at Suffield, those records should be provided to the school, along with releases to allow appropriate faculty members to speak with the health professionals the family has retained for testing. Some Suffield students have passed their 18th birthday. Because these students have become legal adults, they must fill out a form authorizing the school to grant their parents access to their medical records and to inform their parents about significant medical issues in their lives. While these young adults are under our care, we must have this permission so that we may communicate with parents in the best interest of our students.

## **CONFIDENTIALITY OF RECORDS**

Medical and psychiatric records of Suffield students are secured under double lock in the Health and Counseling Centers respectively. The director of counseling, the director of health services, and the counselors and nursing staff have access to their department's files. Access to information by parties outside the school requires a release signed by the family of the individual student. Suffield Academy has a unique partnership with parents, and the Academy believes in maintaining a strong line of communication with the parents of the community. Since parents are the individuals primarily responsible for major decisions in the lives of our students, our policy is that parents of students have the right to access any records concerning their child, including medical records. We also consider it our responsibility to inform a student's parents of any significant issue in the student's life, including any medical issue. Consistent with this policy, student health and counseling records may be disclosed to Academy administrators, such as the Headmaster, Chief Financial Officer, Deans and the Director of the Counseling and Director of Health Services as deemed necessary by the school.

Regardless of a student's age, the Academy treats all of its students equally and expects all community members to adhere to the policies of the Academy. Depending on the situation, issues related to reproductive health may or may not be shared in accordance with Connecticut state law. In the state of Connecticut, minors 14 and older do not need parental permission to discuss mental health, sexual or reproductive health issues. Given the nature of a school acting in loco parentis, Suffield will make every effort to include parents, but a student has the legal right to deny this contact.

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## **CAMPUS FACILITIES**

### **LIBRARY**

The Suffield Academy library is the school's major academic resource center. It houses a collection of approximately 20,000 books, audiovisual, and web-based subscription resources. The library subscribes to approximately 100 magazines and seven daily newspapers. Students have access to the Internet, the school's email system, via data ports, wireless Ethernet, and Macintosh computers available throughout the library. Audiovisual equipment is housed in the library, and students are encouraged to take advantage of the collection of digital video cameras, digital cameras, projectors, DVDs, videos, online databases, and music CDs. The library's web-based catalog can be accessed remotely to check for material availability. Students using the library should be conscious that the library is a place of quiet. It is important that students behave in a manner compatible with studying and reading. The Conrad Hahn Reading Room is reserved for students who need a quiet place to work; no talking is allowed in this room at any time. Students who do not respect the study atmosphere of the library will be asked to modify their behavior or leave the library. No food or drink is allowed in the library at any time.

**Library hours:** Monday-Friday: 7:30 am-10:00 pm / Saturday: 7:30 am-12:00 pm / Sunday: 4:00 pm-10:00 pm  
Special hours will be posted for the end of each term, examination weeks, and any other special occasions.

**Library Procedures—Evening Study Hall:** During evening study hall, the library is open to all students. Before going to the library, 11th and 12th grade boarders must bring a pass signed by the dorm parent on duty. 9th and 10th grade boarders must have a pass signed by one of their teachers and by the dorm parent on duty. Proctors do not need a pass. Only one student's name should appear on each pass. At 10:00 pm, the passes are signed by the person on duty in the library and should be returned to the dorm parent on duty when the student returns to the dorm. Students coming to the library during evening study hall from "the Hill" must have a signed pass from their teacher or the Dean of Academics & Faculty, as well as signed by the faculty supervisor of "the Hill." No boarding student should be in the library during evening study hall every night. Boarders who need to work in the library during evening study hall more than two nights a week must have a pass signed by a teacher including the reason for extended library evening study hall privileges.

Certain specified areas of the library are available for group study [up to four students studying together] during evening study hall. The library can accommodate no more than two groups of four students each a night. Students who are working in areas not specified for group study should be studying silently.

All evening study hall guidelines [as outlined in the Evening Study Hall part of the Residential Experience section of this handbook] must also be followed in the library. Any student who chooses not to comply with these guidelines or any of the other library guidelines will be asked to modify his or her behavior. Students who must be spoken to a second time will be asked to leave the library and his or her advisor and [if applicable] dorm parent will be notified. In situations of grave concern the Dean of Academics & Faculty and the Dean of Students & Campus Life will be notified.

