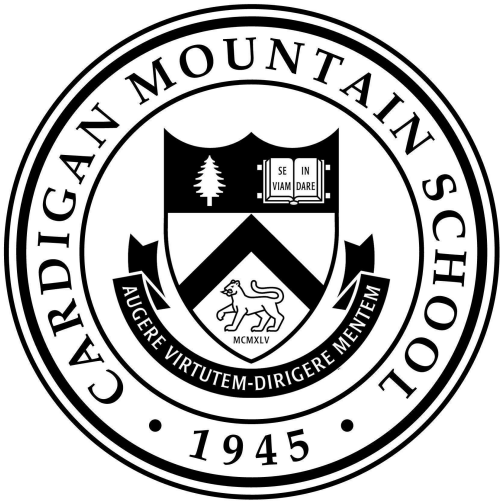


CARDIGAN MOUNTAIN SCHOOL STUDENT HANDBOOK 2025-2026

Last Updated September 2025

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WELCOME FROM THE HEAD OF SCHOOL

Dear Cardigan Community,

Welcome to a new school year! I hope that you had a wonderful summer and that you are looking forward to the year ahead.

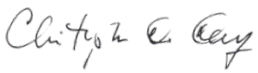
Whether you're a returning student or new to Cardigan, the start of the school year is about new beginnings. It's a time to start fresh in your classes, try new activities, and make new friends. I encourage you to embrace these opportunities for growth and find ways to support others in doing the same. For those new to the school, don't be afraid to ask for help. As I have found out through my own experience in life and at Cardigan, there is no such thing as a silly question, and everyone here is willing to provide a helping hand.

While the program at Cardigan is a rich one, it is the people and community that make Cardigan truly special. As you welcome new students or catch up with old friends, celebrate your shared interests and experiences, but don't forget to open your mind to new people, ideas, and backgrounds. Cardigan students and faculty hail from many different cultures and countries, and you may find that you have as much to learn from them as you do from your teachers and coaches. Respect and appreciate one another and find ways to engage with and learn from each other. You'll be glad you did.

The specifics of this handbook may be overwhelming to some at first but read it knowing that our program and rules are founded on our Core Values: compassion, integrity, respect, and courage. We are kind and helpful to one another. We care for ourselves, one another, and our school. We are honest in our dealings with one another and true to our word. We learn from our failures and grow through challenges. Embrace these values, and you will find success at Cardigan and beyond.

I look forward to meeting all of you and to another wonderful year on The Point.

Sincerely,



Christopher D. Day P '12, '13

Head of School

About this Handbook

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. The rules, policies, and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of Cardigan Mountain School to deviate from the normal rules and procedures set forth in this handbook and to deal with circumstances as they arise in the manner deemed most appropriate by the school (including but not limited to with regard to student discipline), taking into consideration the best interests of the school, its faculty, employees, students, and community. The policies may also be revised or updated periodically, even during the current academic term. You will be advised of any substantive changes as they are made.

Mission and Philosophy

Cardigan Mountain Mission Statement

Cardigan Mountain School offers a close-knit community that prepares middle school boys—in mind, body, and spirit—for responsible and meaningful lives in a global society.

To achieve our mission, we recognize effort and accomplishment, helping each boy realize his academic, physical, and personal potential through the integration of the following Core Values in all aspects of daily life:

- Compassion—Be kind. Seek to understand others and go out of your way to help.
- Integrity—Be honest. Remain true to yourself and your word.
- Respect—Be considerate. Care for yourself, others, and Cardigan Mountain School.
- Courage—Be brave. Face adversity with strength and persistence.

Meaning of the Cardigan Seal

Augere Virtutem—Diri gere Mentem (Build Character—Mold Minds)

The Cardigan seal was designed as part of the school's 50th Anniversary celebration in 1995. The shield's shape pays tribute to the style of Ivy League shields. The chevron represents the mountain, a symbol of enduring strength and noble pursuit. The cougar is Cardigan's mascot, a wildcat of keen instinct representing our courage to defend our territory with pride. The green conifer in the upper left quadrant stands for our close connection with Dartmouth College; it is also Cardigan's color. The open book to the east is a classic symbol of academia, and the Latin text *se in viam dare* means "to start on one's way." The text on the banner is a Latin translation of two key phrases from a speech made by former Dartmouth president and Cardigan founder E. M. Hopkins at the school's dedication, when he described Cardigan as a place to "build character and mold minds." Last, the small Roman numerals at the base of the shield mark the date of our founding: 1945.

HONOR CODE

Every student is expected to sign the Honor Code Contract, which signifies his commitment to the school's Honor Code and acknowledges that he has read and understands the contents of the Student Handbook.

Cardigan Mountain School Honor Code

- I will be honest, and I will respect all members of the Cardigan community.
- I will put forth my best effort in all areas of school life, including but not limited to academic endeavors, extracurricular activities, and dormitory living.
- I will support the standards of Cardigan Mountain School and encourage others to do the same.

CARDIGAN MOUNTAIN SCHOOL NON-DISCRIMINATION STATEMENT

Cardigan Mountain School strives to promote a learning and working environment that is free of discrimination and illegal harassment such as harassment based on race, color, religion, national origin, gender, sexual orientation, gender identity, marital status, military service, veteran status, age, ancestry, genetic information, disability, or any other category protected by law. Harassment of employees, students or other members of the school community will not be tolerated. Upon notice of any allegation of harassment, CMS will respond to conduct such investigation, and take disciplinary or corrective action, as is necessary to address the harassment. Retaliation against any individual who has complained about harassment, or who participates in an investigation of a harassment complaint, will not be tolerated. It should also be noted that Cardigan Mountain School may take disciplinary or remedial action for inappropriate conduct even if it does not meet the definition of unlawful discrimination or harassment.

CULTURAL DIVERSITY AND ADAPTATION

One of Cardigan's greatest strengths and assets is its wide-ranging cultural diversity among its student body. Cardigan is home to students from several countries and a broad range of ethnic, cultural, and socioeconomic backgrounds. We are fortunate to have an educational and residential environment in which we all can be surrounded by such diversity and have the opportunity to learn from one another.

Our educational program aspires to support all students in developing and maintaining their own unique personal identity while also cultivating inclusive, rather than exclusive, relationships among students and the community at large. It is important for individual students and for the community as a whole that everyone be provided with opportunities to preserve their own identities while still being a valued part of the greater student body. We strive to better understand each other's diverse background in accounting for the beliefs, opinions, and actions of one another.

In seeking a safe and inclusive environment, Cardigan endeavors to adhere to certain principles with respect to its cultural diversity:

- Our school is dynamic and constantly evolving.
- We value and celebrate our cultural diversity.
- Becoming intercultural is a developmental process.

- Stereotyping is a danger, and ignoring the language, values, and traditions of a particular culture is equally harmful.
- Conflict among individuals from differing cultural backgrounds is inevitable and provides opportunity for learning and growth as individuals and as a community.

Should any students have any questions about this or Cardigan's approach to its cultural diversity, we encourage them to contact the Dean of Students.

ACADEMICS

GRADING SCALES

Students are graded according to the following scale: A (4.0), A- (3.7), B+ (3.3), B (3.0), B- (2.7), C+ (2.3), C (2.0), C- (1.7), D+ (1.3), D (1.0), D- (0.7), and F (0.0).

In addition to letter grades for performance, students receive grades for effort on a 5 through 1 scale:

- 5 = Excellent: Consistently exceeds the minimum standard.
- 4 = Good: Occasionally exceeds the minimum standard.
- 3 = Average: Consistently meets the minimum standard.
- 2 = Needs Improvement: Falls short of the minimum standard.
- 1 = Unsatisfactory: Does not attempt to meet the minimum standard.

HONOR ROLL PRIVILEGES

Achievement Honor Roll: If a student achieves an overall GPA of 3.60 or higher in his courses with no grade lower than a B-, he has attained achievement honor roll.

Effort Honor Roll: If a student earns 4's and 5's in effort in all courses, he attains the effort honor roll. A "1" or "2" effort grade renders a student automatically ineligible to make any category of honor roll.

Honor roll students enjoy these privileges:

- Sixth Grade: All boarding students must attend evening study hall. Once a sixth-grade student on honor roll is finished with his work, and at the discretion of the proctor, he is allowed to return to his dorm room. The Haven and other proctored areas may not be used.
- Seventh Grade: Students on the honor roll are allowed to study in their rooms for the entire study hall. The Haven and other proctored areas may not be used.
- Eighth Grade: Students on the honor roll are allowed to study in their rooms for the entire study hall. The Haven and other proctored areas are available for use.
- Ninth Grade: All ninth-grade students are allowed to study in their rooms for the entire study hall. Students on the honor roll are allowed to use the Haven and other proctored areas. Ninth-grade students have the opportunity to study in a proctored study hall and may be required to join at the discretion of their advisor, dean of students, dean of academics, or the student's academic team.
- Please note: Students with dorm privileges during study hall must keep their doors open. Any student not complying with this rule will be sent to the proctored study hall for the evening.

All honor roll privileges reset after each trimester and are afforded at the discretion of the student's advisor, the dean of students, the dean of academics, and the student's academic team.

NATIONAL JUNIOR HONOR SOCIETY

Each winter, the Cardigan Mountain School Chapter of the National Junior Honor Society, sponsored by the National Association of Secondary School Principals, inducts members of the eighth and ninth grades.

Eighth- and ninth-grade boys apply to become members of the National Junior Honor Society. Those whose cumulative grade point average across their time at Cardigan is a B+ (3.3) or higher and whose effort average is a 4 or better, are selected for further review. The names of these boys are submitted to a faculty council, which evaluates their candidacy based on four additional criteria: leadership, citizenship, service, and character. Following a discussion of each boy's candidacy, a vote is called for each candidate. Boys who receive a majority of votes are invited to join the National Junior Honor Society. The parents of newly elected members are notified and invited to attend the induction ceremony. Any student may be removed from the society if he fails to maintain his academic average or his behavior is contrary to societal expectations.

STANDARDS AND CONSEQUENCES

Missing Afternoon Activities

Students must participate in all afternoon activities. A student may be excused from activities due to academic reasons at the discretion of the assistant dean of academics. It is the student's responsibility to ask permission from the assistant dean of academics prior to lunch that day.

Academic Warning

Occasionally, a student may fall below the minimum academic standards established by the school. When this occurs in one class for consecutive marking periods, or when it occurs in more than one subject during any marking period, the student may be considered "at risk" academically and placed on academic warning or probation. This will be documented with a detailed Cardigan Improvement Plan (CIP).

When a student reaches this status, typically, a meeting will be held with the student, his advisor, and the dean of academics. At this time, the student's parents will be contacted by the dean of academics. Specific aids and supports will be put into place by the advisor, PEAKS coach, and dean of academics to help improve the student's academic performance. Should improvements not be seen in a reasonable amount of time, the following consequences may result:

- The student will check in daily with his advisor to track academic progress.
- The student will attend weekend PEAKS appointments which might limit off-campus weekend activities.
- Underclassmen who do not show progress may not be invited back to the school.
- A student may be asked to leave the school.

Failure in an Academic Course

If an underclassman fails a course for the year, he will be required to do the following:

- If the subject is English, history, math, science, or a world language, the student must attend summer school or be tutored over the summer. Any program must be preapproved by the dean of academics, and documentation of successful completion must be submitted before that student will be promoted to the next grade.
- For all other subjects, the student must complete work assigned by the teacher and/or complete an alternative program approved by the dean of academics.

If a ninth grader fails a class for the year, then he will receive a Certificate of Attendance rather than a regular diploma, and a note will be made on his transcript. He will have the opportunity to receive a regular diploma upon petitioning the school for the diploma and doing one of the following:

- Successfully completing a comparable course in a summer school situation.
- Taking the equivalent course at his next school and receiving a passing grade.
- Being tutored in the subject and covering the equivalent material.
- The dean of academics will confer with the family to ensure that whichever option is chosen fulfills the school's requirements.

ACADEMIC SUPPORT

Tutoring

Learning difficulties can be encountered in the classroom that cause student, teacher, and parent concern. The teacher is always the first line of remediation and corrective action, and it is the teacher who offers suggestions to parents about home assistance or teacher help. The teacher knows the student's history and has the kind of daily learning encounters that can best identify problems and suggest skill-building extra help. If problems persist, more diagnostic testing might be recommended and perhaps in consultation with the school counselor. If extra content or skill work is advisable after these steps, the school, in conversation with parents and teacher, might recommend tutoring.

Tutoring is typically mandated only for a defined period of time, until a student can return to working comfortably without assistance, so that the full extent of the program can be part of each student's daily routine. Students are expected to use tutoring infrequently and with specific goals that are temporary. The school's resources are designed to assist students individually when needed over the long term, so dependence on tutoring is neither desirable nor necessary. Time available during the day is best used on program requirements, homework assignments, and meetings with teachers. Parents are expected to make arrangements for tutoring off campus and at times that do not conflict with regular school obligations.

Peer Tutoring

Students have the opportunity to serve as peer tutors for their fellow Cardigan brothers. This is a flexible, peer-mediated strategy through which students receive additional individualized support, and the direct interaction between students promotes active learning.

Accommodations

The school does not discriminate against qualified applicants or students on the basis of learning differences that may be reasonably accommodated. The school will discuss with families of applicants with known learning differences whether the school will be able to offer their children the appropriate accommodations to help them be successful at the school.

The school is committed to ensuring that students with learning differences are provided with equal access to the school's programs and services, in accordance with applicable law. For students who need additional support or curricular adjustments, the school requires documentation indicating that the student's disability substantially limits a major life activity. Students who present the school with appropriate documentation of disability will be granted those requested academic accommodations that are supported by the documentation and considered reasonable in this educational setting. Any adjustments to the academic program would be made

through an interactive process between the student and the dean of academics. No waivers of academic graduation requirements will be granted to students.

Even after supportive services and accommodations have been put in place, a student may still not be able to fulfill his academic requirements satisfactorily. In such instances, the student's teacher, advisor, dean of academics or other support personnel may notify the student's parents that the accommodations put into place may not suffice to ensure the student's success at the school. At that time, the dean of academics, the student (if age appropriate), and his parents will discuss whether it makes sense for the student to continue at the school. If there is a disagreement, the school will decide, in its sole discretion, whether to issue a re-enrollment contract to the student.

Although the school endeavors to provide the finest academic programs and assistance to students in helping them to achieve their academic goals and advancement, no particular student success is, or can be, guaranteed. These are primarily the result of the individual student's effort, ability, and attitude.

