

**Tilton School**  
**2022-2023**  
**Student Handbook**

*Updated: October 13, 2022*

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# Tilton School Mission

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

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

## Statement of Inclusion

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

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

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

## The Mastery Approach

The Mastery Approach is designed to leverage the unique opportunities of boarding school to ensure that students are learning modern, relevant skills through every aspect of campus life. In classrooms, studios, and laboratories—in dormitories and even on the playing field—Tilton students are encouraged to choose the path that is most engaging and exciting for them. Explore the program's three major components:

- Essential Skills teach beyond content and equip students for a lifetime of self-directed learning
- Self Discovery encompasses all aspects of life at Tilton and our residential campus to ensure students push the boundaries of their own learning
- Guidance is our way of bringing personalized support to each of our students in all aspects of their unique experiences

The Mastery Approach puts the student in the driver's seat of their education. It is not just a curriculum – it's how we learn, how we teach, and how we live. The ultimate goal is to provide each student with a sense of purpose and the confidence and tools to navigate and flourish in our ever-changing world.

# Communication

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

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

Travel & Overnight Leaves:  
[studentlife@tiltonschool.org](mailto:studentlife@tiltonschool.org)

Attendance & Academic Leaves: 603-286-1776  
or [ejohnson@tiltonschool.org](mailto:ejohnson@tiltonschool.org)

Admissions	603-286-1733
Alumni & Parents	603-286-1818
Athletics	603-286-1715
Business Office	603-286-1728
College Counseling	603-286-1717
Communications	603-286-1759
Dean of Students	603-286-1739
Dean of Teaching and Learning	603-286-1854
Advancement	603-286-1758
Health Center	603-286-1762
Registrar	603-286-1717
School Counselor	603-286-1764
Student Billing	603-286-1724
Technology	603-286-1778

# Academics

## Assessing Student Learning with a Mastery Approach

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

### Academic Achievement Targets

- Discipline-Specific Understanding, Application, and Perspective

### Habits of Mind Targets

- Engagement through Inquiry and Communication
- Accountability and Self-Advocacy through Mindfulness
- Resiliency through Play and Creation
- Being Present, Self- and Other-Aware

At Tilton, students and teachers work together to determine individual growth targets and evaluate student's performance in relation to those learning goals. Ultimately, at the end of each trimester, teachers and students meet to determine the "mark" best describing the student's growth in academic skills and habits.

### Standards-Based Grade and Meaning

- MS: Student performance\* meets content and skills standards expected in the course.
- ES: Student performance exceeds content and skills standards expected in the course.
- SES: Student performance significantly exceeds content and skills standards expected in the course.
- DNMS: Student performance does not yet meet content and skills standards expected in the course

Meets the Standard	Exceeds the Standard	Significantly Exceeds the Standard
Good work that may involve some support to demonstrate understanding that shows progress in the application of the essential skills and understanding of the content while also identifying next steps for further meeting standards	Independent, or with some support, work with minimal error that shows good progress in the development of the essential skills and understanding of the content	Independent, thoughtful, accurate, thorough work that shows excellent progress in the application of the essential skills and understanding of the content

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

Each trimester, teacher reports identify specific standards or learning targets relevant to the class so that parents may

have a clear understanding of the meaning of student grades. Teacher reports also provide extended narrative reporting on the nature and process of the individual student’s progress in relation to those standards.

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

## Graduation Requirements

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The following criteria must be met in order for a student to be eligible to graduate and receive a Tilton School diploma in May of the academic year.

- All students are required to complete five full-credit courses each year. In exceptional circumstances, the Dean of Teaching and Learning may approve a request from a student to take four courses in a trimester.
- One or more academic credits towards graduation may be earned through successful completion of an online course, internship or Independent Study with prior approval from the Dean of Teaching and Learning.
- Performance Evidence/Critical Thinking: successful completion of the “Senior Legacy Project” in an approved discipline to provide evidence of critical thinking.
- Instructional time in secondary school learning programs of at least three years.
- Students must earn a minimum of 18 credits (*1 credit = 1 year of full-time study*)

Graduation requirements describe the minimum acceptable level for a student’s program. Most students experience programs with greater breadth and depth than the minimum requirements.

English	Successful completion of four full credits (English is required every year of enrollment)
Math	Successful completion of Algebra 1 & 2 and Geometry (Math is required every year of enrollment)
History/Social Science	Successful completion of US History plus two more courses in History/Social Science
Science	Successful completion of lab sciences in Physics, Chemistry, and Biology
World Language	Successful completion of two years of a World Language (Tilton recommends a third year)
Arts	Successful completion of one year of arts learning beyond the 9th grade foundations training

### Major Grading Periods

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The academic year consists of three trimesters. The first trimester runs from September to the start of Thanksgiving Break. The second trimester begins late November/early December and runs through the middle of March. The third trimester starts in March and runs through the end of the school year. Thus, there are three major grading periods in the year when Academic Achievement and Habits of Mind are reported to parents. Teachers and students collaborate to provide parents with narrative comments concerning the student growth. This feedback may be in the form of written narrative, as well as student-led parent conferences. Grades and comments are posted online approximately 10 days after the close of each marking period. PDF copies can be emailed upon request.

## Academic Integrity

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

Plagiarism is the act of submitting all or part of any product (i.e. paper, lab report, oral report or artwork) done by another person or insinuating authorship from material copied from sources without crediting the sources. Copying words or ideas from any source is considered plagiarism. This includes copying homework assignments or paraphrasing information without footnoting the source.

Academic “cheating” is the use of unauthorized notes or other aids on a test, classwork, or homework assignment(s), including copying and submitting another student’s work, or the deceptive use of educational materials including technology. “Cheating” also means providing unauthorized assistance to another student by giving their answers to homework, tests, term papers and/or lab reports.

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

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

## Recognizing Academic Excellence

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

### Academic Achievement Honor Roll

To be included on the Academic Achievement Honor Roll, students must demonstrate evidence of learning that exceeds the standards (ES) in all credit-bearing courses, while significantly exceeding the standards (SES) in at least one credit-bearing course. Habits of Mind grades in all courses must at a minimum meet ES. Students in AP classes should

have no Habits of Mind grade below the ES level and may have one Academic Achievement grade that meets the standard.

### **Academic Achievement High Honor Roll**

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

### **Habits of Mind Honor Roll**

To be included on the Habits of Mind Honor Roll, students must demonstrate Habits of Mind at a level that significantly exceeds standards (SES) in at least three courses and exceeds the standard (ES) in the remaining

### **MacMorran Scholars**

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

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

MacMorran Scholars have the following privileges:

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

Please reference page 26 regarding the school motor vehicle policy. If a student loses MacMorran status, they render themselves ineligible for associated privileges.