## **DINING HALL**

The dining hall is a place where the Suffield community spends a great deal of time together. Here, students and faculty can extend friendships, make new ones, and generally relax within a congenial setting. Mealtimes are social events as well as breaks in the day. Students must know which meals they are required to attend. In addition, expectations regarding dress code and suitable grooming vary by meal. Lunches are served family-style during the week [Monday-Friday] and require formal dress, with the exception of buffet lunch on Wednesday. Attendance by all students is required at lunch on Monday, Tuesday, Thursday, and Friday. Boarding students are required to attend dinner on Monday, Tuesday, Thursday, and Friday evenings. Casual attire may be worn at buffet meals. All breakfast meals and weekend meals are served by buffet, and attendance is optional. All students and faculty have assigned tables for family-style meals. Table assignments for students are changed weekly to provide an opportunity for everyone to meet more faculty and students.

### **Dining Hall Procedures**

Good table manners, as well as courtesy and consideration, are expected of everyone. The following are some guidelines:

- During lunch and formal dinners, offer food to faculty and guests first; wait until everyone is served before eating; do not clear dishes until instructed to do so by faculty.
- During lunch and formal dinners, direct all conversation to your table; always ask for permission to leave the table or to talk to someone from another table.
- Evening meals are required for all boarding students. Day students are most welcome to attend.
- The periods before and after lunch are excellent times to communicate with the school community. Several modes exist that facilitate efficient and timely communication for students and faculty.
- Students may make announcements verbally at the conclusion of lunch. This is an important tradition at Suffield, but students are reminded to pay close attention to the regulations and spirit of the announcement policies. Careful consideration should be given to the style, content, and appropriateness of announcements.
- No food, drink, or equipment may leave the dining hall.

## **STUDENT UNION**

The Student Union is intended for the use of students and faculty for social purposes. The following rooms, offices, and resources are located in the Union: Dean of Students & Campus Life, Assistant Dean of Students, Cultural Diversity Coordinator, snack bar, faculty members on duty, bulletin boards, bookstore, and mail room. The snack bar is open during posted hours when school is in session.

**Mailroom:** Every student is assigned a mailbox in the Student Union where incoming mail, including UPS packages, may be picked up. Federal Express packages are delivered to the receptionist in Fuller Hall. Students should check their mailboxes every day. Outgoing mail may be deposited into the slot in the panel below the mailboxes.

**Bookstore:** The Suffield Academy Bookstore is open Monday through Saturday when school is in session. Students may purchase textbooks, school supplies, Suffield logo clothing and memorabilia, toiletries, and gift items. As a convenience for students, the bookstore sells U.S. postage stamps and runs a student bank. In addition to the debit card, students may pay for their purchases with cash, personal check, or credit card. Students are expected to purchase all textbooks required for their courses in the first two weeks of the term. Books may be returned, with the receipt, only during the first two weeks of the term in which they were purchased. Use of the online bookstore, MBS, is preferred. Information on this service is sent in August.

**Student Purchases:** Most student purchases are made using the Suffield debit card system. Families deposit money into the debit card account, and students debit against that balance when they purchase items in the bookstore or snack bar. In addition, students may draw against their debit card account balances for class trips, athletic purchases, and other special, approved purposes. When the account balance reaches zero, families must deposit additional funds to keep the account active.

# 2020-2021 ACADEMIC CALENDAR

August 20-Onwards: Residence Halls Open for Boarding Students

2020

## SEPTEMBER

Friday	4	Full Registration for Class of 2021
Saturday	5	Full Registration for Class of 2022
Sunday	6	Full Registration for Class of 2023
Monday	7	Full Registration for Class of 2024 Orientation
Tuesday	8	Classes begin

## NOVEMBER

Friday	20	Thanksgiving Recess Begins   12:30 pm
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## DECEMBER

Tuesday	1	Winter Remote Learning Gap Period   12 days
Thursday	17	Winter Vacation Begins   12:05 pm

2021

## JANUARY

Sunday	10	Winter Vacation Ends   Boarding Students Check-in at 7:30 pm
Monday	11	Classes Resume

## MARCH

Friday	5	Spring Vacation Begins   12:05 pm
Sunday	21	Spring Vacation Ends   Boarding Students Check-in at 7:30 pm
Monday	22	Classes Resume at 8:00 am

## APRIL

Friday	23	Spring Parents' Weekend & Parents' Association Auction
Saturday	24	No Classes

## MAY

Friday	27	Seniors with Parents Reception and Dinner   5:15 pm Baccalaureate   8:00 pm
Friday	28	188th Commencement for the Class of 2021   10:30 am

## MAY 29 – JUNE 2 SPRING TERM EXAMS

## JUNE

Wednesday	2	Close of School   12:00 pm
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## 2020-2021 DEPARTMENT CONTACTS

Below are the internal extensions to Department Contacts. From off campus, dial 860-386 + the extension.