STUDENT LIFE

MISSION

To help create and maintain a healthy, respectful, and empowering learning environment; and to teach or develop self-discipline, social and emotional learning, ownership of the Core Values, and a desire to do good.

STUDENT ACTIVITIES AND ORGANIZATIONS

The school encourages students to become involved and shape their own Cardigan experience through the Student Activities Program. The program provides opportunities for students to stretch their comfort zones, develop a sense of service, and relax while enjoying the company of good friends.

On Thursday afternoons, instead of team practices or games, students participate in a club activity. Three times during the year, boys sign up for a club from a diverse list of faculty-led and student-initiated activities. Clubs are either recreational, such as fishing or "hockey for non-hockey players"; educational, such as Model UN; or service-related, such as cleaning up local roads or volunteering at a local community-supported thrift store. Some clubs may have an additional cost or fee associated with them.

During the weekend, activities include on-campus offerings in open spaces such as the Marrion gymnasium or the Haven (Cardigan's student center). There are also off-campus opportunities like playing paintball, watching a movie or college sporting event, eating at a local restaurant, or helping at the local food pantry. Many of the off-campus opportunities have a fee associated with them for tickets or additional spending. The Student Activities Program also promotes friendly school-wide competitions through the Dorm Olympics. Competitions encompass all realms of Cardigan life (residential life, academics, and athletics) so that everyone can participate and contribute.

SCHOOL TRADITIONS

- At the beginning of school, all new students and teachers climb Mount Cardigan to see the sunrise during the Dawn Climb.
- At the conclusion of the year, the seniors climb Mount Cardigan and reflect on their experience during the Sunset Climb.
- On the Monday of Columbus/Indigenous Peoples' Day in October, the entire school attends the Sandwich Fair on Founders' Day.
- The entire school has a fall outing, Mountain Day, scheduled when the autumn foliage is at its peak.
- In the late winter, students and faculty enjoy a Winter Holiday and Senior Ski Holiday at one of the nearby ski areas.
- In the spring, one day is designated Head's Holiday, during which classes are suspended and various recreational activities take place.
- In the fall and spring, all Cardigan sports teams compete against our friendly rival, Eaglebrook School during Eaglebrook Day.
- Toward the end of the spring term, students may accept the challenge of daily morning swims to earn their Polar Bear tie.
- Cardigan's school colors are forest green and white. The school's mascot is the cougar.

- As Cardigan teams take the playing fields, they will touch the large rock placed at the end of Marrion Field in honor of longtime Cardigan Athletic Director Jim "Coach" Marrion.
- As students leave the locker rooms, they will often touch the "BE THE BEST" slogan inscribed above the door, reminding them to always strive to do their very best in all endeavors.

LEADERSHIP

Leadership is an essential component of the Cardigan experience. While there are titled positions and designated roles that students may play, there are a myriad of other leadership opportunities as well. Students are encouraged to learn and practice servant leadership during their time on The Point, whether that be starting a club, organizing an affinity group or alliance, or forming a partnership with faculty to review school policy and culture.

Student Jobs

Each student makes a contribution toward the smooth daily operation of the school by performing at least one student job, reminding all that community life requires contribution from each member.

Student Senate

The Senate reviews policies that affect students' lives on campus and strives to represent the voice of the greater student body. There are times when their ideas help to determine operating policies and various initiatives they lead to serve the community. The Student Senate is made up of the school leader, the assistant school leader, the elected senators from each grade level, and a faculty advisor.

Captains' Council

The Cardigan Mountain School Athletic Department strives to teach the values and importance of leadership in the practice of sport and in life. The Captains' Council usually meets five times each season to teach the elected captains of each team lessons regarding leadership. This process promotes individual growth and helps the boys to be more effective leaders, both in the sports they play and in their day-to-day lives at Cardigan. The goal of the Captains' Council is to create an environment for student-athletes to continue to work on the mental aspects of their sports as they grow as team leaders through their collective experiences.

Senior Leadership

Each spring, the school identifies senior leaders for the following year. Based on student and faculty votes, those boys who receive the highest leadership ranking have the opportunity to run for school leader. Candidates need to demonstrate the ability to work independently and to balance academic commitments with other school responsibilities. Most importantly, they model the Core Values.

School Leader candidates give short speeches in support of their candidacy, and the school community votes to elect a school leader and an assistant school leader.

After the school leader and assistant school leader have been named, the faculty meets to select the various leadership positions, informed by the school-wide voting process. These selections are announced at the Investiture Ceremony in mid-May. Titled student leaders receive leadership training throughout their ninth-grade year.

Senior Leadership Positions for 2025-2026

School Leader	Sosuke Imaizumi
Assistant School Leader	Jinwoo Ham
Academics Assistant	Sam Hunt
Athletics Assistant	Charlie Costello
Banks Floor Leader	Emmett Rand
Brewster I Floor Leader	Dave Han
Brewster II Floor Leader	Luke Elsinger
Chapel Leaders	Zac Petrini and Leo Song
Clark-Morgan Floor Leader	Quinn Carbone
Dewar Floor Leader	Caedan Downey
Dining Room Head Steward	Xavier Villegas
Franklin Floor Leader	Raphael Kim
French I Floor Leader	Andy Cho
French II Floor Leader	Jack Manley
Funnell Floor Leader	Eason Gu
Green Key Leader	John Raynor
Greenwood Floor Leader	William Zhu
Hayward I Floor Leader	Caleb Clough
Hayward II Floor Leader	Lorenzo Torres
Health Center Assistant	Mac Navins
Hinman I Floor Leader	Mitch Ricard
Hinman II Floor Leader	Joell McFarling
International Relations Leader	Sampson Wu
Kitchen Head	Brayden Gearin
McCusker I Floor Leader	Quinn Suarez
McCusker II Floor Leader	Gavin Donelan
Student Activities Assistant	Alex Elkus

Big Brother Program

This is an opportunity open to returning eighth and ninth-grade students to spend time helping new students acclimate to Cardigan. Each boy who meets the program criteria is paired with at least one new student at the

year's inception, and both informally and through scheduled social and community events, the pair or small group forms a connection that proves beneficial to all involved.

Peer Mediation

Every fall, students in all grades have the opportunity to apply to become a peer mediator. Peer mediators are selected by a faculty council and then are trained to mediate conflicts between their peers. Peer mediation is a confidential process for resolving conflicts. Mediators create opportunities for students to talk through their dispute by listening and guiding peers to resolve their own conflicts.

APPEARANCE

Spirit of the Dress Code

We adopt a dress code at Cardigan to further support our mission and to uphold the spirit of belonging to something greater than oneself. The dress code at Cardigan is intended to create a sense of purpose, belonging, and unity among the student body and the broader school community. It is also in place to reinforce the values of preparation, personal responsibility, and humility. Student dress and appearance should be neat, presentable, and functional, to prepare boys to "show up" for their future endeavors. There are varying dress codes for varying occasions, but the three most common are class dress, dinner dress, and chapel dress. Cardigan's policy requires a commitment to community while still allowing for self-expression. With that said, the Student Life Office welcomes discussions and requests regarding our dress code in support of inclusivity, identity, and culture.

Class Dress: Class dress consists of a collared shirt (such as a golf shirt, rugby shirt, or button-down), khaki/dress pants with belt loops (colored are acceptable, no elastic bottoms or cargo pants), a belt, dress socks (socks that are not ankle socks, not dark athletic socks with logos, not white), and dress shoes (or boots, if the winter weather warrants*). Khaki/dress shorts and sneakers are permitted in September and May.

Dinner Dress: Dinner dress consists of khaki/dress pants with belt loops (colored are acceptable, no elastic bottoms or cargo pants), a belt, blazer, dress shirt (button-down/Oxford type), tie, dress socks(socks that are not ankle socks, not dark athletic socks with logos, not white), and dress shoes.

Chapel Dress: Chapel Dress consists of a solid, plain white dress shirt, tie, polishable leather dress shoes (more formal than shoes worn to class), dress socks (socks that are not ankle socks, not dark athletic socks with logos, not white), brown or black leather belt, dark gray slacks, and a green Cardigan blazer.

Students are also required to follow additional dress codes for the occasions listed below.

Buffet Dress: For buffet meals, boys may dress in casual, comfortable clothes, provided that their attire is presentable (visible socks need to be worn), pajamas, ripped clothing, slippers, and flip-flops are not permitted. Shorts may be worn only in September and May and hoodies are allowed to be worn in the dining hall for buffet meals only.

*** Hats, jackets, and hooded sweatshirts are not to be worn in classrooms, Humann Theatre, or the dining hall (hooded sweatshirts allowed in dining hall during buffet dress)**

Personal Hygiene and Haircut Guidelines

Our goal at Cardigan is to find the appropriate balance between supporting students and their individual identities, while practicing important life skills and habits. As such, if there is a concern about a student's personal health and well-being, a member of the health center team, Student Life Office, or other administrator will contact parents/guardians to construct an informed and team-based approach. Our health center staff and Student Life Office are available for discussion, personal hygiene products are available in the school store, and there are periodic opportunities for students to get haircuts on campus.

Haircut Guidelines

Boys should keep their hair clean and neat. Cutting or coloring one's own hair or another student's hair is not allowed. Students must keep hair out of their eyes without any assisted devices and be clean shaven.

RESIDENTIAL LIFE

Community Living

Establishing clear expectations for dorm room cleanliness in a middle school boys' dorm fosters a sense of responsibility and community. It helps create a healthier living environment by reducing allergens and potential hazards, encourages teamwork as boys learn to care for shared spaces, and supports habits that promote organization and respect for personal and communal belongings. Such guidelines also reduce conflicts over mess and create a positive atmosphere where everyone can thrive academically and socially.

Check-In and Lights-Out

Weeknights: All students must check in to their dormitories by 9:00 p.m. on Monday–Friday nights. Lights-out is at 9:30 p.m. for underclassmen and 10:00 p.m. for ninth graders, at which point students should be ready for sleep. Alexa devices, iPods, and other portable musical listening devices are not permitted after lights-out, unless permission has been granted by the dorm parent on duty. Lamps should be turned off unless agreed upon by roommates and discussed with the dorm parents. Students are not allowed to use the telephone after lights-out, and families should avoid calling at these times.

Saturday: Check-in on Saturday is at 9:45 p.m. for all students. Lights-out on Saturday is 10:30 p.m. for underclassmen and 11:00 p.m. for ninth graders.

Sunday: Check-in on Sunday is at 7:00 p.m. for all students. Lights-out for all students is 9:30 p.m.

Leaving Campus

Absences

As an educational institution, Cardigan Mountain School offers a comprehensive program that best serves those boys and their families willing to participate fully in all facets of school life—academic, athletic, and residential. Inherent to such a commitment is the logical necessity of attending and participating in all school days. The school takes attendance seriously and requires parents to provide information regarding absences, tardiness, and early departures. The school does not grant extended absence or early departure from school. The school realizes that situations arise in which students will need to miss school days for illness, family emergencies, or other pressing family commitments, and the Student Life Office will excuse absences when

appropriate, not counting against a student's attendance record. In order to minimize the impact of absences on a student's progress, the school has established the following policy:

- In the case of any absence, early departure, or late return from breaks, it is the responsibility of the student and his family to contact attendance@cardigan.org. Parents must provide evidence of absence, tardiness, or early departure.
- For legitimate reasons, students will be allowed to apply for an excused absence (meaning that they will miss an academic, athletic, or residential commitment). This is above and beyond absences for illness or injury and the scheduled school visit days for ninth graders. The school will determine whether or not to approve an excused absence. When approved, students are responsible for informing their teachers, coaches, and dorm parents ahead of time. If a student is absent without school approval, the absence is considered unexcused.
- Students are allotted 2 unexcused absences per trimester (unexcused absences do not accumulate or carry over). Excessive unexcused absences will negatively impact a student's academic standing and may jeopardize the school's ability to provide credit or future enrollment in the program.
- It is the responsibility of the student to obtain (in advance) and complete any academic work missed during an absence.
- Per the athletic section of the Student Handbook and our school philosophy on healthy adolescent/athletic development and commitment to team, Cardigan boys are required to attend all school practices and competitions and are discouraged from missing any school commitments to try out or compete for any type of outside tournament or select teams.

During the Day

To leave campus during the day with a family member—without missing any school commitments and not overnight—a student must receive permission from the administrator on duty (AOD). Once permission is received, the student must sign out of the dormitory, and they must obtain a job substitute if necessary.

If a student wishes to leave campus with another family, the student's parents/guardians must email attendance@cardigan.org granting permission.

Open/All-In Weekends

We require students to remain with us the first two weekends, including registration, so that they fully acclimate to (and immerse themselves in) the community before spending overnights at home or elsewhere. These first two weekends of the school year are designated "all-in weekends." This helps many students with bonding here and reduces homesickness in the long run. Following these initial weekends, other weekends are considered "open." Following the first two weekends, families are welcome to come to campus to say hello, watch a sporting event, join us for a meal, take their son off campus for a meal if his schedule allows, and the like. Finding the right balance in terms of frequency of visits may be key to helping your son adjust. Once weekends are "open" for overnight departure, a student may leave after his last commitment on Saturday and return in time for study hall on Sunday evening, signing out properly in all the appropriate places (e.g., the online "Weekend Away" form, dining hall) and with all the appropriate people (e.g., administrator on duty).

Scheduled Vacations

All students are required to check out with the AOD if they are traveling by car or taxi. Those traveling by school transportation will be automatically checked out.

Throughout the course of the year, Cardigan provides for substantial vacation time. As such, the school believes that students should meet all of their community responsibilities before departing for scheduled breaks. Consequently, students are required to attend all commitments prior to vacations, including sports awards and recognition assemblies. Following vacations, students must return to Cardigan on the appointed day.

Transportation

For most vacations, charter buses leave from campus to Logan Airport in Boston. Schedules and travel forms are available online. Travel forms must be returned to the student travel coordinator by the specified dates. Please communicate any changes in travel arrangements to the student travel coordinator as soon as possible.

Secondary School Visits/School Revisits

The school realizes the importance of allowing ninth-grade boys and their parents opportunities to visit secondary schools during the fall and winter. At the same time, Cardigan ninth graders are engaged in rigorous courses of study, in addition to a myriad of other on-campus responsibilities for which missing time is prohibitive.

Thus, the school approves the following dates for ninth-grade boys to visit secondary schools during the fall and winter terms. Students are accountable for all academic work missed during secondary school visits.

- **October 13:** Founders Day/Sandwich Fair Day
- **October 20-24:** Fall Term Long Weekend (Seniors return by athletic commitment on October 24.)
- **December 2-4:** Final opportunity for senior school visits with approval from the Director of Secondary School Counseling.