### **The National Honor Society**

Tilton School maintains an active chapter of the National Honor Society. The purpose of this organization, which was founded in 1921, is to recognize the accomplishments of secondary school students in the areas of academic achievement, leadership, service and character development. Juniors and seniors who have been in attendance at Tilton School for at least a full year and who have a minimum cumulative grade point average of 3.3 while at the School are eligible for selection to the society. A faculty council led by our chapter advisor will make the selection decisions

following the guidelines of the national organization. Once academic eligibility is determined, the selection process focuses on evidence of leadership, service, and character. Selection to membership is an honor and a privilege. Not all students who are academically eligible will be automatically selected. Students do not apply to the National Honor Society but are informed of their eligibility and invited to provide the faculty council with evidence of their qualifications.

### **The Cum Laude Society**

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

## **Advanced Placement Courses**

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

While all courses at Tilton offer opportunities for stimulating intellectual work and high-level academic accomplishments, the AP courses are especially rigorous. They require summer work and a commitment to training specific to the AP course. For this reason, only students truly interested in college-level advancement in specific academic areas should consider taking an AP course. Strong background preparation and exceptionally well-developed study skills are both prerequisites for entering the AP program.

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

### **AP Exams and Fees**

The Advanced Placement exams, designed by the College Board and administered nationally by the Educational Testing Service, are given annually during the first two weeks in May. The AP exams are designed to be the summative evaluation of student learning in the AP curriculum. Therefore, all students in an AP course prepare for and take the AP exam which has an associated fee. The College Board fee for each AP exam is \$100.00.

Confirmation of AP exam registration and billing occurs mid-October. Only students who have permission from the Dean of Teaching and Learning may be exempt from taking the exam, and this exemption must be granted before the October registration deadline. Tilton will not order or administer AP exams for any AP courses that are not offered by the school; AP exams will only be administered to students who are enrolled in the course subject at Tilton. In addition to any Tilton School late fees, College Board will charge a \$40 fee for any changes made to a student's AP exam order

after November 15. Students are responsible for ensuring they are accurately registered for their specific AP subject exam.

During the spring trimester, Division Chairs consult with teachers in their departments to determine which students may be recommended for AP courses. Approval must be granted from the current teacher, the AP teacher, and the advisor. The Dean of Teaching and Learning maintains final approval rights. Students are generally recommended against taking more than three AP courses. Academic divisions may establish specific prerequisites for AP classes, but in general, the following conditions apply:

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

### **AP Summer Study**

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

## **Special Academic Opportunities**

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Tilton School encourages students to maximize their learning experience while on and off campus. In some cases, it may be advantageous to move beyond the standard curriculum; thus, students may pursue on-campus independent studies, online classes, internships and other off-campus learning opportunities. For more information on these options, consult the Dean of Teaching and Learning.

## **Change of Course Schedule**

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The [Dean of Teaching and Learning](#) must approve any and all changes to a student's course schedule. Students should obtain a change of schedule form from the advisor and talk through the proposed change with the advisor, parents and college counselor. Schedule changes take effect only after the Dean of Teaching and Learning, having received the completed form and approved the changes, notifies the student and teachers involved. All changes must be completed during the first two weeks of the school year for year-long courses, and the first two weeks of a trimester for a trimester course.

## **Withdrawal from Courses**

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No student may withdraw from a course without the approval of the Dean of Teaching and Learning, following the

recommendation of the teacher and advisor. Students may request withdrawal from a year course or a trimester course prior to the start of the second week without penalty and with no record of withdrawal on their permanent record. After these times, the Dean of Teaching and Learning may grant withdrawals only in exceptional situations, but a notation of WP (withdrew passing) or WF (withdrew failing) will appear in the student's permanent record.

The Academic Office does not consider grades of WP or WF in determining a student's averages. The School awards no partial credit when students withdraw from a course.

## Late Work

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

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

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

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

For students who need more support developing effective time-management skills, teachers may require attendance during extra-help sessions during a mutually free academic block, before the academic day begins, or before or during the evening study hall block. In extreme cases, when students fall behind on major projects, the student's advisor, in consultation with the Dean of Teaching and Learning, may revise the student's afternoon program to include more supervised academic work time.

### Incompletes

An "incomplete" may be recorded by a teacher as a temporary grade at a marking period for a student who has experienced a period of excused absences prior to the close of the trimester. The Dean of Teaching and Learning typically communicates with teachers about students who may qualify for an incomplete grade because of a period of illness/absence. Incomplete grades are not granted to students as a form of convenient extension of time for work that has simply not been completed. Typically students who have been granted an incomplete grade are allowed two weeks into the following marking period to complete the work of the previous trimester.

Teachers and the student's advisor communicate with parents about the work to be completed and the associated deadline. Once the required work has been completed and graded, the teacher notifies the Academic Office of the revised grade, and the incomplete designation is changed to the grade achieved.

## Final Assessment and Attendance

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Tilton School expects all students to be in attendance when school is in session. This is especially important during a major assessment period when learning outcomes in academic courses are being observed. Exams and other major assessments are times to practice the real-world experiences of rigorous performance requirements.

Students are expected to prepare thoroughly for final assessments, arrive on time, and strive to reach peak performance levels during this time. A student who arrives late or who misses an exam without a legitimate excuse may not be permitted to take the exam.

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

## **Academic Probation**

To ensure the success of all students, the School believes it must provide appropriately distinctive levels of support and structure to match individual needs. This responsibility becomes especially important if a student struggles with academic expectations and does not make satisfactory progress (DNMS) by the end of a marking period. Under this circumstance, students may be placed on Academic Probation after the close of every marking period.

Academic Probation includes a series of supportive measures designed to help the student improve and extends at least through the following marking trimester. However, students may earn their way off this probationary status by the following marking period with improved academic performance. Unique circumstances will be taken into account in developing a plan to support the academic and personal growth of a student who is struggling to meet the academic demands.

## **Change of Grade Level - Reclassification**

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Situations may occasionally arise in which a student and their parents may request a change of grade level placement, either to accelerate the date of graduation by moving ahead a grade level, or to provide additional time at the school by repeating a grade. Changes in grade level placement remain rare exceptions to this rule. Still, the careful consideration of changes in grade level placement is well aligned with the school's underlying philosophy that every student learns in a unique way and pace. Not all students may make progress through an academic program within the same time frame. On occasion, the school may require a change in grade level placement (for example, requiring that the student repeat a year).

To change grade level status, students and their families must submit a written request. The written request for a change of grade level placement should identify clearly the reasons for the request. A request for a change of grade level placement for the following academic year must be initiated prior to May of the current school year.

The Dean of Teaching and Learning facilitates the processing of the request, identifying issues to be addressed: ensuring an appropriate program of studies within the new grade-placement, ensuring the student's age at graduation is appropriate, determining whether NEPSAC waivers may be required to allow continued participation in athletic competition during the senior year, and securing the support and approval of the College Counseling Office. The request is then reviewed by the Leadership Team, and the Dean of Teaching and Learning contacts the family to inform them of the decision as well as to initiate any new educational plan.