### THE HEAD OF SCHOOL

#### Head of School

Charlie Cahn | ccahn@suffieldacademy.org | 4402

#### Receptionist

Kim Goodwin | kgoodwin@suffieldacademy.org | 4400

### ACADEMICS

#### Dean of Academics & Faculty

Sara Yeager | syeager@suffieldacademy.org | 4428

#### Assistant Dean of Academics & Faculty

Phillip Hodosy | phodosy@suffieldacademy.org | 4422

#### Coordinator of Curriculum & Faculty Development

Beth Krasemann | bkrasemann@suffieldacademy.org | 4633

#### Director of Academic Support

Neil Stone | nstone@suffieldacademy.org | 4484

### ADMISSIONS

#### Director of Admissions & Financial Aid

Sean Atkins | satkins@suffieldacademy.org | 4446

#### Assistant Director of Admissions

Jennifer Lord | jlord@suffieldacademy.org | 4442

#### Assistant Director of Admissions

Will Powers '05 | wpowers@suffieldacademy.org | 4443

#### Assistant Director of Admissions

Liz Kelly | lkelly@suffieldacademy.org | 4482

#### Director of Summer Academy Admissions

#### Assistant Director of Admissions

Jazzy Salehi '12 | jsalehi@suffieldacademy.org | TBD

#### Admissions Office Manager

Emily Leech '08 | eleech@suffieldacademy.org | 4447

#### Admissions Office Assistant

Katherine Hennessey | khennessey@suffieldacademy.org | 4441

**Admissions Fax: 860-386-4411**

### ATHLETICS

#### Co-Director of Athletics

Drew Gamere '93 | dgamere@suffieldacademy.org | 4481

#### Co-Director of Athletics

Wayne Patterson | wpatterson@suffieldacademy.org | 4483

#### Head Athletic Trainer

Sue Rafferty | srafferty@suffieldacademy.org | 4519

### BUSINESS OFFICE

#### Chief Financial Officer

Patrick Booth | pbooth@suffieldacademy.org | 4454

#### Financial Analyst

Paula DellaBernarda | pdellabernarda@suffieldacademy.org | 4455

#### Human Resources Specialist

Michele Kertanis | mkertanis@suffieldacademy.org | 4456

#### Accounts Payable Clerk

Cami Gaglioti | cgaglioti@suffieldacademy.org | 4470

### COLLEGE COUNSELING

#### Director of College Counseling & Leadership

Ann Selvitelli | aselvitelli@suffieldacademy.org | 4421

#### Associate Director of College Counseling

Kate Bashaw | kbashaw@suffieldacademy.org | 4423

#### Associate Director of College Counseling

Matthew Fava | mfava@suffieldacademy.org | 4450

#### Associate Director of College Counseling

Kareem Nulan | knulan@suffieldacademy.org | 4453

#### Associate Director of College Counseling

Wayne Patterson | wpatterson@suffieldacademy.org | 4451

#### Associate Director of College Counseling

Kelli Tosone '90 | ktosone@suffieldacademy.org | 4418

#### Standardized Testing Coordinator

Wayne Patterson | wpatterson@suffieldacademy.org | 4483

#### College Counseling Assistant

Marlene Rusczyk | mrusczyk@suffieldacademy.org | 4452



**SUFFIELD ACADEMY MAIN NUMBER: 860-386-4440 | SCHOOL FAX: 860-386-4411**

## **COUNSELING CENTER**

### **Director of Counseling**

Christy Londrville | clondrville@suffieldacademy.org | 4511

### **Counselor**

Heather Dugan | hdugan@suffieldacademy.org | 4507

### **Counselor**

Dennis Roche | droche@suffieldacademy.org | 4505

### **Consulting Psychologist**

Dr. Grant Holtzberg | gholtzberg@suffieldacademy.org | 4508

## **DEVELOPMENT**

### **Director of Development**

Phil Riegel '87 | priegel@suffieldacademy.org | 4461

### **Assistant Director of Development**

Betsy McComb | bmccomb@suffieldacademy.org | 4436

### **Associate Director of Development**

Beth Bailey | bbailey@suffieldacademy.org | 4471

### **Assistant Director of Development**

Adam Pistel '08 | apistel@suffieldacademy.org | 4463