Any other days missed beyond the above for secondary school visits will be considered unexcused absences.

In regard to revisits for admitted students in the spring, ninth-grade boys are advised to miss a maximum of two school days to attend events at schools where they have been admitted if a revisit is necessary for the boy's decision process. All revisit days must be approved by the Director of Secondary School Counseling.

Special Trips

On occasion during school vacations, special athletic and extracurricular trips are available for students to attend on an optional basis. These trip expenses are separate from the school's budget and are paid for by the parents of the boys who choose to participate. Students who sign up for trips and do not attend will have their accounts charged. However, the school believes that cost should not hinder student participation and thus offers non-tuition financial aid opportunities for students as appropriate. In the past, these trips have occurred over the winter and spring breaks. On these occasions **all school rules** apply at all times unless otherwise stated. Further, should a disciplinary consequence received prior to the trip preclude the student's ability to participate, the family will forfeit all non-refundable fees associated with the trip.

REGULATIONS AND PROCEDURES

General Residential Guidelines

Cardigan is primarily a residential school with the dormitory at the heart of the program. Furthermore, the skills learned living with a roommate, dorm parents, floor leader, and other students are invaluable in helping students build personal relationships throughout their lives.

Dormitory rooms cannot be locked, and Cardigan Mountain School will not be responsible for clothing, jewelry, and furnishings that are lost, stolen, or damaged. Students should avoid bringing expensive items to school that they do not need. Each boy will have access to a personal safe in their room, and cash amounts exceeding $50 must be turned into the Travel or Business Office for safekeeping. Students are encouraged to label all belongings. The school's insurance does not cover students' personal property. Parents should insure any valuable possessions that students bring to school.

Bicycles, Scooters, Skateboards, Hoverboards, and Drones

Bikes, scooters, and skateboards are permitted on campus. They must be stored in appropriate locations and should be locked when not in use. It is the student's responsibility to provide a lock. Segways, hoverboards, and other battery-operated modes of transport are not permitted on campus. The use of drones is also prohibited without the direct supervision of a faculty member.

Black Lights, Lava Lamps, Space Heaters, and Holiday Lights

Black lights and lava lamps have bulbs that overheat and are not allowed in dorm rooms. Holiday, or hanging lights of any kind, and space heaters overload the electrical system and are also prohibited.

Fire Emergency Regulations

Regular fire drills are an important part of our schedule. Specific instructions for the use of stairways and exits are posted on bulletin boards in every building. To ensure maximum safety, students should acquaint themselves with these instructions. Dorm parents review these procedures with the students during one of the first dorm meetings.

Smoke detectors are located in each room and should not be touched. Students may not possess or use electric microwaves, refrigerators, or any other portable electric cooking device. Blankets hanging from bunkbeds to provide privacy are strictly prohibited. Additionally, electric blankets are not permitted on campus.

Laundry and Dry Cleaning

1. Student clothes are bar coded by E&R to track laundry as it is received and delivered to students. Students missing items can access their barcode number from other clothing and report any missing items to the business office.
2. Empty all pockets; remove all belts.
3. Do not send sneakers, rugs, curtains, suede, leather, or pillows. Items not suitable for commercial cleaning (hand-wash, lay-flat, or hang-to-dry items and delicate or gentle-cycle items, etc.) will be returned uncleaned.
4. If repairs are needed, attach a note to the garment.
5. Laundry bags should be secured and deposited in the designated area by Sunday evening.

Make sure to plan ahead in order to have the appropriate clothes for Chapel. All students should have **two sets** of chapel dress to accommodate laundry delivery.

Music

Music is permitted in dorm rooms, but it should be played at room volume and only during free time (or on van and bus trips). Music-playing devices must remain in dormitory rooms during the academic day, including classes, Morning Break, advisory, meals, assemblies, and meetings.

Pets

Students are not allowed to have pets or other live animals in dorm rooms.

Posters and Room Decorations

Posters must be attached to moldings with thumbtacks or to walls with Plastitack or blue tape, available in the school store. Nothing may be attached to the ceilings. Pictures displayed must be in good taste, as determined by the school. No alcohol-related, drug-related, or pornographic materials or posters are allowed in dormitory rooms. Room decorations must not pose a fire hazard. For this reason, students are not permitted to have bean bag chairs or excess furniture in their dormitory. Flags are permitted but must be treated with a flame-retardant spray.

Room Changes

Room changes are rare, and every effort is made to resolve any roommate issues that arise, including roommate mediation with a school counselor. However, room changes may be made with the permission of the Student Life Office, after thorough consultation with the dormitory faculty members and the faculty advisors of those students involved.

Room Condition, Damage, and Vandalism

Room conditions are evaluated at the beginning of each school year. Boys are held personally responsible for the conditions of their rooms at all times and will be charged for any damage that occurs during the year. If the student's room is damaged, and the vandalism is accidental, the cost of materials and labor are charged to the student account up to $250. If the vandalism is deliberate, the charge for materials and labor will be equal to the cost of replacement/repair as determined by the school.

Security Cameras in Dormitories

As part of our ongoing commitment to student safety, Cardigan Mountain School has installed security cameras in the hallways of all student dormitories. These cameras are intended to help ensure a secure residential environment and are not monitored in real time. Access to recorded footage is restricted and may only be reviewed by the Student Life Office with explicit permission from the Head of School.

Room and Dress Code Inspections

Room inspection typically takes place every evening and a more thorough inspection is done on Sunday evening. Students are responsible for meeting the dress code prior to leaving the dorm for breakfast. (See dress code on pg. 21)

Nightly Room Inspection

- Complete dorm jobs. Dorm Jobs include a rotating weekly schedule for the following jobs:
    - Trash (Collect from all rooms, including common room)
    - Common room (Fridge, Microwave, and vacuuming)
    - Recycling (Collect from all rooms including common room)
    - Laundry (Collect bags and bring to designated location, reverse on delivery days)
    - Bathroom (Make sure all items are stored properly and the bathrooms are in good condition)
    - Hallway (trash and vacuum)& Help the Other Fella
- The room should be organized.

- Floor of the room should be clean (vacuumed when necessary).
- Clothes should be put away neatly.
- The desk should be organized and functional.
- Laundry should be packed or put away on specific days. This includes hangers on hanger stand, clothes folded or hung up neatly in their correct space, bags and clips placed in appropriate trash.
- All trash should be in the trash bins for pick-up.
- Food should be stored and dishes cleaned.
- The bed should be made or be in a condition ready for sleep.

Sunday Room Inspection!

- You will need the vacuum - use it early...
- ALL ROOMS SHOULD BE NEAT AND ORGANIZED
- At the inspection, you will be responsible for the following:
    - Under your bed (move everything from under the bed and remove all items)
    - Under your desk (no dirt, wrappers, or garbage there – the chair will be moved)
    - Desk, trunks & dresser drawers (everything should be folded and neat)
    - In your closet – Hang up laundry and straighten out the floor (shoes especially)
    - Remove and recycle metal hangers – the holder is in the entryway
    - The corners and edges of your floor (vacuum if necessary)
    - Make sure your trash is empty by inspection time
    - CHANGE YOUR SHEETS – PACK YOUR LAUNDRY BAG
    - Take a wet paper towel and clean the surface of your desk and bureau

School Furnishings

School furnishings must remain in the room where they were originally placed and are to be arranged in a safe and tidy manner. Furnishings should be kept clear of all heating elements. The bunk beds are not meant to be used without a bottom bed frame. Elevating beds with desks, chairs, or other items is unsafe and thus prohibited, including the use of bed risers with bunk beds. Any additional dorm room furnishings must be approved by a dorm parent and the Director of Student Life.

Storage

Only personal items the students need daily are to be kept in the dorm rooms. Suitcases and large trunks are to be stored. A small, lockable trunk may be kept in the room for valuable items. Students may keep baseball gloves and lacrosse sticks in their rooms; however, team uniforms, cleats, or non-recreational athletic equipment such as football pads, hockey gear, and large items like skis and snowboards should be stored in the gym or attic.

Summer dorm storage is available in dormitory attics with priority given to students on financial aid to help ease the transition during breaks. This service is provided in collaboration with Dorm Room Movers, a company specializing in summer storage with facilities that maintain a temperature-controlled environment to protect your belongings. They also offer shipping options, ensuring a convenient and secure way to manage your personal items while you enjoy your summer break. Please visit their page to set up an account:

https://www.dormroommovers.com/storage-shipping-services-at-Cardigan-Mountain-School-Canaan-NH

Televisions, Movies, and Video Games

Cardigan does not allow external computer monitors, projectors, or televisions in student dorms. Video games, movies, and television are permitted during the times detailed in the Technology Policies section. Students must adhere to state laws and age restrictions when viewing media or playing video games, and shooting games are not allowed. Students are allowed to have gaming consoles (with the exception of Nintendo Switches or other portable gaming systems) in dorm common rooms with dorm parent permission. Students can use gaming consoles on the weekend and must be inclusive. Students are not allowed to have personal gaming controllers or other accessories (gaming mice, keyboards, headsets, etc.), and controllers that accompany common room gaming consoles must stay in the computer cart.

Visiting Other Rooms or Dormitories

With the exception of weekends, students may not enter dormitories besides their own without a dorm parent's permission. Students may invite other boys from their floor into their room, but trespassing in another student's room without their consent is not allowed. On the weekends, students may invite boys from other dorms to their common room, but visitors may not enter student rooms, and they must be accompanied at all times.

Day Students

Day students are expected to arrive at school in time for first period, though they are also welcome to attend breakfast. Day students may depart campus following their last commitment (typically an athletic practice or theater/music rehearsal). Many may choose to remain into the evening in order to participate fully in other extracurricular activities or meet with a teacher for additional academic support. All day students who remain on campus in the evening are expected to follow the normal school routine of dinner and study hall. It is recommended that each day student keep a clean dress shirt, tie, blazer or sport coat, dark socks, and dress shoes in his day student locker for occasions when he will remain on campus through dinner. Day students must report to the appropriate study locations for evening study hall. If a day student remains on campus for dinner and study hall, he should be picked up at his dormitory or study location no later than 9:00 p.m.

Day Student Overnight Privileges

On occasion, special requests by day students' parents for overnight privileges are granted by the school. All requests for overnights must be sent to attendance@cardigan.org at least one day in advance. When a day student does stay overnight in the dormitory, he must turn in his cell phone to the dorm parent on duty.

SCHOOL RULES

All Cardigan Mountain School students will be held accountable for their behavior on or off campus, as long as they are enrolled in the school. All disciplinary decisions are at the sole discretion of the school. The school has the discretion to respond to cases of misconduct in several ways and violations of school rules are dealt with on a case-by-case basis, with due regard for both the specific circumstances and the welfare of the entire school community.

The school will also account for the diverse backgrounds of each student when determining appropriate consequences for a particular matter, consistent with Cardigan's mission and values and the Cultural Diversity and Adaptation policy set forth in this handbook.

Students who violate school rules should expect swift consequences. Students who choose to remain present when other students are engaging in misconduct may be subject to disciplinary action. The school reserves the right to determine that a particular action or attitude, whether listed below or not, is so injurious to the health of the community as to warrant a student's separation from the school regardless of a student's previous disciplinary status. In such cases, the head of school or his designee may dismiss a boy immediately if he thinks it is in the best interest of the school. The head of school, or his designee, makes all final decisions regarding student discipline.

As indicated above, students should be aware that they represent the school community at all times, both on and away from campus. While it is not the school's intention to monitor students in all of their off-campus activities, the school may take disciplinary action, including suspension or separation from school, in response to inappropriate conduct occurring outside of campus.

Cardigan invites discussion of school rules and recognizes that there will be moments when incomplete or incorrect information may create questions. While the school encourages students to ask these questions when they arise, we understand that not all students may feel comfortable doing so. Students who have concerns about school rules should contact the Dean of Students.

MAJOR SCHOOL RULES

Cardigan enforces basic rules in order for everyone to enjoy the greatest opportunity to live in a safe and productive environment. The school will respond to any actions considered detrimental to Cardigan, and, in the case of serious offenses, this response may include suspension or separation from school. Other responses to student misconduct may include, but not be limited to, a warning, restorative work in the community, or restrictions in participating in extracurricular activities. Depending on the circumstances, other responses may be recommended, such as counseling, drug and alcohol assessment or testing, restitution, or whatever the head of school (or his designee) may determine to be appropriate under the circumstances.

Cardigan also recognizes that certain students may be more vulnerable to becoming targets of misconduct, like bullying or harassment, based on actual or perceived differentiating characteristics, including race, color, religion, ancestry, national origin, sexual orientation, mental, physical, developmental or sensory disability, or by association with a person who has or is perceived to have one or more of these characteristics. The school is dedicated to preventing such misconduct by fostering a positive school culture and providing a curriculum that encourages social skills development.

Cardigan must also abide by applicable state and federal laws; certain behaviors may have legal implications beyond the jurisdiction of Cardigan Mountain School. In accordance with the school's mission, values, and standards of conduct, the school may provide broader protections against bullying, discrimination, harassment, and other inappropriate conduct than may be required under applicable laws and take appropriate disciplinary action.

The following are considered serious offenses, which may include a disciplinary response of suspension or separation from school.

AGGREGATE OFFENSES

Accruing numerous offenses for a sustained period of time, demonstrating a pattern of misbehavior and a disregard or dismissal of community expectations.

BIAS-RELATED INCIDENTS

A bias-related incident occurs when language or behavior intentionally conveys prejudice against a targeted individual because of a dimension of the target's identity (race, color, natural or protective hairstyle, national or ethnic origin, ancestry, gender, religion, gender identity, gender expression, sexual orientation, mental or physical disability, or any other applicable legally protected status). Cardigan supports free expression and also shares a responsibility to provide a healthy learning environment for all community members. To that end, hateful forms of expression that can incite physical violence toward or the dehumanization of an individual or group will result in a formal disciplinary response. While the school first explores a restorative and educational approach to bias-based incidents, repeated and flagrant offenses will result in a Core Values Committee meeting, which may include suspension or separation from the school.

BULLYING

A single significant incident or a pattern of incidents involving written, oral, or electronic communication, or a physical act or gesture, or any combination thereof that physically harms the student or destroys his property, causes him emotional distress, interferes with his educational opportunity, creates a hostile educational environment, or substantially disrupts the orderly operation of the school. Examples of bullying include:

- Physical bullying such as punching, poking, strangling, hair pulling, beating, biting, and excessive tickling.
- Verbal bullying, including cyber-bullying, such as hurtful name-calling, teasing, and gossip.
- Emotional bullying such as rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, natural or protective hairstyle, manipulating friendships, isolating, ostracizing, and peer pressure.
- Sexual bullying: Many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment, and abuse involving actual physical contact and sexual assault.
- Bullying may also include any verbal or physical act that causes physical or emotional harm to the victim or damage to the victim's property, causes emotional distress to the victim, interferes with the

victim's educational opportunities, creates a hostile environment at the school for the victim, or substantially disrupts the education process or the orderly operation of the school.