# Advisor Program

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

## Connecting with Your Advisor

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

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

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

## Student Life

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

### Administrator on Duty (AOD)

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Tilton students and families are provided the number for the Administrator on Duty, more often referred to as "the AOD." This number is 603-520-6400, and the AOD phone is monitored after 4:00pm until 8:00am and throughout the weekend. The AOD serves as the primary supervisor of campus activities after the academic day and on-call support in emergencies overnight. Students and families should contact the AOD for special permissions, changes to departures or returns to campus, or to alert an adult about campus or individual concerns. Students are asked to respond to calls or messages from the AOD promptly.

## **Dress Code (last updated on August 11, 2022)**

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Tilton School's dress code aims to:

- encourage students to learn that different activities and contexts call for different types of attire.
- offer students the chance to practice dressing appropriately and comfortably.
- ensure that students are dressed appropriately for full participation in classroom, science lab, studio, dining and other activities.
- allow wider choice for students of all genders.
- make the dress code easy to follow and enforce.

At all times:

- Clothing should be neat, clean, and in good condition.
- Clothing should allow for a broad range of activities without exposing underwear and provide full coverage of the torso.
- Clothing should be weather appropriate and winter outerwear should be removed during indoor classes.
- Hats, earbuds and headphones should be removed in meeting areas such as the academic buildings and classrooms, dining hall and Chapel. For safety, earbuds and headphones should be removed in bathrooms, hallways and roadways.
- Garments or accessories should be free of language or images that promote or advertise drugs, alcohol, or inappropriate or offensive words/images/ideals.

### Types of Dress

At Tilton specifically, most situations call for certain types of dress:

- Classroom Dress: During the academic day, students should be dressed appropriately for the classroom environment. In addition to the above, students should note that some classes may require additional restrictions on dress to ensure full participation or to promote safety, such as in outdoor classes, art classes and labs.
  - Included in classroom dress:
    - Blank or Tilton specific t-shirts or sweatshirts
    - Collared shirts, dress shirts/tops, sweaters, turtlenecks, tanks with minimum 2" shoulder strap
    - Hemmed shorts with minimum of 3" inseam including golf shorts, khakis, jean shorts
    - Pants, including jeans, khakis,
    - Leggings designed specifically for dress attire (not athletic attire)
    - Dresses and skirts that reach mid-quad providing no risk of underwear exposure
  - Not included in classroom dress:
    - Sweatpants or athletic leggings
    - Mesh or running shorts
    - Tops that do not meet the waistline of pants/shorts/skirt
    - Flip flops or slides

- Clothing specifically designed as fitness attire
  - Jeans with tears or holes
- Other Forms of Dress: On certain occasions throughout the year, at the discretion of the Head of School or the Dean of Students, students will be required to dress more formally.
  - Special Events: Students are expected to raise their level of attire at times as a show of respect to others and/or situations (class presentations, special guests, etc.)
  - Formal Dress: On formal occasions, students are expected to wear a suit, dress, or a skirt/dress pants with a formal top or blouse and dress shoes.
  - Athletic Practices and Games: Athletic team coaches may establish their own standards for practice or game-day dress codes. Shirts and shoes must be worn in the MARC.

### Enforcement

Students in violation of dress code will be given a warning directly by a faculty member. This warning will also be shared with the Student Life Office. Upon a second infraction, students will be given a detention assignment. Continued infractions may be met with an increased disciplinary response and considered a pattern of unwillingness or inability to abide by school rules, considered a major school rule violation.

## Attendance

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Tilton School expects all students to be in attendance when school is in session. We ask families to schedule medical appointments, family trips, celebrations and non-school athletic events around the school calendar. Students are required to attend all commitments throughout the school day including but not limited to: academic classes, College Counseling and Center for Academic Achievement sessions, school meetings, advisor and class meetings, Chapel gatherings, study halls, required meals, athletic practices, scheduled games, afternoon activities, and other all-school events. In addition, students are required to attend all school events on or off-campus, such as class trips or Orientation events. Missing a class, afternoon program or school commitment will result in an unexcused absence, except in cases of illness, emergencies or unforeseen situations that have been properly communicated according to the guidelines below.

Boarding students who are too ill to attend class for any reason must report immediately to the Health Center. Failure to report to the Health Center within five minutes of the class period they are too ill to attend will result in an unexcused absence unless otherwise noted by the Health Center staff. Only Health Center staff can excuse an ill student from class, afternoon commitments and other all-school scheduled events.

If a day student is unable to attend school due to an emergency, medical appointment or illness, that student's parent or guardian must call 603-286-1776 to report the absence by 8:30am. Verification of medical appointments should be submitted to the Health Center within 24-hours of the appointment. No day students will be allowed to call in sick for themselves.

If a student is absent because of illness for an extended time, or if a student needs to miss school for a medical procedure, parents should contact the Health Center and the Academic Office to discuss a medical leave in advance.

All other reasons for class absences must be discussed with the Assistant Dean for Student Support.

Please note, if a student misses class due to illness, they will not be allowed to participate in their afternoon activity or sporting event, whether it be practice or a game. Similarly, in cases of severe weather, day students may participate in afternoon activities only if conditions improve such that they are able to attend all classes after lunch. The Athletic Director in consultation with a coach may require an athlete to forgo an opportunity to compete as a consequence for other missed obligations as well.

The College Counseling Office must approve requests to miss class due to a college visit before a student submits a Leave request.

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

## ATTENDANCE POLICY

### Unexcused Absence #1

- A warning from the Academic Office will be sent to the student, advisor and parent(s)/guardian(s)

### Unexcused Absence #2

- A second warning is issued by the Academic Office and student will be assigned to an morning or evening detention
- The student is required to meet with the advisor; advisor will share outcome and strategies from the meeting with parent(s)/guardian(s) and the Academic Office

### Unexcused Absence #3

- Student is placed on an Attendance Contract by the Academic Office
- The student is placed on Monitored Attendance (see below)
- Both parent(s)/guardian(s) and the Student Life Office are notified of attendance concerns
- Continued enrollment at Tilton is in jeopardy due to failure to meet Community Standards of Attendance
- *Any student who accrues 3 unexcused absences after May 1 will automatically be placed on Academic Restriction.*

## ATTENDANCE CONTRACT

An Attendance Contract is a formal notice that the student in question is not living up to Community Standards regarding Attendance. By signing the Contract, a student acknowledges that continued absences place their enrollment at Tilton at risk. Attendance Contracts are in effect for the remainder of the academic year in which they are signed. Students on Attendance Contracts need to show improvement in their behavior and practices to remain a member of the community.