### **Stewardship Coordinator**

Diana David | ddavid@suffieldacademy.org | 4468

### **Development Assistant & Auction Coordinator**

Penn Sullivan | psullivan@suffieldacademy.org | 4465

**Development Fax: 860-386-4469**

## **MARKETING & COMMUNICATIONS**

### **Art & Design Director**

Toby Cook Seck '88 | tcook@suffieldacademy.org | 4427

### **Creative Director**

Hillary Rockwell Cahn '88 | hcahn@suffieldacademy.org | 4462

### **Social Media & Content Developer**

Mary Mitchell '10 | mmitchell@suffieldacademy.org | 4424

### **Copywriter & Marketing Associate**

Jonathan Medwid '96 | jmedwid@suffieldacademy.org | 4466

## **HEALTH CENTER**

### **Director of Health Services**

Linda Kaplan | lkapan@suffieldacademy.org | 4503

**Health Center Fax: 860-386-4544**

## **LIBRARY**

### **Director of the Library**

Lindsey Fava | lfava@suffieldacademy.org | 4514

**All phone calls: 860-386-4515**

## **STUDENT LIFE**

### **Dean of Students & Campus Life**

Greg Lynch | glynch@suffieldacademy.org | 4499

### **Assistant Dean of Students & Campus Life**

Nate Zwirko | nzwirko@suffieldacademy.org | 4491

### **Cultural Diversity Director**

Elizabeth Warren | ewarren@suffieldacademy.org | 4479

### **Assistant to the Dean of Students & Campus Life**

Kathy Nai | knai@suffieldacademy.org | 4492

### **Bookstore Manager**

bookstore@suffieldacademy.org | 4494

### **Mail Services**

Claire Hale | chale@suffieldacademy.org | 4495

**POD Office: 860-386-4500**

## **TECHNOLOGY**

### **Director of Technology**

Jason Healy | jhealy@suffieldacademy.org | 4434

### **Academic Technology Coordinator**

Matthew Graham | mgraham@suffieldacademy.org | 4516

### **Network & System Administrator**

Vagn Scott | vscott@suffieldacademy.org | 4419

### **Help Desk Coordinator**

Connor Kaplan | ckapan@suffieldacademy.org | 4459

**Technology Help Desk: 860-386-4433**

## IMPORTANT CONTACTS & OPERATING HOURS

### IMPORTANT PHONE NUMBERS

#### Weekday Switchboard Contact

Phone: 860-386-4400

Fax: 860-386-4411

#### Weekday Switchboard Hours

Monday thru Friday: 7:30 am-4:30 pm

Saturday: 7:30 am-11:30 pm

#### Weekend Duty Office Contact

860-386-4500

#### Weekend Duty Office Hours

Saturday: 12:00 pm-11:00 pm

Sunday: 9:00 am-8:00pm

### Emergency Contacts/After Switchboard Hours

Faculty Member on Duty: 860-463-7125

Health Center: 860-386-4503

Nurse on Call: 860-463-5805

### Frequently Used Numbers

Health Center: 860-386-4503

Head of School's Office: 860-386-4401

Dean of Academics & Faculty: 860-386-4480

Dean of Students & Campus Life: 860-386-4492

Academic Support: 860-386-4484

Admissions: 860-386-4440

Athletics: 860-386-4481 & 860-386-4451

Bookstore: 860-386-4494

Business Office: 860-386-4454

College Counseling: 860-386-4421

Marketing & Communications: 860-386-4424

Counseling Office: 860-386-4505

Development: 860-386-4461

Library: 860-386-4514

Technology Department: 860-386-4477

### OPERATING HOURS

#### Health Center

Monday thru Friday: 7:00 am-10:00 pm

Saturday: 7:00 am-1:00 pm | 6:00 pm-11:30 pm

Sunday: 10:00 am-12:00 pm | 6:00 pm-8:00 pm

#### Library

Monday thru Friday: 7:30 am-10:00 pm

Saturday: 7:30 am-12:00 pm

Sunday: 4:00 pm-10:00 pm

#### Mail Room

Monday & Tuesday: 8:15 am-3:15 pm

Wednesday: 8:15 am-2:00 pm

Thursday & Friday: 8:15 am-3:15 pm

Saturday: 8:00 am-10:15 am

#### Snack Bar

Monday thru Friday: 8:30 am-8:00 pm

Saturday: 8:30 am-12:00 pm

#### Bookstore

Monday thru Friday: 8:00 am-3:15 pm

Wednesday: 8:00 am-1:30 pm

Saturday: 8:00 am-12:30 pm



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