Bullying by Cardigan Mountain students is prohibited in all situations, whether on school grounds, at a school-related event, or off school property.

Any student who believes that he is the subject of bullying should report it immediately to school personnel. Likewise, any student who becomes aware of bullying behavior or retaliation that violates this policy should immediately report such conduct. There are no innocent bystanders to bullying. If you see something, say something.

If a determination is made that a violation of this policy has occurred, the school will take appropriate action to rectify the situation. No student should suffer from bullying. Students are encouraged to speak up and ask for help.

HARASSMENT

Humiliating or intimidating others with derogatory comments, cruel personal jokes, or teasing. No one is permitted to harass others regarding sexual orientation, gender, race, color, natural or protective hairstyle, national origin, disability, religion, ethnic background, or any other characteristic protected by applicable law. **Any student who feels that he is being harassed, or who has a complaint or information about harassment of any kind to another, should immediately report it to school personnel.**

CHEATING, ACADEMIC DISHONESTY, AND PLAGIARISM

Related offenses include, but are not limited to, using a current or former student's materials or a student's own work from another class without the permission of a faculty member, misuse of information without proper citation, software plagiarism, and violation of copyright laws.

Chat GPT and other generative AI programs are evolving rapidly, both in terms of their capability and accessibility. We, as a school, are developing ways to utilize these programs as learning tools in order to better prepare our students for the challenges of secondary school and beyond. However, the use of Chat GPT and other generative artificial intelligence (AI) tools to produce and present work as the student's own will be treated as an act of academic dishonesty.

CURFEW VIOLATIONS

Absence from one's dorm after lights-out or leaving campus without permission.

DISHONESTY

Lying to a faculty member, a staff member, or another student with deceitful intent. Dishonesty includes the possession of clearly prohibited electronics and other items that pose serious safety concerns.

DISRESPECT

Rude, offensive, hurtful behavior or language directed at any member of the community or malicious defiance of school expectations and staff.

FIRE HAZARDS

Use of lighters, matches, fireworks, or any other sparking device; tampering with electrical wiring or fire protection equipment. *Note: Due to its life-threatening nature, creating a deliberate fire hazard in a building is likely to result in a student's separation from the school on the first offense.*

HAZING

Hazing will not be tolerated at the school. Hazing is defined under New Hampshire law as any act directed toward a student, or any coercion or intimidation of a student to participate in or submit to any act, when:

- Such act is likely or would be perceived by a reasonable person to cause physical or psychological injury to any person; and,
- Such act is a condition of initiation into, admission into, continued membership in, or association with any organization.

Hazing, knowing submission to hazing, and the failure to report hazing to law enforcement or school authorities, are violations of New Hampshire law.

Any student who feels that he or she is being subjected to any form of hazing, or who becomes aware that another student is the victim of hazing, should report it immediately to school personnel.

Any student found to have engaged in hazing may be subject to disciplinary action up to and including dismissal. Note that the school is also required by law to report any act of hazing to the local police.

SEXUAL ACTIVITY

We at Cardigan recognize that adolescence is a time of enormous physical and emotional development around issues of sex and sexuality and provide appropriate education and support around these topics. However, given the age group served and the applicable New Hampshire state laws, the school requires that all students abstain from engaging in sexual activity with another person while at Cardigan. Students who are caught engaging in sexual activity may be subject to a disciplinary process including separation.

SEXUAL HARASSMENT POLICY

Cardigan Mountain School is a community where all members have the right to live, work, and learn in a safe environment, free from sexual harassment. Inappropriate behavior of a sexual nature can undermine these basic rights and human privileges. No member of Cardigan Mountain School may sexually harass another.

Sexual harassment is defined as any sexual advances, requests for sexual favors, or other inappropriate oral, visual, written, or physical conduct of a sexual nature.

Sexual harassment may include, but is not limited to, the following actions: pressure for sexual activity; remarks to a person with sexual implications; inappropriate touching; display of sexually suggestive objects or pictures; suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning grades, programs, or activities available at or through the school.

Violations of this policy, whether intended or not, will not be tolerated and may result in discipline up to and including dismissal. It should be noted that some forms of sexual harassment may be considered a violation of criminal law or covered by mandatory reporting obligations, and may need to be reported to external agencies, including law enforcement.

Students should report any violation of this policy to a trusted adult member of the school community. Any person receiving a report or having knowledge of a violation of this policy shall immediately file a written report with the Head of School's Office. Any form of threat or retaliation against anyone who in good faith makes a complaint of sexual harassment is itself a violation of this policy and a cause for discipline. Allegations of sexual harassment will be investigated promptly, and corrective actions will be taken as soon as possible. For more information about this policy, contact the associate head of school or dean of students.

SEARCH POLICY

A search of a student's room and/or any item in a student's possession may occur when any member of the faculty or school administration has reason to believe that a disciplinary infraction or the existence of physical or other potential harm to the student or others will be discovered. In addition, in the school's ongoing efforts to ensure compliance with our rules, that students engage in appropriate behavior, and to maintain a substance free and safe school environment, the school may choose to conduct a random search of any area of the school campus including, but not limited to, student rooms at any time and without prior notice. Examples of situations that could lead to a search include information that a student is in possession of alcohol, drugs, drug paraphernalia or someone else's property.

Searches may include any item belonging to a student or in a student's possession such as a backpack as well as personal electronic and related devices such as a student's cell phone (including the right to access and read any text, email, message or other item stored or accessible from the phone), laptop, or flash drive. Room searches may include a search of the room itself as well as any item within the room such as drawers, closets, lockers, backpacks, locked safes or other containers, or other personal or school items within the room.

Students and their roommates will be held responsible for any contraband found in their dormitory room. If neither student accepts responsibility, and it is not possible to determine to which individual the substance belongs, then both students may be held equally responsible for any rule violation or infraction. Cardigan may dispose of any item of contraband or other confiscated items that violate school rules as it deems appropriate. Any student who refuses to allow the search of any personal item or otherwise as requested under this policy may be subject to disciplinary action, including separation from school or a request that the student withdraw from the school.

SUBSTANCE ABUSE

The use, possession, or sale of any alcoholic beverage or tobacco product, unauthorized use of prescription or over-the-counter drugs, chemical inhalants, illicit drugs, vaporizers, electronic smoking devices, or drug

paraphernalia. No medications of any kind may be kept in student rooms without the permission of the health center. Being present during the use, possession, or sale of any of these substances is also a serious offense.

The school may require without prior parental or student notification that a test for drug or alcohol use be performed on a student at any time with or without parental permission. The cost of such testing will be charged to the student account and is the responsibility of the parent. Failure to agree to testing or evidence of attempted adulteration may cause a test to be presumed positive.

THEFT/VANDALISM

Stealing, tampering with, or vandalizing school or personal property. **Note:** Taking or borrowing personal property without permission from the owner is considered theft.

TRESPASSING

Entering a faculty/staff member's residence or office (including the faculty room) without permission or when the faculty/staff member is not present. Students must knock and be invited in before entering.

WEAPONS

Possession of any firearm, weapon, or knife, or use of any such item or other object as a weapon without adult supervision. Note: Pellet guns, BB guns, and cap guns are considered firearms.

NEW HAMPSHIRE REPORTING LAWS AND CRIMINAL ACTS

Students and parents should be aware that there are certain mandatory reporting laws in New Hampshire in addition to the child abuse and neglect reporting law. Under the NH Safe School Zone law, the school is required to report to the police when a school employee has witnessed or has information from the victim of an act of theft, destruction, or violence. The crimes that must be reported include felonious or aggravated felonious sexual assaults, criminal mischief, criminal threatening, arson, burglary, robbery, theft, illegal sale or possession of a controlled drug, unlawful possession or sale of a firearm, assaults, and hazing.

ADDITIONAL SCHOOL RULES

The following list, though not exhaustive, includes important school policies. Violations may result in disciplinary consequences. A student may not:

1. Be in or on the lake without adult supervision. Please note the school dock is also considered "on the lake."
2. Enter another dormitory without a host from that dorm.
3. Enter another person's room without consent.

4. Have more than $50 in cash in his room (or the equivalent in another currency). Sums larger than $50 should be turned into the business or travel office. The school cannot assume responsibility for money that is not turned in.
5. Gamble, bet, or loan money.
6. Sell or swap any items valued over $20 without permission from his advisor or the dean of students.
7. Possess or distribute obscene or pornographic material in any format, including print and electronic media.
8. Ride a bike, scooter, or skateboard, and/or use in-line skates, except in the designated areas and at designated times. A helmet must be worn and buckled at all times.
9. Have any home wiring in his room. Lamp and radio cords must be in good condition. A student should not plug more than two electrical cords into one outlet (extension cords and surge protectors are available at the school store).
10. Have electric appliances, hanging lights, or floor lamps in his room.
11. Operate a vehicle on campus.
12. Have food or beverages in the chapel, theater, any academic building (outside of advisory locations), or gymnasium.
13. Have food (including pizza) delivered to campus.
14. Chew gum in any academic building or the chapel.
15. Wear a hat in any school building except dormitories, the student center, and athletic buildings.
16. Litter in buildings or on campus grounds.
17. Invite guests on campus without direct parental supervision and notification of the dorm parent on duty. Public displays of affection are not allowed.
18. Have possession of an e-bike, hoverboard, or other similar devices containing lithium-ion batteries on campus.
19. Have possession of remote-controlled cars or drones (without adult supervision) on campus.

RETALIATION POLICY

Retaliation is not tolerated at Cardigan. Students are protected from any retaliation for making a good-faith complaint regarding the violation of school rules and policies or for participating in an investigation. Any person found to have retaliated against an individual for reporting in good faith what the individual believes to be discriminatory harassment or for cooperation in good faith in any school investigation of potential harassment will be subject to appropriate disciplinary procedures, up to and including separation from school. Students need to trust the discipline policy and process and are not to take matters into their own hands.

BROTHER'S KEEPER

At Cardigan, we promote a "brother's keeper" mentality, encouraging students to hold each other to high standards of conduct and character. We want Cardigan boys to be observant of their peers' well-being and behavior, to offer support when needed, and to develop the courage to speak honestly when concerned about someone's choices or welfare. Brotherhood is built on mutual respect, a shared responsibility to care for and help one another (particularly those in need), and unconditional compassion. Even when we fear our

compassion will be seen as weakness, we know that it is our strength. As such, students who do not practice brother's keeper, especially in matters that pose serious safety concerns, may undergo the disciplinary process.

THE DISCIPLINARY PROCESS

The school uses restorative practices that emphasize social and emotional competencies and relationship/community building, focusing on the impact of one's behavior. At Cardigan, we work with all community members to reflect and take responsibility for their behavior, to feel an obligation to repair harm caused, and to take action steps for righting a wrong. Cardigan aims to determine consequences fairly, judiciously, in the context of a caring and supportive relationship, and in a way that teaches and strengthens our Core Values of compassion, integrity, respect, and courage. The school and its faculty use a variety of educational techniques to address misbehavior. The most significant response in the restorative disciplinary process is a formal conference.

Core Values Committee

When a student violates a major school rule, the school may decide to hold a Core Values Committee meeting for the student and his advisor (or another support figure on staff). This committee includes the dean of students, three faculty members, and two student leaders (when appropriate). This is a confidential meeting to explore in what way people have been affected. The committee makes a recommendation to the head of school about what steps will best support the student and the community. These steps may include a restorative process on campus, a suspension, likely followed by restorative work, or separation from the school.

Formal Conference

A formal conference is a restorative process designed to take accountability, repair harm, and foster closure and healing. With the consent of the victim(s) and offender(s), the Student Life Office will organize a formal conference in response to major violations of school rules and values. All those involved and affected by an incident will come together with a trained facilitator to explore what happened, who was affected, and what needs to be done to make things right. As appropriate, the Student Life Office may invite anyone in the community, including student family members. The participation of legal counsel is prohibited. By the conclusion of the conference, and under the guidance of the facilitator, the participants will decide consequences and sign a shared agreement.

Cause for Dismissal

The Student Life Office avoids exclusionary discipline and prefers a restorative approach. However, when there are exceptional concerns regarding community impact—such as student safety and wellbeing, providing a healthy learning environment, readiness for residential living, and respectful coexistence—the school's leadership team may decide that a student's behavior is cause for suspension or dismissal. In the case of certain criminal activities, the school must collaborate with law enforcement officials and follow their guidance. In these rare cases, there may not be a restorative process for a student at Cardigan.

Disclosure to Next Schools

If a student, who is applying to secondary school or who has recently been accepted to attend a different school, is suspended or separated from the school, or experiences any significant change in status at the school after the

student's application has been submitted to another school, it is the obligation of the student and the student's parents to contact all such schools to inform them of the incident. Cardigan may, in its sole discretion, communicate with each school regarding student misconduct in the context of preparing the next school to offer appropriate educational support. The school will generally work closely with students and families to support the honest reporting of disciplinary matters in order to support student success.

TECHNOLOGY POLICIES

Access to information technologies is integral to the educational mission and purpose of our institution. We utilize technology in nearly every facet of instruction, activity, service, research, and operation of Cardigan Mountain School. This policy provides expectations for the use of technology as it affects our school and educational community. Cardigan Mountain School's computer network is provided for limited educational purposes, not as a public access service.

Due to the evolutionary nature of technology, it is imperative for students to realize that our policies regarding the use of technology in our community will also be evolving. We ask all students to employ their best judgment when it comes to the use of school technology and keep in mind that our policies related to technology are not meant to supersede our other school policies, but rather to complement them. Please read the policies below before using our network and computers, because by using our technology you agree to be bound by the terms, conditions, and regulations below. Please also note that whether physically on or off campus, whether during the school day or at night, on vacation or at any other time while a student is enrolled at the school, whether linked to the school's network while at school or from a remote location or using their own personal technology on an external network, students are expected to comply with this policy.

Technology is a fundamental component to a Cardigan education: please use it appropriately.

FAMILY USE OF TECHNOLOGY

This policy applies to Cardigan students and their families. Cardigan faculty and staff members have a separate Technology Use Policy. All students must sign the CMS Network Services form before they can utilize any school technologies. This permission form must be signed on an annual basis at the beginning of every school year.