### Monitored Attendance

- Monitored attendance will last for a minimum of 5 consecutive class days. Students must report to and remain in Plimpton during the academic day, beginning at 8:00am until the end of the class day, except for lunch.
- The student's phone must be turned in at the beginning of the academic day (8:00am) and may be retrieved at the end of the academic day.

- Both the sign-in and phone deposit box are located at the Academic Office.

#### Unexcused Absence #4

- A violation of an Attendance Contract (fourth absence) will result in 5 class days of Academic Restriction for the student. (see below)

#### Unexcused Absence #5+

- Subsequent violations of an Attendance Contract (5th absence) are referred to the Dean of Students' Office and will result in a Dean's Letter of Warning and placement on an additional week of Academic Restriction. This Dean's Letter will serve to notify the student and family that any additional absences will result in a review by the Dean's Team of the student's continued enrollment at Tilton.

#### Academic Restriction

- Academic Restriction will last for a minimum of 7 days.
- The student's cell phone is turned in to the Academic Office at the beginning of the academic day and may be collected at the end of the academic day.
- The student must be in the academic building for the full academic day (except the lunch hour) and sign in to the office during free periods.
- Evening restriction begins at 7pm and the student must remain in the dorm for the remainder of the evening, both on weeknights and weekends.
- The student must arrange regular meetings with teachers for extra help and to complete all missing work.
- Prior to a student being removed from Academic Restriction or an Attendance Contract, the student and advisor will meet with the Academic Office to ensure that the above criteria have been followed and met.

#### Class Lates

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

#### Minimum Attendance Requirement for Credit

Students may not earn credit for an individual course if they miss more than fifteen class gatherings in a year (five classes for trimester courses), regardless of the nature of the absence, whether excused or unexcused. Medical leaves, as granted or required by the Deans' Team, supersede the attendance requirement.

#### Cell Phones, Headphones/Earbuds, and Other Mobile Devices

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

# Day Student Life

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Day students are an integral part of the Tilton community. As a school, we seek to provide day students with every opportunity to immerse themselves in all aspects of the Tilton School experience. Day students should be aware that although they do not live on campus, they are Tilton School students, and all the rights, privileges and obligations of the community are afforded and expected of them. Certain policies and expectations pertain only to day students, and these are listed below.

## Day Students Arriving to and Departing Campus

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For safety reasons, it is important that we have an account of students who are on campus at any given time. For this reason, day students are expected to inform the School when they arrive and when they depart campus. Day students should report their location using REACH by changing their location to the appropriate designation. Students who repeatedly fail to check-in or check-out appropriately during REACH may receive a detention or disciplinary response. On-going inability or unwillingness to identify arrivals or departures may be considered a major infraction. Any questions regarding REACH during the year should be directed to the Leave Coordinator or Dean of Students.

Any day student who anticipates remaining on campus during evening study hall must make the AOD and dorm parent on duty aware in person of their presence prior to study hall, and aware of their departure when they leave by checking out with the dorm parent and signing out on REACH.

## Illness

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

## Inclement Weather

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

## Motor Vehicles

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Day students possessing a valid driver's license may use their cars for transportation to and from campus. All cars must be registered yearly with the Student Life Office. Upon registration of a vehicle, a parking sticker will be issued and it should be placed in the bottom left corner of the rear window. All day student cars must be parked in the day student parking lot located in front of the hockey rink. Once the car is parked, the student driver may not use the car again until the student departs campus at the end of the day. Car use during free time is not permitted.

Student drivers may not transport other students unless authorized by the Dean of Students and the Administrator on Duty. Permission will only be considered for transports that are part of a pre-approved leave and/or to an organized and

supervised event in the care of an adult; written permission must be provided from both sets of parents or guardians as well as permission from the Student Life Office. Boarding students may not drive day student cars.

Students who do not follow the protocol for vehicle use (ie: parking) or who do not observe the 15mph limit on campus will lose this privilege for the year after the third offense. Unauthorized vehicles brought to campus or transporting others/riding in a vehicle without permission are considered significant infractions and will likely result in significant disciplinary action on the first offense, ranging from Dean's Letter of Warning to dismissal.

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

## Day Student Spaces and Rooms

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Day students are provided with spaces on campus to socialize and to store clothing and other personal belongings. Day student rooms, lockers, and lounges are for students to use in a reasonable manner and are subject to the same expectations and oversight as boarding student rooms and spaces.

Day students are held to the same standards, policies and procedures as boarders regarding visitation, use and upkeep of spaces, and residential life as outlined in the Residential section of the Handbook. Day students should review the rules regarding permissible items and fire safety, room checks and searches, and are expected to maintain a clean space and assist with the upkeep of the dorm the same as their boarding counterparts. Day student spaces and rooms will be regularly inspected for safety and cleanliness.

Students who are unable to keep their rooms and spaces clean and uncluttered or follow the rules of the dorm may be assigned a detention or additional chore responsibility, and may lose the ability to use day rooms for a period of time. Students who repeatedly have difficulty following the Community Standards within the dorm may lose this privilege.

## Overnights for Day Students

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On occasion, the School may allow day students to remain on campus overnight to accommodate difficult travel or scheduling, such as poor driving conditions or a day student with a significant commute who is required to be on campus late into the evening or very early in the morning. Day students may remain overnight only if prior permission has been granted by their parent/guardian, the Dean of Students/AOD and the dorm parent on duty.

Accommodations cannot be guaranteed and approvals are limited to essential needs or special circumstances. Students who often need to stay on campus may want to consider a formal change to boarding status.

# Residential Life

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

safe, and part of something greater than themselves. The following policies are designed to help us achieve these goals and function successfully as a community.

## Residential Responsibilities

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

- Students must work with the dormitory staff and student proctors in maintaining common areas, including bathrooms, lounges, hallways, stairwells, etc.
- Room decorations must be in good taste and cannot display explicit, offensive or demeaning material(s) in regard to race, religion, ethnic origin, gender or sexual orientation. Materials depicting drugs or alcohol are prohibited. All room decorations are subject to approval. No tacks, staples, nails, etc. may be used to hang items in dormitory rooms. Tapestries or sheets may not be used as room dividers.
- Furniture must remain in the dormitory rooms. Furniture must be kept in good repair and arranged so that the entire room is visible from the doorway and the entrance/exit is unobstructed by any free-standing item. Students may not dismantle furniture, nor tamper with any permanent fixtures in their rooms or in common areas. Students seeking to bunk or alter the height of their bed must place a work order request with the dorm head.
- Students may not bring large couches, loveseats, memory foam or XL bean bags to school. Small fire retardant futons or desk chairs cannot impede movement or sightlines in the room. Students are responsible for removing any and all personal items from the room at the end of the year. (Charges may be incurred for any items not removed at the end of the year.)
- At no time is cable installation or satellite television service allowed in student rooms, either paid for separately or “tapped into” from the School’s or faculty’s service (this is considered stealing and is a major school rule violation).
- Students are permitted one external screen (TV or computer monitor but not both); screens may not exceed 40” on the diagonal.
- Students are not permitted to have pets on campus.
- Students must report dormitory damage to their dormitory head as soon as possible.
- Music must be played at a volume that is considerate to others in the dormitory. Headphones should be used at all times during study hours.