TECHNOLOGY AS A PRIVILEGE

The use of school technology on school property, at school events, or at home is a privilege, not a right. This privilege comes with personal responsibilities, and if a student violates the responsible use of any school technologies, that student's privilege may be suspended and/or revoked.

Our school provides sufficient information technology resources to each student for regular academic pursuits. If a particular research project requires additional resources, the Technology Office works with students on a case-by-case basis to provide those additional resources.

**A student's technology privileges can and will be removed if the student does not use technology responsibly.*

PRIVACY

Cardigan Mountain School reserves the right to monitor and track all behaviors and interactions that take place online or through the use of technology on our property or at our events. We also reserve the right to investigate any reports of inappropriate actions related to any technology used at school or school-issued technology used at home. All emails and messages sent through Cardigan Mountain School's network or accessed on a school

computer can be inspected. Any files saved onto a school computer can also be inspected. Students have a limited expectation of privacy when using their own technology on school property or at school events, so long as no activity violates policy or law and/or compromises the safety and well-being of the Cardigan Mountain School community.

**Cardigan can monitor and track student technology usage on campus and any activity off campus through school-issued technology.*

FILTERING

The Technology Office subscribes to a professional filtering service, and we are constantly monitoring students' Internet access. We have the ability to track any user's activity while on our network.

Sexually explicit and other objectionable materials are not to be on any computer.

Approved social networking sites are available to students only during designated hours. Students may not be "friends" with, or otherwise connected to, any Cardigan Mountain School employee on any social networking site unless the connection is for educational or extracurricular purposes associated with the school. If a student is contacted by a school employee via non-school channels for non-educational purposes, the student should immediately notify an advisor or other trusted adult at the school.

Specific video and text-based communication applications may be utilized during designated times. Please ask what applications are supported.

** Students' activity online is constantly being monitored. Approved programs are available for social networking during designated times.*

RIGHT TO UPDATE

Since technology is continually evolving, our school reserves the right to change, update, and edit its technology policies at any time in order to continually protect the safety and well-being of our students and community. To this end, Cardigan Mountain School may add rules, restrictions, and guidelines at any time.

**Technology policies may change to protect Cardigan students and the school community.*

TERMINATION OF ACCOUNTS AND ACCESS

Upon graduation or termination of a student's active status, that student will no longer have access to the Cardigan Mountain School network or to files stored on the school network. Prior to graduation, we recommend saving all personal data stored on school technology to a removable hard drive or DVD. Each graduate will be able to access his email account for a period of 30 days after graduating.

ACCEPTABLE USES OF TECHNOLOGY

Personal Responsibility

We expect our students to act responsibly and thoughtfully when it comes to using technology. Technology is a finite, shared resource offered by Cardigan Mountain School to its students. Students bear the burden of responsibility to inquire with the Technology Office or other school administrator when they are unsure of the permissibility of a particular use of technology prior to engaging in the use.

School-Provided Technology Resources

All students will purchase a MacBook Air through the school. All emails sent from this account are representative of Cardigan Mountain School, and students should keep in mind school policies regarding appropriate language use, bullying, stalking, and other policies and laws. Student email accounts are subject to monitoring and have limited privacy.

The school provides wireless Internet access throughout the campus. In order to ensure appropriate supervision of students while on our wireless system, only the laptop purchased through CMS may be connected to the Internet. Cardigan Mountain School provides individual technology accounts for students in order to keep track of their technology use. Users must log off when they are finished using a school computer. Failing to log off may allow others to use their account, and students are responsible for any activity that occurs through their personal account.

Please Note: A damaged student laptop must be taken to the Technology Office immediately. All repairs will be processed through Apple Care or System Plus comprehensive insurance policy.

UNACCEPTABLE USES OF TECHNOLOGY

Students are not permitted to have wireless access point devices in their possession. Wireless network access is available throughout campus.

A work or item is copyrighted when, among other issues, one person or one group owns the exclusive right to reproduce the work or item. Songs, videos, pictures, images, and documents can all be copyrighted. Copyright infringement is when a person violates copyright law and uses or reproduces something without the authority to do so. It is important to make sure all materials used in one's work are appropriately cited. Someone else's work may not be used without proper permission.

Students may never configure their computer to engage in illegal file sharing. Cardigan Mountain School will cooperate fully with the appropriate authorities should students behave illegally in this regard.

Students are prohibited from modifying their laptop's network configuration. Activities such as network hacking, using other users' accounts and passwords, usage of VPN, proxies, intentionally propagating malicious software or scripts, are strictly prohibited.

Students are prohibited from accessing sexually explicit or objectionable materials, and sexually explicit and other objectionable materials are not to be on any electronic device.

Commercial use of school technology is prohibited. Students may not resell their network resources to others, including, but not limited to, disk storage space. Students who are engaged in fundraising campaigns for school-

sponsored events and causes must seek permission from the dean of students or another appropriate administrator before using technology resources to solicit funds for their event.

Our school is a community, and as such, community members must respect the privacy of others. A student may not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to others. A student may not misrepresent or assume the identity of others. A student may not re-post information that was sent privately without the permission of the person who sent the information. A student may not post private information about another person. A student may not use another person's account. If a student has been given an account with special privileges, that account may not be used outside of the terms upon which access to that account was given.

Students may not utilize any technology to harass, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community, misconduct known as cyber-bullying. Any cyber-bullying, on or off campus, that is determined to substantially disrupt the safety and/or well-being of Cardigan Mountain School, is not tolerated and prohibited.

A person may not post or send chain letters or spam. Spamming is sending an unnecessary and unsolicited message to a large group of people. Spamming can occur through emails, instant messages, or text messages.

Students are not allowed to use video recording devices on campus without the express consent of a faculty member and the school community members being recorded.

Response to Issues

Cardigan Mountain School's network and other administrators have broad authority to interpret and apply these policies. Violators of our technology policies will be provided with notice and opportunity to be heard unless an issue is so severe that notice is either not possible or not prudent, in the sole determination of Cardigan Mountain School administrators. Restrictions may be placed on violators' use of school technologies, and privileges related to technology use may be revoked entirely pending any review, in order to protect the safety and well-being of our community.

Violations may also be subject to discipline of other kinds within the school's discretion, in accordance with the Discipline section of this handbook. Our school cooperates fully with local, state, and/or federal officials in any investigations related to illegal activities conducted on school property or through school technologies. School authorities have the right to confiscate personally owned technological devices that are in violation or used in violation of school policies.

If a person witnesses someone else either deliberately or accidentally accessing inappropriate information or using technology in a way that violates this policy, the witness must report the incident to a school administrator as soon as possible. Cardigan Mountain School retains the right to suspend service, accounts, and access to data, including student files and any other stored data, without notice to the student if it is deemed that a threat exists to the integrity of the school network or safety is of concern to Cardigan Mountain School.

School Liability

Cardigan Mountain School cannot and does not guarantee that the functions and services provided by and through our technology will be problem-free. Cardigan Mountain School is not responsible for any damages

students may suffer, including, but not limited to, loss of data or interruptions of service. Cardigan Mountain School is not responsible for the accuracy or the quality of the information obtained through school technologies. Cardigan Mountain School is not responsible for students' exposure to "unacceptable" information nor is the school responsible for misinformation. Cardigan Mountain School is not responsible for financial obligations arising through the use of school technologies.

Cardigan Mountain School reserves the right to modify this policy at any time. This policy was adapted from a template provided by Campus Outreach Services, www.campusoutreachservices.com.

TELEPHONES

Each dorm room will be outfitted with one working landline. Parents will be provided the phone number to call into their child's room. To call out, students will be allowed to use a calling card. Students can come with their own calling cards, or they can purchase a calling card from the school store. Students are encouraged to label their calling cards and keep their codes private.

STUDENT LIFE OFFICE TECHNOLOGY POLICIES

Philosophy

Students come to Cardigan to be fully engaged and present in life here on The Point. While we fully embrace technology as a useful tool, necessary for our twenty-first century education, we believe the people and place have the most power to shape and influence a boy's development in mind, body, and spirit; to best prepare the boys for responsible and meaningful lives in a global society, we prioritize the development of human skills and healthy relationships. For this paramount reason, Cardigan Mountain School has developed guidelines around technology usage on campus.

Cell Phones, Laptops, Smartwatches, and Gaming Consoles/Controllers

At the beginning of the year, cell phones, personal laptops, tablets, smartwatches, and gaming consoles/controllers (or any handheld device that can connect to a web browser) must be turned into dorm parents. If a student is leaving campus for a weekend or over a school break, he may sign out his personal devices. Upon his return to campus, he must turn his items back in. Smartwatches are discouraged from being brought to campus.

Sexting

Students should be aware that taking, sending, receiving or forwarding sexually explicit messages, photos or images via a computer, digital device, or cell phone (commonly known as "sexting") may subject a student to criminal charges under federal and state laws. Criminal charges can range from a misdemeanor to a Class B felony, with the possibility of severe monetary penalties and prison sentences of up to seven years. The types of crimes that can be implicated include child pornography, obscenity laws, violation of privacy, endangering the welfare of a child and non-consensual dissemination of sexual images (when the person is age 18 or older). In addition, soliciting a minor under the age of 16 via a computer to meet up with the intent to engage in a sexual act such as intercourse or oral sex, even if it is mutually voluntary between the two students, can result in a charge of child exploitation with the possibility that, if convicted, the student could become a registered sex offender for life. Sexting may also require mandatory reporting to state agencies under New Hampshire's Child

Abuse Reporting Law or to the police under the NH Safe School Zone law. Cardigan Mountain School does not tolerate violations of the law, including the dissemination of sexual images or messages under any circumstances. Such actions may be cause for immediate dismissal. Any student with questions or concerns about sexting, such as being the unwitting recipient of a sexual image, should speak with an advisor or school administrator.

Laptops

The primary use for student laptops is for academics. Student laptops may only be used for nonacademic purposes during specified times of the day. A general rule that Cardigan students follow is that laptops can only be used for academic purposes during the academic day, which includes study hall periods. Additional computer use policies are as follows:

- Students are encouraged to keep computer chargers in their rooms and dorms. Charging stations are available for use as needed during the academic day.
- In the classroom setting, students cannot open their laptops unless instructed to do so by their teacher.
- Laptops are not to be used in any outdoor spaces or any athletic buildings unless permission has been granted by a faculty member.
- While walking on campus, laptops by be closed, and students may not wear headphones.

Laptop Carts

During the lights-out process throughout the entire week, all students are required to turn in laptops into the laptop carts in their dorm. Laptop carts will be opened by the dorm parent on duty by 7:15 a.m. Monday through Saturday and at the discretion of the dorm parent.

Portable Electronics

Portable music players are allowed at Cardigan, but use is limited to the dormitory and study hall. Students should not wear headphones during classes or in between classes, unless specifically directed by a faculty member. Additionally, portable hotspots are not permitted.

Consequences for Misuse

Consequences for misuse of technology will generally be applied on a case-by-case basis. The dean of students, the student's advisor, and dorm parents are responsible for issuing consequences resulting from misuse of technology. Serious infractions that violate a major school rule may be subject to the policies in the disciplinary process section of this handbook.

DINING ROOM AND HUMANN THEATRE

DINING ROOM PROCEDURES

The following guidelines should be followed to ensure that all meals run smoothly:

- Students should be properly dressed before entering the dining room.
- Dining room supervisors, kitchen crew members, table leaders, and waiters assigned to that particular meal are permitted to get food before the bell at the salad, breakfast, or hot bar, but are not permitted to eat or drink before the blessing.
- All students should enter the dining hall through the appropriate entrance and head directly to their assigned dorm family tables, where they should sit until the blessing is given, and they are dismissed to go to the servery.
- After the blessing has been said and all are seated, no one, including the waiter, may be excused until the table checker has taken attendance at the table.
- With permission from an adult or table leader, two students per table may simultaneously go to the salad, breakfast, or hot bar after the table is checked.
- A student who is late to a meal is expected to assist the table with duties for which he is tardy. Repeated lateness or lateness by the waiter will typically result in extra duties. If a student misses a meal without a valid reason, he is expected to wait the next three meals. A student is considered late if he is not standing at his place for the blessing. (If a student is sent back to his room to dress properly and is late, he can be asked by the table host to serve as the waiter.)
- No students are allowed in the kitchen other than the kitchen crew members who have been assigned to that shift.
- Good manners are expected at all times.
- Students are not permitted to leave the dining room until they have been dismissed.
- With the exception of a piece of fruit or the like, food, drink, and dining room utensils are not to be taken from the dining room.
- After dismissal, waiters and table checkers remain to complete their jobs. All other students must exit the dining room.
- Waiters may clear their tables before dismissal but may not spray, wipe, or set their tables until everyone is dismissed. Waiters should also wipe off chairs.
- If waiters are to be absent from a meal, they must find a job substitute and submit the appropriate form.

HUMANN THEATRE EXPECTATIONS

The school takes great pride in its theater facility and the performers we attract to campus. For all events in Humann Theatre, boys are expected to:

- Enter the theater only when instructed to do so.
- Be punctual—late students must enter quietly and take a seat toward the back of the auditorium.
- Enter quietly—no loud talking or yelling in the theater.
- Remain seated during the entire performance or presentation—intermissions are the only times to use the restroom or to leave one's seat.
- Bring no food, drinks, or gum into the theater.

- Keep feet on the floor—no feet on the chairs.
- Respond appropriately to performers: polite clapping is appropriate.
- Whistling, yelling, stamping feet, waving, or leaving one's seat is not appropriate.
- Respect each individual's right to enjoy a presentation or performance. At no time should any person interfere with this right.

RESOURCES AND SERVICES

SCHOOL BANK

A school bank account is opened for each boarding student (day students do not have accounts). Students may withdraw $5 a week from this account. Additional money may be withdrawn from the account with permission of the student's parents. Parents and students can deposit money into a student's account at any time.

The School Bank is located in the Business Office in Hopkins Hall.

SCHOOL STORE

Students may use their student account or cash to make purchases at the school store, which is located on the lower level of the Cardigan Commons. School and housekeeping supplies, athletic equipment and clothing, toiletries, and other Cardigan items may be purchased there.

BUSINESS OFFICE

The Business Office is located in Hopkins Hall. Questions about a student's account, debit cards, laundry, or telephone service are handled by the Business Office.

KIRK LIBRARY

The library is located in Stoddard Center. Boys are encouraged to visit the library and use its resources on a regular basis.

The library atmosphere is friendly and quiet. The librarian in charge has the authority to ask a student to leave and to recommend that the student lose the privilege of using the library for a period of time if he is disturbing those around him. Books are to be returned to the library at the end of each marking period. Books that are marked "Reserved" are not to leave the library for any reason. There should be no food or drink in the library, other than water.

MAIL AND PACKAGES

All mail is sorted in the mailroom, which is located on the lower level of the Cardigan Commons building next to the school store. If a student needs to send packages or letters, he should see the school store/mailroom manager. When a package arrives, the recipient should collect the package from the mailroom during designated open hours.

Outgoing mail may be dropped off in the mailroom or at the school store. Please make sure that all packages are labeled clearly—do not drop packages off and assume they will be shipped. The school store sells stamps and stationery. When shipping internationally, students need to make a list of what is inside the package, along with the cost of each item, as required by international shipping regulations.

Shipments will be charged to a student's account (if the student has sufficient funds). All items to be shipped must be boxed, checked, and initialed by a dorm parent prior to sealing the package. If a student has to leave school early for any reason, it is the dormitory parent's responsibility to box the student's belongings and bring them to the mailroom for shipping.

Mail-ordering weapons, movies, DVDs, inappropriate magazines, medications, or illegal items is not allowed. Packages may be opened at the discretion of the Student Life Office.

End-of-Year Shipping

To eliminate excessive shipments at year-end, students are encouraged to take as much home as possible at spring break. It is very expensive to send packages via U.S. Mail, FedEx or UPS. We suggest that all international shipments be shipped via FedEx or UPS, both of which provide tracking information for the package(s). As indicated above, when shipping internationally, students need to make a list of what is inside the package, along with the cost of each item, as required by international shipping regulations. The cost of the shipment via FedEx or UPS can be quite expensive due to customs duties, taxes, and VAT fees, a portion of which is based on the value of the total cost of the items. This can run upwards of $300-400 USD, in addition to the regular shipment cost. As a note, the Boston bus will accept one bag per student plus a carry-on bag.

It is the students' responsibility to box up their belongings, have them inspected by their dorm parents, and brought over to the mail room in the Commons.

ON-CAMPUS SUMMER STORAGE FOR STUDENTS

Summer dorm storage is available in dormitory attics to all returning students with priority given to students on financial aid. Any students whose items are not claimed the following fall will have their items donated. This service is provided in collaboration with **Dorm Room Movers**, a company specializing in summer storage with facilities that maintain a temperature-controlled environment to protect your belongings. Shipping options are also available for students not returning to Cardigan in the fall, ensuring a convenient and secure way to manage personal items during summer break. Please visit their page to set up an account:

https://www.dormroommovers.com/storage-shipping-services-at-Cardigan-Mountain-School-Canaan-NH

HAMILTON FAMILY FOUNDATION STUDENT HEALTH CENTER

The Hamilton Family Foundation Student Health Center is located on the lower level of Hinman Hall.

The health center team provides students a first point of access to care when they are not feeling well, and it is a place where students receive routine medications as needed throughout the day. The health center staff also provide health promotion and wellness programs to students throughout the year. Keeping students well and preventing illness leads to better learning.

CLINIC VISITS (SICK CALL)

The health center is open from 7:00 a.m. to 9:00 p.m. every day.

STUDENT ILLNESS

If a student feels ill when he wakes up in the morning, he should not remain alone in his room. Dorm parents will help the student report to the health center for evaluation. If a student feels ill at any other time during the day, he is asked to tell a faculty member who will contact the nurse. After being examined at the health center, a student will be given the appropriate treatment and either be instructed to complete school obligations or remain in the health center under the care of the health center team.

9:00 p.m.- 7:00 a.m.: If a student becomes ill during the night, he must alert his dorm parent, who will help him reach out to the nurse on-call and seek advice.

Confinement

Students who are admitted to a health center bed will be given appropriate nutrition and fluids, as well as an absent pass. Health Center staff will monitor the student until he is cleared to return to his dorm or activity. Students may be monitored overnight in the health center should it be necessary. When in the health center the primary responsibility of the student is to rest and recover. Students are not expected to be working or playing on computers while admitted in the health center.

Health-Related Passes

The nurse will provide the student with a pass for lateness, absence, or restricted activity when appropriate. The pass will include the date and time of dismissal from the health center. Students are not given late passes due to arriving late for medications.

MEDICATIONS

All medications, including vitamins, supplements, and other over-the-counter medications, must be given directly to the nurse/health center and are not allowed in student rooms. Exceptions: some medications used to treat an illness or injury (e.g., epi-pens and rescue inhalers, and topicals such as acne ointment); these need to be approved and inventoried by the director of health services first. **Protein powders, bars and energy drinks are not allowed and will not be allowed unless ordered by a medical provider.** Food services provide excellent, well-balanced meals. Supplements like vitamins, iron, brain health, zinc etc. are not necessary. The

student health center has a wide variety of over-the-counter (OTC) medications for treating illnesses. There is no need to bring OTCs to school. No non-prescription medications or remedies from other countries are permitted unless prescribed by a doctor and translated into English.

Students may not order any type of medications, supplements, or over-the-counter products and have them delivered to school.

Both parents and the attending physician must complete the required medical forms and file them with the health center before the beginning of the school year. Parents should not send any prescription or over-the-counter medication directly to students. Specific information regarding prescription medication, supplements, etc. are outlined in detail in Magnus Health.

When school is in session, daily or regularly scheduled medications are distributed according to the following schedule:

Monday through Saturday

- Just before breakfast
- Just before lunch
- Just before dinner
- Just after the evening study hall and before 9:00 p.m.

Students may report later on Sundays just before going to brunch.

While we make a reasonable effort to monitor and make medication available, it is ultimately the student's responsibility to come take his medication. Students who repeatedly miss their medications may face consequences.

PREVENTION OF ILLNESS

Cleanliness plays a major role in the prevention of illness. Students need to wash their hands after using the bathroom and before each meal to prevent germs from collecting on their skin. Good personal hygiene, showering, shampooing, foot care, and oral hygiene play an important role in student health and wellness.

Students, especially waiters, touch the surfaces of plates, bowls, and silverware that other students will be using. Therefore, it is extremely important that students wash their hands before all meals. It is also important that students use clean plates if they return to the buffet serving area to get refills of food. Re-using dirty plates can spread germs to others in the community.

During room inspection, students should open their windows. This will refresh the air in the room and may also inhibit the growth of germs.

Staying properly hydrated is another important way to prevent illness. It is important that our active Cardigan students drink plenty of liquids, especially water. Please send your student with an easily cleanable, refillable water bottle.

COMMUNICABLE ILLNESS

Cardigan Mountain School may exclude from school any student who has a communicable illness or has been exposed to an infected person if the school determines, in its sole discretion, that such exclusion is appropriate for the welfare of the student who is excluded from school and/or the welfare of other students or employees at the school. In reaching the decision to exclude a student from the school, the school may consult with appropriate medical professionals and/or the New Hampshire Department of Public Health. Students may return to campus if they have been immunized or have cleared the illness and have not had a fever for 24 hours without the use of fever-reducing medications.

Parents are asked to provide the school with immunization information to comply with state immunization laws. Cardigan Mountain School may also require certain immunization as deemed necessary.

If and when appropriate, the school will disseminate information to students and families regarding campus health and safety issues through regular internal communication channels. For example, the school may provide families with information about the nature and spread of communicable illnesses, including symptoms and signs to watch for, as well as required steps to be taken in the event of an epidemic or outbreak. Of course, we encourage all parents and guardians to contact their own medical professionals with any questions or concerns about communicable illnesses or immunization issues.

FOOD ALLERGIES

Our goals are to provide a safe and respectful environment for all students, to educate the school community about the nature of food allergies, and to provide support and encouragement as our students develop good decision-making skills and learn the critical lessons of managing their allergies. We hope to foster self-confidence, self-respect, and self-advocacy in our students, and to support families as they help students learn to appropriately manage their allergies. For students without allergies, our goals are to increase their awareness of food allergies, and to encourage the development of empathy and the skills needed for them to become supportive allies for their peers. As a school, we strive to help our students graduate with the skills and confidence to advocate for their own and others' health and physical safety.

The school is committed to providing a safe and inclusive environment for all students. Parents of students who have severe allergies with the potential for developing anaphylaxis must provide health services with an Allergy Action Plan completed by the student's primary care provider *prior to the start of the school year.* This plan must be reviewed prior to the start of each school year.

Successful management of food allergies is the jointly held responsibility of the school, families, and students with the allergy. Education encompasses the entire school community, including employees, parents, and students. It focuses on preventive strategies, the symptoms of anaphylaxis in individual students, and emergency care. We recognize that the management of food allergies is a developmental process, and we strive to take reasonable measures to protect our youngest students, while recognizing that students should learn to assume increasing responsibility for their own health and safety as they mature.

MEDICAL LEAVE

A student may take a medical leave in the case of serious illness, bodily injury, or mental health condition, as determined by objective medical evaluation. A student's family may request such a leave at the recommendation of and documentation by medical professionals and approved by health services. Additionally, if in the school's judgment, a student is exhibiting symptoms that make the student unable to participate in required academic or extracurricular activities without imposing an undue burden on the school's resources, the school may require that the student be evaluated and subsequently placed on a medical leave.

Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rests with the senior administrators, the medical director, the director of Health Services, and the school counselor; they will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely at the school. In the absence of a treatment plan that meets these needs, in the view of school personnel, the school may require a student to withdraw.

Prior to a medical leave, plans should be in place for the student's return to the school. While a student on leave is excused from attending class, every effort should be made to keep as current as possible with school assignments (understanding that doing so may not always be possible). While the school will strive to minimize academic disruption, the school may require that a course be dropped and re-taken.

To return from a medical leave, a student must provide a thorough, written professional evaluation of the student's current medical or mental health condition from the treating physician or other health professional responsible for the student's care. The school's decision about reinstatement will depend on its confidence that the student will be able to participate in school life without unduly taxing the school's support resources.

HEALTH INFORMATION SHARING

Parents and students agree, as a condition of enrollment at the school, to consent to the release of any of the student's health-related information, including information relating to drug treatment, testing, medical and mental health condition or records, to faculty or agents of the school to meet the academic, social, medical and/or safety needs of the student and the community or the legal responsibilities of the school. Cardigan Mountain will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the school to safeguard student medical information, the school must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents and students consent to allow employees and agents of the school who have a need to know to access medical and/or psychological information necessary to serve the best interests of the student and/or the community.

With regard to student illnesses, parents will not be routinely notified of minor illnesses. However, Health Services encourages students to discuss any illness or injury with their family, and it welcomes calls from concerned parents. In the event of a serious illness or injury, the school will make every reasonable effort to contact the student's family in a timely fashion. Student visits are recorded in Magnus Health which notifies parents if there is a visit note that requires attention.

CHILD ABUSE AND NEGLECT

As required by law, the school reports all suspected cases of child abuse, neglect, and sexual abuse to the New Hampshire Division for Children, Youth, and Families. Any student who feels that he has been the victim of abuse of any kind should speak to school personnel.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT NOTICE

This notification is required by the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR Part 763 of Title II of the Toxic Substances Control Act). Asbestos Management Plans have been developed for the school. These plans are available and accessible to the public at the school's Physical Plant Office. This notification is required by law and should not be construed to indicate the existence of any hazardous conditions in our school buildings.

SPIRITUAL LIFE AND CHAPEL

Cardigan is a nonsectarian educational institution founded in the Judeo-Christian tradition. It is a school where universal morals and spiritual values are taught both in and out of the classroom.

Chapel services are compulsory and occur in our chapel every Thursday under the leadership of the director of spiritual life. Faculty and students assist with services as ushers, readers, and members of the Music Ensemble or choir. Periodically, visiting clergy and guests, representing a variety of religious faiths, also participate. Parents and friends are always invited to attend.

Occasionally, provisions are made for students of other faiths to attend religious services elsewhere. For example, transportation is provided each weekend for Catholic boys who wish to attend Mass locally if doing so does not interfere with school obligations. [Note: Those attending additional services must also attend school Chapel services.]

CHAPEL EXPECTATIONS

- Be on time. Latecomers may be asked to remain outside until an appropriate time for seating.
- Enter quietly. Many find spirituality in quietness; please do not disturb their peace.
- Sit in your assigned section.
- Move all the way to the end on entering a pew.
- Sit up straight.
- Participate in singing.
- Exit the chapel when dismissed from the pew by one of the Chapel Leaders.
- See one of the Chapel Leaders or the director of spiritual life if you would like to assist in a service.

ATHLETICS

School Mascot: Cougar
Team Colors: Forest Green and White

ATHLETICS MISSION STATEMENT

The mission of Cardigan's athletic program is to support the school's mission in educating boys in mind, body, and spirit by promoting healthy living and an active lifestyle.

PHILOSOPHY

Cardigan Mountain School athletics emphasize respect, responsibility, and dedication. Athletes are rewarded for effort, hard work, and accomplishment. Each boy is given the opportunity to reach his full potential through a wide variety of competitive sport offerings and intramural activities with support from the teacher–coach model. For all spectators, officials, coaches, and athletes, the Cardigan Athletic Department is committed to maintaining a positive environment for teaching, training, and competition.

PURPOSE AND GOALS

It is the purpose of the Cardigan Mountain School Athletic Department to provide all students with a unique opportunity to participate in an age-appropriate, competitive athletic program. Students choosing not to participate on a competitive team are provided other non-competitive opportunities to develop their physical skills in the pursuit of a well-rounded education in mind, body, and spirit. The Cardigan Mountain School Athletic Department is committed to the following:

- Offering a balanced and varied program of interscholastic athletics, intramurals, and activities.
- Teaching the value of ethical conduct, sportsmanship, fair play, and teamwork through dedication to the teacher–coach model.
- Modeling Cardigan Mountain School's four core values: compassion, integrity, respect, and courage.
- Using positive coaching to address teachable moments in order to develop positive character traits on the field that can translate to positive interactions off the field.
- Recognizing that a healthy athletic environment is inclusive, that every team member is equally important, and that the athletic experience should be fun for all participants, coaches, and spectators.
- Understanding that the systematic development of all student-athletes' skills is a sign of thoughtful programmatic thinking.
- Embracing the idea that individual, team, and program success is not measured in individual awards, wins and losses, or championships, but in effort, progress, resilience, and the dedication to hard work, one's team, and one's school.
- Acknowledging that commitment to the program and individual teams is essential and involves daily participation in all practices, games, and team functions, while maintaining a healthy balance of the big picture and the overall well-rounded education in mind, body, and spirit.