## Fire Safety and Prevention

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Upon the first indication that an alarm has sounded, students and residents must leave the building through exits designated by lighted exit signs. Do not attempt to take anything with you and leave doors unlocked but closed. Once outside of the building, students join the dorm parent and members of their dorm at pre-assigned locations (Maloney fire-pit for Maloney residents and at designated stations in the MARC for residents of other dorms). Students should line up by room number within their dorm so that missing residents are easy to identify. On-duty proctors should assist with getting students into the appropriate order. Students are expected to be quiet and remain in order until further direction is provided by the adult leader.

Within the dorm:

- Smoking, electronic cigarettes or other vaporizer devices, lighters, candles, incense, and other flame or unapproved heating devices (see below) are not permitted. Use of these devices or creating a fire hazard in or around any campus building constitutes a violation of Major School Rules.
- Because of the danger of electrical fires, all cooking appliances and devices are prohibited. Student rooms may not have flat irons, coffeepots, corn poppers, hot plates, toasters, microwave ovens, refrigerators\*, immersion coils, or any appliance with an exposed heating element. Fabric tapestries must be nonflammable or fireproofed.
- Three-prong extension cords are necessary in order to avoid overloading outlets. Extending the reach of cords through the use of multiple extenders linked together is a violation of fire safety rules.
- Paper and flammable plastic lampshades may not be used. High-intensity lamps and spotlights in which the bulb is tightly enclosed are prohibited. Bulbs in student lamps should not exceed a 60-watt rating and halogen bulbs are not permitted.
- Nothing should be hung from sprinkler pipes.
- Freestanding items which might impede an exit route are prohibited. This includes large furniture, cushions, shelving. Students may not block visual line of sight from the door using furniture or hanging items.
- String decorating lights are permitted only if battery operated or LED.
- Tampering with fire extinguishers or fire safety equipment is strictly prohibited. Students should familiarize themselves with the locations of fire safety devices and report any alerts (ie: battery) promptly to the Dorm Head.
- Doors must be kept unlocked whenever a room is occupied.
- The Dean of Students, Dorm Head/Parent or AOD may confiscate or require the removal of any item deemed unsafe.

\*Proctors, seniors and MacMorran Scholars are permitted to have refrigerators in their room. Refrigerators must be plugged directly into a wall outlet or thick, round, low-gauge extension cord.

Smoking in any school building is considered a serious violation of school rules, as this creates a significant fire hazard and is a safety concern. Students should refer to the Drug and Alcohol policy for more information regarding substance use.

## Meals

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All meals are served in the dining hall, unless otherwise noted. Students are expected to be respectful of their peers and the staff in the dining hall. Good table manners and behavior, and appropriate attire are expected at all times. All students should clear their tables, appropriately disposing of trash and returning plates, silverware, cups, etc. to be cleaned. Dishes and utensils are not to be taken from the dining hall.

## Room Inspections

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Non-invasive room inspections will be conducted campus-wide with a uniform set of basic standards. Room inspections are designed to ensure a safe and healthy living environment for all community members. All student rooms should meet the following basic expectations: beds are made, a clean work environment is established, closets and under the bed are uncluttered, clean and dirty laundry is put in its place, the floor is vacuumed, bathroom surfaces are clear of

personal items, and all garbage and recyclables are removed from the room.\* In addition, any student wishing to depart for a weekend will need to make sure that their dorm room meets the same standards of cleanliness the Friday night before departure.

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

## Damage and Vandalism

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### Damage to School Property

Students are responsible for damage that occurs in their room or done to school facilities. The school's response, however, will be informed by the specific situation:

- Vandalism: deliberate damage to facilities will be handled as a discipline situation. Students/parents/guardians will be held responsible for the full cost of repairs, including labor.
- Neglect and Accidents. Accidents or damage done to rooms or furniture beyond what is considered normal wear and tear. (e.g., a broken window as a result of horseplay) will likely result in the student's family being held responsible for the repair, including labor.

In these cases, the Assistant Dean of Students for Community Standards and Discipline in consultation with the Dean of Students will be responsible for determining an appropriate response to an incident.

## Security

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In addition to faculty supervision, a campus security person is on duty every evening and makes regular rounds of the entire campus. Dormitories are on a key card system and are therefore always locked. Propping doors for and providing access to outside guests without permission is considered a violation of School safety protocols and considered a major violation. Students are encouraged to lock their dormitory rooms at all times when they are not present. Students should not keep unnecessary valuables or excessive amounts of money in their rooms. Each student is provided a space in their room that can and should be locked for the safekeeping of any valuables.

## Keys and Key Cards

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Whether a day or boarding student, key cards (proximity cards) are issued to every student upon registration. Students are responsible for their own key card and are not allowed to use another student's key card. All lost key cards should be reported to the Technology Office. The Technology Office will then print the student a new card and a replacement fee of \$20 will be billed to the student.

Dorm room keys are also distributed upon registration. All lost dorm keys should be reported to the Student Life Office. A fee of \$25 for a replacement key will be billed to the student.

## Theft

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In the case of theft in a dormitory, students should immediately report the theft to the dormitory faculty on duty, and as soon as possible thereafter to the Student Life Office. An incident report must be completed, and the School will do what is reasonable to locate the missing or stolen items. In some cases, it is necessary to involve the local police

department. The School assumes no responsibility for money or personal property lost, damaged, or stolen from students. Parents should check to see that they have proper coverage through individual homeowner's insurance policies. In addition, it is recommended that families investigate securing additional insurance for all belongings. Theft is not tolerated at Tilton School. A student found in violation of this school rule may be dismissed immediately, even if the victim of the theft is not a member of the Tilton School community.

## Searches

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### Rooms and Personal Items

While we want students to be comfortable and feel "at-home" in our residential settings, it should be noted that student rooms and furnishings are the property of the School and the School reserves the right to enter, inspect, and/or search rooms and school furniture at any time and without prior notification to ensure School safety and the students' welfare, including, without limitation, to determine if students are harboring stolen property, weapons, or illegal or dangerous substances. The School and law enforcement officials have the right to seize such items or other items that jeopardize the safety of the students or the building or constitute health hazards. The School may also search students' possessions, including, but not limited to, locked trunks, backpacks, purses, mobile devices, personal computers and vehicles, as well as a non-invasive search of the person, if the School suspects a violation of law or school rule, or if student safety is a concern. The Dean of Students authorizes any room search and, when deemed appropriate, the dorm parent, advisor or Administrator on Duty and the student(s) whose room is being searched are present when the search takes place. At the discretion of the Dean of Students, a room may be searched without following the above procedure.

### Computers, Phones and Electronic Devices

In addition, the school reserves the right to search and temporarily retain any electronic device (cell phone, watch, tablet, laptop, gaming console etc.) during investigation or if suspicion arises that the device contains evidence of a violation of school policy or the law.

## Motor Vehicles for Boarding Students

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Boarding students are not permitted to keep or drive a car, motorcycle, or moped on the Tilton School campus, in the town of Tilton, or the vicinity. Exceptions to this rule are made for MacMorran Scholars and occasionally on a temporary basis for students needing to attend a required series of events, classes, or practices off-campus and for which parent or alternative transport presents a significant hardship. Requests for exceptions must be made with the Leave Coordinator and students must secure permission prior to bringing the vehicle to campus. Cars are to be used only when commuting to and from the required event, to travel home on weekends and vacations. Cars are not to be used for any other purpose or to transport any other student without explicit prior permission from the Leave Coordinator, AOD, or Dean of Students. Permission will only be considered for transports that are part of a pre-approved leave or to an organized and supervised event in the care of an adult. All vehicles must be registered with the Student Life Office prior to bringing to campus, be parked exclusively at the rink lot, and keys must be turned into their Dorm Parent, AOD or member of the Student Life Office immediately upon each arrival to campus.

Students who do not follow the protocol for vehicle use (ie: parking, observing the 15mph speed limit on campus, key turn in) will lose this privilege for the year after the third offense. Unauthorized vehicles brought to campus or transporting others/riding in a vehicle without permission are considered significant infractions and will likely result in disciplinary action on the first offense, ranging from Dean's Letter of Warning to dismissal.

## Evening Study Hours

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Dormitory parents and proctors are expected to ensure quiet study conditions during study hours in the dormitory. In addition, dormitory parents and proctors are expected to establish protocols that support the productive use of study time for all students. For this reason, students are expected to use the time between 8:30 p.m. and 10:30 p.m. for academic work or interests. Students are not permitted to use gaming devices during this time, are expected to be in their own rooms unless given permission to work with another student by the dorm parent, and should not be on the phone or facetime. Headphones/earbuds must be used for all digital audio. We ask that families respect these hours as well and refrain from non-urgent calls.

Faculty remain in the dorm after lights out and there is additional supervision throughout the night and into the early morning by at least one of the resident faculty.

- Study conditions in residence halls are from 8:30 p.m. to 10:30 p.m.
- Quiet hours in residence halls are from 10:30 p.m. to 7 a.m.

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

9th Grade

- Students in their own rooms with doors fully open for study and lights out at 10:30 p.m.

10th Grade

- Students in their own rooms with doors fully open for study and lights out at 10:45 p.m.

11th, 12th Grade/PG

- Students are in their own rooms and quiet at 11 p.m.

## Weekend Check-Ins

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On Friday and Saturday evening all students must check in with the dormitory parent on duty and be in their dormitories by 10:30 p.m. On Saturday and Sunday, all students must check in in-person with their dorm parent on duty at brunch. Students who do not check-in with the dorm parent on duty during brunch will be assigned to morning detention or a work assignment.

## Dorm Visitation Policies\* (edited 10/13/22)

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At the start of the year, seniors may visit the room of any student in their own dorm when the resident of that room is present and has invited them.

Students in grades 9-11 may visit the room of any student on their own floor when the host is present and has invited them. Doors must be fully open when guests are present and students must adhere to dorm specific rules for number of guests and any other expectations of the dorm parents.

9th graders are not allowed in senior/PG dorms and seniors/PGs are not permitted to visit 9th grade rooms at any time during the year without special permission from the dorm head for team/group events in the common room only.

Visitation to other dorms is a privilege typically granted after the first month of the school year and is announced by the Dean of Students.

Once granted, students may visit the room of other students in another dorm as invited guests at the following times:

- Monday - Thursday from 7 - 8pm

Regardless of dorm:

- Students are not allowed to enter another student's room when the host is not present.
- Door to the room remains wide open and lights are on when guests are present.
- A maximum of 5 students may assemble in a dorm room during visitation, unless specific permission is given by the dorm parent.
- Students, including roommates, are not under blankets/covers, lying together on furniture or engaging in intimate acts beyond hand holding.
- All students are respectful of roommate needs and preferences related to visitors; roommates should be asked prior to a guest entering the room and guests should not touch or use items in the room without explicit permission.

In addition to the above, when visiting students in another dorm:

- A dorm parent must be present and grant permission in person; the host should secure permission PRIOR to a guest entering the dorm.
- Guests will sign in and out and in person with the dorm parent.
- Visitors must be accompanied by and remain with the host at all times.
- Guests will remain in the host's room/common room only, unless approval is given by the dorm parent.

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

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

*\*Visitation rules will be modified to meet any health and safety guidelines or conditions.*

## **Bicycles, Skateboards, Scooters and In-Line Skates**

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

## **Remote Controlled Vehicles and Drones**

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

## **Campus Service**

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In a community, it is essential that every individual understand their importance to the larger community. The Campus Service Program is based on the belief that all students and faculty share responsibility for our community and the support of our life together. It aims to promote a sense of ownership and pride in our space along with fostering an opportunity to build strong character. Students will work with their dorm team to help clean and care for residential common spaces. Students also work with their advisory group or with the broader campus community on service projects and regular upkeep projects both on and off campus. There are many more opportunities to serve the School. Students wishing to be more involved with campus service should see the Assistant Dean of Students for Community Standards and Discipline.

# Procedures & Policies When Leaving Campus

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## Campus

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

Campus is as follows:

- Northern Boundary – Burch Field
- Eastern Boundary – The MacMorran Field House, the “Back 40” field/pavilion and the Mansion
- Southern Boundary – Academy Street
- Western Boundary – Prospect Street
- The Fields – The parcel of land where the athletic fields are located

Extended Campus is defined as the following:

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

The School assumes responsibility for the safety and well-being of its students and requires that students secure permission and, more importantly, make the School aware of their whereabouts so that they can be accounted for in case of an emergency. Students leaving campus without school permission are subject to disciplinary action, up to and including dismissal.

## Off Campus

Anything that is not defined as campus or extended campus is considered Off-Campus.

All students should become thoroughly familiar with the boundaries of school property and not trespass on private land. Students may not enter a local home without first receiving permission from the Dean of Students or the Administrator on Duty. All students should follow all protocols if they are leaving campus for any reason, including going downtown. Students may not swim without faculty supervision. Students may not depart campus in the vehicle of another student without explicit permission from the Student Life Office.