CARDIGAN MOUNTAIN SCHOOL SPORTSMANSHIP STATEMENT

Cardigan Mountain School believes sportsmanship is an essential component for the success of interscholastic athletics. Student-athletes, coaches, officials, and fans demonstrate sportsmanship by following the Cardigan core values of compassion, integrity, respect, and courage. We encourage all participants to enthusiastically support their team, recognize outstanding performance of opponents, and always exhibit good sportsmanship in their words and actions.

POSITIVE COACHING ALLIANCE AND NEPSAC CODE OF ETHICS AND CONDUCT

Positive Coaching Alliance

Cardigan Mountain School has committed to a partnership with the Positive Coaching Alliance for over a decade. With this partnership we will have a series of educational speakers on campus talking with our faculty, students, and parents. The focus of these educational speakers is to make our students better competitors, our coaches more effective leaders, and our parents stronger supporters of our program. *For more information about the Positive Coaching Alliance, please visit www.positivecoach.org.*

New England Preparatory School Athletics Council

Cardigan Mountain School is a member of NEPSAC and is a member of the Lakes Region District Two. Cardigan Mountain School, as a member of NEPSAC, is committed to supporting the Council's ideas and bylaws.

As a basic principle, we believe that the lessons learned from fairly played athletics, whether interscholastic or not, and including games and practices, are of benefit to our students and our schools. The purpose of this Code of Ethics and Conduct is to define what "fairly played" means and to provide guidelines for NEPSAC athletes, coaches, officials, and spectators alike to follow.

NEPSAC Code of Ethics and Conduct

At the heart of this matter lie several terms which are often hard to define, yet no more important task confronts teachers and coaches than to set standards that are fair and honorable. Throughout this Code, when such terms as "proper conduct" and "good sportsmanship" are mentioned, they refer to such standards as these:

1. Treat other persons as you know they should be treated, and as you wish them to fairly treat you.
2. Regard the rules of your game as agreements, the spirit or letter of which you should not evade or break.
3. Treat officials and opponents with respect.
4. Accept absolutely and without quarrel the final decision of any official.
5. Honor visiting teams and spectators as your own guests and treat them as such. Likewise, behave as an honored guest when you visit another school.
6. Be gracious in victory and defeat; learn especially to take defeat well.
7. Be as cooperative as you are competitive.
8. Remember that your actions on and off the field reflect on you and your school.

PURPOSE OF ATHLETICS IN OUR SCHOOLS

Athletics exist primarily as an essential part of the student's full education. As an educational process, they serve these purposes:

1. To teach and instruct students in the rules, fundamentals, and skills of various individual and team sports; to provide physical training and a physical outlet for adolescent energy.
2. To provide healthy competition and cooperation within and between schools, thus inculcating in each student the best principles of good sportsmanship.
3. To develop the other aspects of good sportsmanship, which will best serve each student's education.
4. To maintain the spirit of true amateur competition.

SPIRIT OF COMPETITION

Along with the rules of middle school play, coaches and athletes should play with a good spirit of competition. The NEPSAC Code of Ethics provides the framework on which all game behavior should be based.

Guidelines for Players

1. Players shall at all times represent themselves and their school with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. They shall confine the competitiveness of the game to the field, and in particular behave properly on the sidelines and in the locker rooms both before and after games.
2. They shall comply fully with the rulings of the officials. In no way, either by voice, action, or gesture shall they demonstrate dissatisfaction with the decisions made.
3. Players shall not deface property or remove equipment of any kind from their own or another school.

Guidelines for Spectators

1. Spectators—whether students, faculty, parents, alumni, or friends—bear important responsibility to the school for the atmosphere and conduct of games, whether home or away.
2. Spectators should watch games from those areas defined by each school as spectator areas. They must not run up and down sidelines, call to players, coaches, or officials in an unsportsmanlike manner, go onto the field of play, or deface property. Any action which detracts from the ability of coaches, players, and officials to do their best is not acceptable.
3. The use of alcohol and illegal drugs should not be associated with any athletic event.

NEPSAC and Cardigan Mountain School expect all student-athletes, coaches, officials, and spectators to meet these standards.

TEAM MEMBERSHIP

Cardigan Mountain School is committed to providing each boy the opportunity to participate on an athletic team. This commitment means that in most sports there will be more than one team per sport offering. The

emphasis of the Cardigan Mountain School program is on developing skills, responsibility, teamwork, and a strong work ethic. As student-athletes progress to the varsity level, teams become increasingly competitive and selective. The level of success achieved is directly related to the physical skills developed through the program.

Recreational Teams

Cardigan offers non-competitive recreational teams. These teams are designed to provide an active alternative to competitive interscholastic teams and to teach student-athletes the skills involved in a variety of sports and lifetime activities without the component of interscholastic competition. Recreational teams meet during the designated sports practice time and have the same participation requirements as other sports offerings.

Reserve Teams

Reserve teams are designed for less-experienced, younger players and/or players of any age trying to learn a new sport. The focus of the reserve teams is skill development, sport-specific education, and participation. Games and scrimmages are set up to maximize opportunities for participation in a few interscholastic competitions, both at Cardigan and away from school. Some of the schedule is conducted at Cardigan through an intramural skill-development program.

Thirds and Fourths Teams

Thirds and fourths teams are primarily for student-athletes who need more skill development but who are more skilled and stronger in a given sport than those at the reserve level of play. The focus of all thirds and fourths teams is also skill development, sports specific education, and participation. Games and scrimmages are set up to maximize opportunities for participation in interscholastic competition, while also striving for a winning season. Thirds and fourths team members may participate in some extra intramural play to increase their experience.

Junior Varsity Teams

Junior varsity (JV) teams are for boys who are not yet physically ready or experienced enough for varsity competition. JV players are not ready for varsity but are more skilled and experienced than thirds- or lower-level players. While JV participation indicates a step toward the skills needed for varsity play, it also serves the boy who enjoys competing at this level but does not have varsity aspirations. JV teams concentrate on offering a competitive level of skill development and game play with the focus on improvement, effort, participation, and competition.

Varsity Teams

This is the most competitive level offered at Cardigan, and thus membership on a varsity team generally requires several years of experience in the sport, as well as advanced skill. The level of play will be more demanding both physically and mentally because of the intensity of competition. Coaches will still strive to provide fair playing time for student-athletes; however, playing-time decisions will be based more on skill level and less on participation than at other levels of play. More emphasis will be placed on winning, while maintaining a well-rounded sense of fun in athletics.

POLICIES AND PROCEDURES

Tryouts and Team Placement

Before the start of each new season, a meeting will be held to explain to the boys the sports and activities to be offered in the coming season. The head varsity coach of each sport or activity gives a brief description of the program. After hearing about all of the offerings, boys choose the sport in which they are most interested.

The next three to seven days are reserved for tryouts for the varsity and sub-varsity teams. Once teams are set, the Athletic Department will limit movement between teams to special situations only, at the Department's discretion. If a student-athlete is injured or ill during tryouts, he will be given a fair tryout and placement upon his return to play. Throughout the first five days, boys are allowed to change sports if they find that the one they have chosen is not the best fit for them.

It is our goal in team placement to find opportunities not only for participation but, more importantly, for success. Placing each student-athlete at the level where he can contribute physically and gain positive feelings from his efforts is the school's focus.

Though the Athletic Department has a no-cut policy, teams such as crew and mountain biking are only able to carry a certain number of student-athletes. Therefore, cuts may be made to ensure the highest level of safety for all student-athletes involved, and/or to prevent a negative impact on the environment.

Some disappointments are inevitable when teams are selected. During these times, it is important that student-athletes feel the support of teammates and parents as well as coaches.

Coaches evaluate the talent and physical development of individual student-athletes with considerable thought and sensitivity. During the tryout period, both athletic talent and potential for improvement are evaluated. In making decisions regarding team placement, the following factors are among the considerations: speed, skill, aggressiveness, physical conditioning, knowledge of the game, past experience, dedication, and coachability. We want our student-athletes to learn the value of being on a team and the contributions they must make to the team. Team members have a responsibility to themselves, their teammates, and their coaches to learn their role on the team. Teamwork requires the development of many interpersonal skills, such as listening, following directions, accepting constructive criticism, and supporting teammates and coaches. Student-athletes have an obligation to participate in practice sessions and games with full commitment and enthusiasm.

At all levels, reserve through varsity, practice presents competitive situations where student-athletes vie for playing time and for starting positions.

In game competitions, on every team and at all levels, it is the responsibility of the coach to determine who will play and how much they will play. Student-athletes should fully understand that by making a team, or being placed on a team, they are accepting the pleasures and benefits of participating as well as the responsibility and commitment to that team.

Coaches at all levels expect Cardigan Mountain School team members to:

1. Measure success by what the team accomplishes over the course of the season.
2. Show responsibility for school-issued equipment and uniforms.
3. Be punctual and prepared for all practices and games.
4. Show responsibility for academic work.
5. Show respect to all coaches, teammates, opponents, officials, and spectators.

6. Achieve and maintain good physical condition.
7. Maintain a willingness to work hard and be attentive.
8. Fulfill all responsibilities to the team.

Athletic Requirements

All students at Cardigan Mountain School are required to participate in an afternoon athletic activity during all three seasons. In fulfilling this requirement, the students are allowed to choose the sport or activity in which they would like to participate, and the school will make every effort to accommodate them within the offerings provided. If you have concerns about your child participating in any particular sport, please contact our Athletic Director, Mr. Ryan Frost, at rfrost@cardigan.org to discuss your concerns.

During at least one of the three seasons, boys must choose to participate in a competitive team sport offered by the school. For example, a student-athlete could choose to do CORE in the fall, participate in recreational skiing in the winter, and play competitive lacrosse in the spring. That same student-athlete could not, however, choose a noncompetitive offering in the spring, as he would not have fulfilled his competitive team sports requirement for the year.

Outside-of-School Teams and Participation

Cardigan student-athletes are encouraged to participate in outside teams during the summer months. During the school year, student-athletes are asked to put their Cardigan team commitments before any other sports teams, programs, or camps. Attendance at all Cardigan practices and games is required to fulfill the athletic portion of their Cardigan Mountain School education. Consequences for missing a team commitment for outside-of-school teams' tryouts, games, and so forth are considered unexcused absences under the school attendance policy. Additional team consequences may be imposed by the director of athletics and/or the head coach. Consequences such as loss of playing time in the next game are logical and acceptable.

Athletics Participation

Cardigan recognizes that academic success for student-athletes is our priority and that while athletic participation is a requirement for the boys, representing their team in contests is a privilege. At the discretion of the director of studies and the director of athletics, any boy whose academic standing is of concern may be removed from competition. The following academic expectations are in place for all student-athletes:

- A student-athlete with an F may be suspended from participating in any athletic contest. The student-athlete is expected to participate with his team in practices and workouts, unless it is deemed necessary to hold him out for extra study time.
- A student-athlete with more than one D may be suspended from participating in any athletic contest. The student-athlete is expected to participate with his team in practices and workouts, unless it is deemed necessary to hold him out for extra study time.

The dean of academics and the director of athletics will determine when the student-athlete is able to return to full participation.

Attendance

Practice is essential for success. All team members of each sport will attend all scheduled practices, meetings, and games. If a student-athlete will not be attending a practice, meeting, or athletic contest, the coach should be notified prior to the event being missed. If a student-athlete is injured and cannot participate, he will report to

his team's practice/game, where he will be asked to participate in an appropriate manner with recommendations from the athletic trainer and team physician. If a student-athlete misses his academic classes for an unexcused absence, he may be held back from game participation by the director of athletics, the director of studies, or his coach.

Uniforms

Student-athletes are responsible for uniforms and equipment issued to them. Any lost or damaged articles will be billed to their school account at replacement cost. Cardigan athletic uniforms and/or warm-ups are to be worn only during interscholastic competition and are not used for practice or other activities. Uniforms are picked up from the equipment room prior to departure for the designated competition. After the conclusion of the event or after returning to campus from an away game, students must return uniforms to the equipment room laundry hamper for cleaning and any necessary repair prior to the next competition. At the start of the year, all Cardigan student-athletes are issued their personal practice gear (greens and grays) and a personalized warm-up suit. These are to be used for all practices and games unless other sport-specific gear is issued by the school.

Travel

Cardigan Mountain School will provide transportation to all away athletic contests while school is in session. All student-athletes are expected to travel with their team to and from the competition site. If a student-athlete will not be returning to Cardigan Mountain School with the team after an away game, he may leave with his parent or with another adult only after direct contact with the coach, and only if prior arrangements have been made with the school and the coach has been notified of these arrangements by the school.

Varsity and JV teams periodically have overnight trips during regular-season or post-season tournaments. Accommodations and transportation arrangements are made by the athletic director. Occasionally, teams with extraordinary travel requirements (e.g., hockey and ski teams) will have an extra cost for participation charged to the student's account. (Prior notice of these charges is given to parents before the season begins.)

The nature of team travel will require implementing room curfews, limiting or denying student separation from the group, and defining appropriate dress and behavior while our student-athletes are representing our school. All school rules will remain in effect when team travel occurs, whether school is in session or not. In or out of town, on or off the field, Cardigan Mountain School student-athletes are expected to uphold the highest standards of decorum.

GOAL SETTING AND SPECIAL PROGRAMS

Goal Setting

At Cardigan Mountain School, goal setting has evolved into a common practice. The purpose of goal setting for student-athletes is to create realistic expectations and to help underscore the importance of the mental aspects of sport. While the student-athletes are in middle school, going through the goal-setting exercise and gaining exposure to the process is more important than the outcome. Student-athletes and coaches are expected to create individual and team goals. Goal setting occurs at the beginning of each season and is completed three times during the year. Coaches are expected to read each athlete's goal sheet and may set up a meeting time to discuss individual expectations. The hope for each athlete is that each time he creates his goals, he is consistently improving the specificity of every goal using the guidelines for SMART Goals.

"SMART" Guidelines:

- S – Specific: Is the goal tangible and specific? Will I know if I've done it?
- M – Measurable: Is the goal easily measured?
- A – Achievable: With hard work, is the goal in the realm of possibility?
- R – Realistic / Relevant: Is the goal relevant to where I am right now?
- T – Time-bound / Time-sensitive: Is there a definite completion date?

Goals are also crafted in terms of long-term, short-term, and daily goals.

- Long-term goals (Seasonal): Athletic season
- Short-term goals (Game): One week to a month
- Daily goals (Practice): Can repeat week to week

CAPTAINS' COUNCIL

The Cardigan Mountain School Athletic Department strives to teach the values and importance of leadership in the practice of sport and in life. The Captains' Council usually meets five times each season to teach the elected captains of each team lessons regarding leadership. This process promotes individual growth and helps the boys to be more effective leaders, both in the sports they play and in their day-to-day lives at Cardigan. The goal of the Captains' Council is to create an environment for student-athletes to continue to work on the mental aspects of their sports as they grow as team leaders through their collective experiences.