## Extended Campus Sign Out

In order to have proper permission after the academic day to walk to extended-campus, often referred to as “downtown” or the “Back 40”, students are required to get permission from the Student Life Office. Students must sign back in with the Student Life Office immediately upon returning to campus. Students may not sign out to go downtown after 8 p.m. on academic evenings or after 10 p.m. on non-academic evenings. Seniors and PGs must sign out and back in with the Administrator on Duty (AOD) as well as in REACH during the academic day if they wish to visit the extended campus (ie: downtown).

## REACH

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Tilton School uses an online program and app called REACH Boarding to manage student requests for Leaves, departures and returns to campus. Students are asked to submit all requests for overnight or day leaves through the platform. Parents and hosts are then notified of the request in order to grant permission.

### Academic Leave

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Students are rarely allowed to miss classes. In the case of an emergency or unavoidable conflict, students who need to miss a class or classes are required to fill out an academic leave request in REACH.

### College Visits

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Similar to an academic leave, a student who will miss classes for a college visit must fill out a form specifically for this reason. In addition to the electronic leave request, permission from the College Counseling Office is required to take a college visit. A student is allowed to miss four class days (no more than 2 a trimester) for the purpose of college visiting. Parents must confirm the college visit through REACH.

### Evening Leave

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Any time a student will miss an evening or will be off campus overnight on an academic night but will not miss an academic commitment, the student must file a request in REACH 24-hours prior to departure. Parents must confirm the evening leave using REACH.

### Weekend Leave

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On any open weekend, students are allowed to leave following their last commitment on Friday and are expected to return by 7:00pm on Sunday. Any request for a weekend leave must be submitted by Thursday at noon of that week and receive all necessary approvals (Student Life, Parent, Host, etc.) Leave requests will only be considered if information regarding destination, host, and travel arrangements is provided. Parents will confirm and provide permissions through REACH. Students who return late from a leave will be required to check-in early the following evening. Repeated late returns may result in additional consequences such as detention or further escalation

We ask that parents inform the Student Life Office or the Administrator on Duty before taking any student off campus and respect the Leave policies outlined above. In most instances, students are required to request leave in advance of their departure, thereby notifying the appropriate parties of their absence. In the event of an emergency or last-minute event, the Administrator on Duty or Dean of Students reserves the right to grant permission for a student to leave campus and parents should contact the AOD or Dean of Students directly to confirm.

### School Vacations

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Prior to every break, all students are required to fill out a leave request in REACH which explains their travel plans,

needs, and requests. Deadlines for this information are communicated by the Leave Coordinator and plans are typically requested earlier than usual leaves. Parents must confirm the vacation leave request and all travel details through REACH. Students who will be traveling by air will need to provide both departure and return flight information in REACH.

## Leave of Absence from School

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

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

## Change in Residential Status

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Occasionally a student may request a change of status from a boarding student to a day student or from a day student to a boarding student. To provide guidance to families, the School has established the following policy and procedural steps

Policy:

Student residential status is determined at the point of admission. Day or boarding status is confirmed in the enrollment contract signed by the School and the responsible party on behalf of the student. Tuition and fees are based on this enrollment agreement. Because a change of status represents a change in the terms of admission, the School reserves the right to accept or reject such a request. The School can make no commitment to a student currently receiving financial aid for increased aid if they move from day to boarding status. While balancing the space and financial needs of the School, every attempt will be made to meet reasonable requests of enrolled students and their families for a change of status.

Procedures:

- To change status, students and their families must submit a written request to do so. Any request for a change of status should identify the desired change and the reasons for the request and whether the request is for a permanent or temporary change of status. If a current student seeks a change of status from one year to the next, it is considered a reenrollment question and is processed through the Admissions Office.

- If a request is made during the period following admission up until two weeks into the school year, the request for a change of status should be directed to the admissions office. The admissions office, in consultation with the Leadership Team, will make the decision to accept or reject the request.
- If a request is made after the first two weeks of the school year, it should be directed to the Dean of Students who will consult with the student's advisor and the Deans Team prior to recommending action to the Deans Team concerning acceptance or rejection of the request.
- A change of resident status request will be processed through the Business Office to determine the financial impact of the request. A request to change from day to boarding status will result in an additional charge prorated over the remaining part of the year. A change from boarding to day status will not result in a refund of boarding tuition. Financial Aid awards will be adjusted for a student seeking a change from boarding to day status.
- Final agreements about change of residential status will be confirmed in writing with the family and communicated to the relevant offices of the School.

# Community Standards

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

## General Expectations

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Tilton School students are expected to know, understand, and abide by the letter and spirit of the standards and expectations of Tilton School. Further, it is the responsibility of the student to understand the policies and procedures of Tilton School. In general, it is expected that Tilton students value their position in this community and will act accordingly. It is understood that through the course of discovery and maturation, students at Tilton School may exhibit unacceptable behavior. As previously noted, some actions may be considered unacceptable to such a degree that an individual may be required to leave the community without warning. In most cases, however, it is expected that a student will learn from their transgressions. Faculty and staff are committed to helping a student make the changes necessary to avoid further infractions. If a student, however, demonstrates an unwillingness or inability to make the necessary changes to their behavior, an accumulation of minor school infractions may be considered a major violation of school standards, putting the student's status at the school at risk.

The following examples are breaches of expected conduct at Tilton School that may move from minor infractions to a major violation with repeated offenses:

- Visitation violations
- Unexcused absences
- Dress code violations
- Leave infractions or failure to check-in/check-out appropriately
- Use of social media or technology in ways that violate the trust or respect of others
- Disregard for school safety measures such as access to buildings (door propping, key or key card sharing), emergency drill protocols (reporting to drill locations and following instructions)
- Damage to school property
- Gambling
- General disrespect for faculty, staff or the community as a whole

## Major School Rules

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

major school rules. Violations of major school rules may result in the dismissal of the student, regardless of disciplinary history or previous warning.

- Dishonesty
  - Academic dishonesty – see “Academic Integrity” (p. 37) for clarification.
  - Personal dishonesty – lying, stealing, duplicating keys or key cards or using passwords without permission.
- Campus Safety
  - Violations of Fire Safety Regulations including, but not limited to: tampering with fire detection devices, smoking in a school building, open or smoldering flame, lighting matches, lighters, incense or candles, possession of fireworks.
  - Departure from the dormitory after final check-in or before 6am without specific permission from a faculty member.
  - Departure from campus without proper permissions including misrepresenting the destination or time of return/departure.
  - Unauthorized use of campus buildings or vehicles
  - Inviting non-family guest into residence halls without permission
- Violations of the Drug and Alcohol Policy
  - Distribution of drugs or alcohol
  - Use of drugs or alcohol
- Behaviors that put at risk the health and welfare of oneself or others
  - Harassment, hazing or bullying, including cyberbullying
  - Use or threatened use of a weapon or physical violence
  - Possession of firearms, knives, explosives or any other weaponry
- Blatant and egregious disregard or disrespect of a faculty/staff member

A demonstrated pattern of unwillingness or inability to abide by school rules may be considered a major violation of school standards.