POST-SEASON ASSEMBLIES AND AWARDS

All Cardigan student-athletes receive a participation pin and certificate upon completion of each season at an athletic awards assembly honoring all of the student-athletes, their teams, and their accomplishments. In addition, first-time varsity players receive Cardigan varsity letters. A student speaker, representing each team, gives a brief speech about the season, after which the team's coaches present the pins, certificates, letters, and individual awards.

STUDENT-ATHLETE OF THE WEEK

The Student-Athlete of the Week award is given (weekly) to two student-athletes who, in the opinion of their fellow student-athletes, should be recognized for their effort, enthusiasm, sportsmanship, dedication to the team, and overall performance in practices and games. The award is given to one student-athlete from a varsity-level team and one student-athlete from a sub-varsity level team. Student-athletes are initially nominated by their teammates and then further voted upon by the Captains' Council.

ATHLETIC COMMITMENT EXEMPTION (ACE)

For one of the three seasons in a given academic year, a student-athlete can elect to focus on a sport that Cardigan does not offer––for example, fencing, figure skating, or horseback riding. This must be an approved program, equaling or exceeding the physical activity time commitment of a regular Cardigan athletic season. In

order to be exempt from participating in a Cardigan athletic season, an Athletic Commitment Exemption (ACE) application (see page 62) must be submitted and approved. The application is due one month prior to the start of the season in which the exemption would be applied. The application will be reviewed for approval by an athletic committee. If approved, the exempt student-athlete may proceed with his special athletic activity, bearing in mind that a follow-up, end-of-season presentation will be required. This option, and all associated costs and logistics are the responsibility of the student-athlete and his parents/guardians.

HEALTH AND SAFETY

Injuries

All injuries of any nature must be reported to the coach at the time they occur in order to help prevent further injury. Cardigan Mountain School employs a certified athletic trainer, a certified strength and conditioning coach, and a team physician who supervise all aspects of sports medicine at the school, in conjunction with the director of Health Services, including the following:

1. Treating and administering first aid when injuries occur.
2. Working directly with coaches in planning injury-preventive warm-up, stretching, and strength-training programs.
3. Coordinating coverage of games and practices.
4. Keeping records of injuries, care, and treatment.
5. Offering medical referrals to the team physician and monitoring rehabilitation.
6. Giving final clearance of all student-athletes for "return to play" (post recovery).

Medical Excuses

If a team member suffers an injury or an illness and is consequently unable to continue team play, the following policies apply:

1. The athletic trainer should be notified immediately when a student-athlete is unable to participate. Any prescribed rehabilitation should be given to the injured student-athlete and coach as soon as possible and coordinated and monitored by the athletic trainer and the team physician.
2. The coach should be notified.
3. Student-athletes are required to attend team practices every day that they attend school. Exceptions will be made for student-athletes making up academic work or undergoing rehabilitation during practice.
4. Any student-athlete returning to play after an injury must be cleared by Cardigan Mountain School's team physician and athletic trainer prior to participation.

Ergogenic Aids

Cardigan Mountain School and its Athletic Department prohibit the use of any substance (such as creatine or anabolic steroids) that is not approved by the United States Food and Drug Administration, the Surgeon General of the United States, or the American Medical Association for use by children or adolescents for the purpose of increasing physical development, strength, or athletic performance. In addition, any such agent or substance banned by the NCAA or the U.S. Olympic Committee is also prohibited. Protein powders, bars, supplements and energy drinks are not allowed. If questions arise regarding a substance or medication considered by a student-athlete, please consult the athletic trainer, team physician, and school nurse before use.

Health Forms

All Cardigan Mountain School students are required to have health forms on file with the school nurse and the athletic trainer indicating a pre-school year physical examination and parental emergency release authorization. These forms are collected and checked at the start of the year during Registration. Athletes are not allowed to participate in tryouts, team practices, or games until these forms are on file.

ATHLETIC COMPLEX SAFETY AND ACCESS

For safety reasons, the Cardigan Mountain School athletic facilities, including the Marrion Athletic Center gym and classrooms, Wakely Center, Johnson-Wakely Fitness Center, wrestling room, lake, tennis courts, Williams fields, Wakely locker rooms, waterfront, Clancy sledding/skiing hill, rifle range, skeet range, and all other athletic complex areas, are off limits to student use unless a school employee is present to supervise facility usage. When permitted to use these areas, student-athletes are expected to keep all food and drinks out of the facilities, treat the areas with respect and care as if they were their own, and return all equipment to its proper storage area when finished.

TRAINING RULES

Possession or use of alcoholic beverages or any controlled substance or drugs, as defined by state or federal laws, by a student at school or at a school-sponsored event is strictly forbidden. Students are also forbidden from coming to school or to school-sponsored events under the influence of alcohol or illicit drugs. In addition, Cardigan Mountain School reserves the right to impose penalties for the conduct of a student off campus at any location or time when, in the school's judgment, the conduct threatens the safety or welfare of students or employees, interferes with or obstructs the mission or operations of Cardigan Mountain School, or threatens the reputation of the school, its students, or its employees.

In addition to these prohibitions, the Athletic Department has adopted the following training policies:

At all times during a season, athletes participating in a competitive sport or Athletic Department-sanctioned activity are prohibited from using illicit drugs, alcohol, or tobacco in any form and must abide by all school rules at all times. A student-athlete using illicit drugs or found in violation of any school rules off campus during non-school hours who is not dismissed from the school will still be subject to additional disciplinary action by the Athletic Department.

A student-athlete who violates the Athletic Department's prohibition of alcohol or tobacco use or other school rules will be subject to the following sanctions:

- Minimum penalty: suspension from one contest. A student-athlete who has violated training rules may participate in practice during the time of suspension at the discretion of the coach.
- Dismissal from the team for the remainder of the season.
- Suspension from all athletic teams for the remainder of the school year.

Student-athletes who are dismissed from a team for the season or the year will be required to participate in a separate regimen of physical activity to replace the physical education portion of their school day.

Student-athletes who are going through the disciplinary process are still required to attend all practices and games. Participation in games will be at the discretion of the director of athletics and the head coach.

ATHLETIC OFFERINGS

Fall Sports (Competitive)

- Football
- Soccer
- Cross-Country Running
- Mountain Biking
- Rowing

Fall Sports (Noncompetitive)

- Rock Climbing

Winter Sports (Competitive)

- Basketball
- Hockey
- Wrestling
- Alpine Skiing
- Nordic Skiing
- Snowboarding

Winter Sports (Noncompetitive)

- Recreational/Instructional Skiing and Snowboarding

Spring Sports (Competitive)

- Baseball
- Lacrosse
- Tennis

Spring Sports (Noncompetitive)

- C.O.R.E.

ATHLETIC COMMITMENT EXEMPTION (ACE) APPLICATION

In order to be excused from participating in a Cardigan Mountain School athletic program, a student must write a detailed proposal outlining the alternate planned activity (what, where, when, and how) as well as the weekly schedule. This proposal should be typewritten and attached to the application when obtaining the required signatures. All ACEs require a faculty sponsor who will be responsible for ensuring that the student meets his commitments and with whom the student must meet at least once a week. Further, a student may not take advantage of more than one ACE per school year.

It is expected that an ACE will occupy roughly 8-12 hours per week over the course of the typical days that we offer sports (Monday, Tuesday, Wednesday, Friday, and Saturday) during a given week. Additionally, in general, each ACE should be either an athletic activity not offered by the school, in which the student has proven commitment and a significant level of achievement, or a "once-in-a-lifetime opportunity," as determined by the school.

In addition, upon completion of the season, the student-athlete will be required to make a presentation to the school, demonstrating and/or conveying what he has been working on over the course of the season.

To complete the application for an ACE, please attach a typewritten proposal to this sheet, secure the following signatures in the order in which they are listed, and turn in the form to the athletic director.

Student Name _____Grade_____

Signature _____Date_____

Faculty Sponsor _____

Signature _____Date_____

Athletic Committee Chair _____

Signature _____Date_____

Athletic Director_____

Signature _____Date_____

PARENT/GUARDIAN INVOLVEMENT AND COMMITMENT TO SCHOOL POLICIES

At Cardigan Mountain, we believe that a positive relationship between the school and a student's parents is essential to the fulfillment of the school's mission. We recognize that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, and open lines of communication, mutual respect, and a common vision of the goals to be achieved.

The school understands and appreciates that parents and guardians may employ different means to meet the expectations and responsibilities expressed in this policy. Nevertheless, the school, at all times, may dismiss a student whose parent, guardian, family member or other adult involved with the student, in the sole judgment of the school, fails to comply with this or any other policy or procedure of the school, engages in conduct either on or off the school's property that could undermine the authority of the school's administration, and/or otherwise behaves in a manner that is unbecoming of a member of the school community. The school may refuse re-enrollment of a student if the school, in its sole discretion, believes the actions of a parent or guardian on or off the school's property make a positive, constructive relationship impossible, or otherwise may interfere with the school's accomplishment of its mission and/or educational goals.

To assist in creating the most effective relationship, the school expects parents will observe the following guidelines:

Share in the School's mission and vision:

- Support the mission of the school.
- Understand and support the school's philosophy, policies, and procedures.
- Support the school's disciplinary process and understand that the school's authority in such matters is final.
- Be supportive of the school's commitment to a diverse and inclusive community.
- Acknowledge that the payment of tuition is an investment in the education of the student, not an investment of ownership in the school.

Provide a home environment that supports the intellectual, physical, and emotional growth of the student:

- Recognize and accept that behavior off-campus while a student at Cardigan can have on-campus disciplinary consequences.
- Encourage the integrity and civility in the student in all contexts.

Participate in the establishment of a home/school and school community relationship built on communication, collaboration, and mutual respect:

- Provide a home environment that supports positive attitudes toward the school.
- Treat each member of the community with respect, assume good will, and maintain a collaborative approach when conflicts and challenges arise.
- Maintain tact and discretion with regard to confidential information. In cases in which students or others are in imminent danger of harm, when there is a compelling reason for doing so, or when legal requirements demand that confidential information must be revealed, information may be disclosed to the head of school, administrators, outside professionals, or law enforcement officers.

- Respect the school's responsibility to do what is best for the entire community, while recognizing the needs of an individual student.
- Seek to resolve problems and secure information through appropriate channels (i.e. teacher/advisor/administrator, head of school, in that order).
- Share with the school any cultural, medical, or personal information that the school may need to best serve students and the school community.
- Understand and support the school's technology policies.

MULTIPLE HOUSEHOLDS

In order for the school to most effectively communicate with parents and support each student, it is important for teachers and administrators to be aware of students who spend time in multiple households. Please be sure to communicate to the school about primary caregivers in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from school, parent involvement in field trips or other issues, please include the school in the communication loop, and provide written and supporting documentation. These situations can be stressful for parents and confusing for students, and assistance in minimizing the school's phone calls for clarification is very important. Unless otherwise documented, each parent for whom the school has current contact information will receive a copy of the student's report card as well as other informational mailings and electronic communications during the year.

DIVORCE AND SEPARATION

Divorced and separated families are realities of contemporary life that affect the school's responsibility to its students. The following policies have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in the school-related activities of a student or wishes to have contact with or take custody of the student while at school.

Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs, or access to the student records, unless the school is presented with a court order or comparable legal document, which explicitly restricts such involvement or access. The school will not otherwise "choose sides" between parents.

In the case that the school is presented with a court order or comparable legal document, which explicitly restricts involvement or access to a non-custodial parent:

- The non-custodial parent may not take custody of a student or remove the student from school premises, unless the parent presents either a written court order or a written authorization signed by the custodial parent, which permits such custody.
- Concerning student activities which require parental consent, the school will accept consent only from the custodial parent, unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.
- Copies of awards, progress reports, and report cards will be provided to all parents, custodial or noncustodial, for whom the school has been provided a valid address.

- In the effort to provide information, absent a court order restricting parental rights, the school will provide email communications to both custodial and noncustodial parents regarding issues such as student grades and parent-teacher meetings.

RE-ENROLLMENT

Re-enrollment at the school is not automatic. Students are promoted to the next grade when they have satisfactorily met the expectations of their current grade, when the school feels it can continue to meet their needs, and when the behavior and comportment of the student and family are consistent with the school's policies.

The faculty may review the academic and citizenship standing of all students. Students who are on Academic Probation, who have violated the school's Honor Code, who are on Disciplinary Probation and/or who, in the opinion of the school, are not living up to the standards of the school community, may have their enrollment contract for the following school year withheld.

The head of school or his designee reviews the academic and behavioral records of students at the end of each school year. A decision to re-enroll a student and to subsequently forward a re-enrollment contract to the parents is based upon a student's academic record, effort, attitude and behavior throughout the prior year, and upon the willingness of the parents to accept and exemplify their responsibility in the partnership of education. On occasion, re-enrollment contracts are held until later (usually April or May) when the school decides that an appropriate decision about placement can be made, or are not extended at all, if the school determines that such a recommendation is in the best interest of the student and/or the school community. The head of school, in his sole discretion, makes the final decision as to whether a student will be invited to return for another year.

This difficult conclusion is only reached after careful consideration. While parents are obviously involved in this process, the school will make the ultimate decision, and will assist, if possible, in the process of locating an appropriate alternative school.

CONTACTS

To reach the administrator on duty (AOD) during the weekend, please call the AOD cell phone at 603.443.6252.

ROLE	NAME	CONTACT
Head of School	Christopher D. Day P'12,'13	603.523.3512
Assistant Head of School and Dean of Faculty	Joe Doherty	603.523.3556
Chief Financial Officer	Michael O'Brien P'25	603.523.3518
Director of Admissions	Chip Audett P'16	603.523.3510
Director of Communications and Marketing	Chris Adams	603.523.3540
Director of Athletics	Ryan Frost P'25	603.523.3533
Assistant Director of Athletics	Julia Ford	603.523.3863
Dean of Students	Matthew Kinney	603.523.3591
Director of Student Life	Nick Nowak	603.523.3591
Dean of Academics	Leo Connally	603.523.3527
Assistant Dean of Academics and PEAKS Department Chair	Jarrod Caprow	603.523.3543
Director of Health Services	Karen Gray	603.523.3520
Director of Facilities	Joe Roberts	603.523.3612
Director of Technology	Mike Gray	603.523.3541
IT Specialist	Kolby Curran	603.523.3808
Director of Dining Services	Joe Hines P'20	603.523.3523