## Reach of the School

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Members of the Tilton community are always under the jurisdiction of all local, state and federal laws. Once students have enrolled at Tilton School, they are members of the Tilton School community and are responsible for their actions regardless of location, form, or intent. Further, students can be held accountable for information, pictures or other electronic media which is publicly displayed or accessible. Thus, Tilton School reserves the right to discipline a student for an act committed while not under the School’s direct jurisdiction. In addition, students may be held responsible for acts committed prior to enrollment, if these acts were not disclosed at the time of enrollment. Such acts will be evaluated at the sole discretion of the School, and the School reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances.

Some examples of acts which may have disciplinary ramifications at Tilton, including dismissal, are violation of any local, state, or federal laws, underage purchase, possession, distribution or consumption of alcohol, purchase, possession, or distribution of a controlled substance, and misuse of computers, the Internet, or other communication devices (regardless of location of action) which do, or could, have an impact on the welfare of any member of the Tilton community or the reputation or functioning of the School.

## Sending or Receiving Sexually Explicit Material

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Students should be aware that taking, sending, receiving, and forwarding sexually explicit photos, messages, or images via computer, digital device, or cell phone (commonly known as “sexting”) may subject a student to criminal charges under state and federal laws. The applicable laws in these cases include child pornography, obscenity, violation or privacy, endangering the welfare of a child, and nonconsensual dissemination of sexual images. In addition, soliciting a minor under the age of 16 via computer or other device to meet up with the intent to engage in a sexual act, even if it is mutually voluntary between the two students, can result in a charge of child exploitation, with the possibility of the student having to register as a sexual offender. The school may be obligated to report incidences of sexting to state agencies or the police in accordance with New Hampshire’s Child Abuse Reporting Law. Tilton School does not tolerate violations of the law, including dissemination of sexual images or messages, under any circumstances; such actions may be cause for dismissal. Any students with questions or concerns about an issue related to this topic should speak with the Dean of Students, the School Counselor, or their advisor.

## Policy on Bullying, Hazing and Harassment

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

### Bullying and Cyberbullying

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

- Intimidation, including name-calling or threatening
- Social alienation, such as shunning
- Physical aggression
- Cyberbullying occurs when the same criteria for bullying occur through the means of electronic devices.

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

### Hazing

Hazing is defined as any conduct, coercion or intimidation used as a method of initiation into a group, student organization, team, or activity which is likely to endanger the physical or mental health of any student.

Examples of behavior that could be considered hazing include:

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

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

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

## Harassment

### *Non-Sexual Harassment*

- Harassment may occur when one tries to humiliate or intimidate, such as:
- Making racist, sexist, or ethnically inappropriate comments
- Making derogatory comments about religion
- Making cruel personal jokes
- Teasing about sexual orientation
- No one is allowed to harass on the basis of:
- Sex/gender
- Race
- Color
- Religion
- Ethnicity
- National origin
- Disability
- Sexual orientation

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

### *Sexual Harassment*

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

- Submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, or academic standing or opportunities; or
- Submission to or rejection of such conduct by an individual is used for the basis for employment, or academic or school-related decisions affecting that individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating a hostile, intimidating, or offensive environment.
- Some examples of sexual harassment include:
- Sexual innuendo
- Verbal harassment, including derogatory comments or slurs
- Inappropriate comments about a person's body or appearance
- Physical harassment such as unwanted touching, patting, pinching, or physical interference with movement or work
- Visual harassment such as derogatory cartoons, drawings, posters, pictures, or graffiti

Any student who believes that they have been the victim of sexual harassment shall report the incident(s) to the Head of

School, Assistant Head of School, Dean of Students, or their advisor.

## Reporting

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

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

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

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

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

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

### Investigation

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

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

These documents will be for the Dean of Students' own use during the investigation and are not given to the person making the complaint or to the alleged offender. Therefore, individuals are strongly advised to record their own written notes containing the same information that they give to the Dean of Students. The investigator will discuss the situation with only those persons involved in or affected by the complaint and an appropriate administrative member.

Upon completion of the investigation:

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

#### Retaliation, Cooperation, and Coercion

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

#### Resolution

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

#### Disclaimer

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

## Turning Eighteen

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

enrollment in writing, the student may be asked to withdraw.

## Drug and Alcohol Policy

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

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

As a school, we recognize that adolescents are capable of making mistakes. First-time violators of the Drug and Alcohol Policy will receive a response and consequences to be determined by the Dean of Students and may be required to meet with the Discipline Committee. The student, in the presence of the Dean of Students and/or the student's advisor, will be required to inform his or her parents of such a violation. It is possible that a student could face a response up to and including dismissal for any violation of the Drug and Alcohol Policy. A likely response will include, but will not be limited to:

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

## Tobacco and Nicotine

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Tilton School students may not use or possess tobacco or nicotine in any form including e-cigarettes, juuls, or any other vaping product, or be knowingly in the presence of such behavior while under the School's jurisdiction. Unfortunately, adolescents will experiment with tobacco and/or nicotine, and due to the addictive properties, students may get hooked. Smoking, vaping, chewing and dipping tobacco, in addition to consuming nicotine through vaping, is a very real health risk, which the School combats through counseling, cessation programs, and health education.

Use of tobacco and nicotine products also leads to disciplinary consequences in accordance with the school's drug and alcohol policy. Both the disciplinary response and health measures above are designed to support a student's ability to refrain from further use. Students who are unable to control their addiction may be required to take a medical leave of absence or be dismissed.

## Screening

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The School reserves the right to confront individuals regarding concerns of drug and/or alcohol use, and may require immediate screening for substances. This includes, but is not limited to breathalyzers and urine testing. Should a student refuse the screening, the School retains the right to dismiss the student. Costs for screening are incurred by the family, whether for suspicion of use or part of the Drug and Alcohol Contract screening.

If the test reveals the presence of drugs or alcohol, it is considered a failed test. In addition, if the student refuses a drug or alcohol screening, the test will be considered a failure. Any failed test administered as part of the disciplinary system is considered a violation of the Drug and Alcohol Policy. In addition, any student who alters the results or integrity of a test will be considered in violation of the Drug and Alcohol Policy. Dilute tests may be considered a failed test for this reason.

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

## Drug and Alcohol Contract

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Students in violation of the Drug and Alcohol Policy may be required to sign a Drug and Alcohol Contract. This Contract serves to confirm the student's understanding of the policy and their commitment to the Standards moving forward. Students placed on a Drug and Alcohol Contract should expect random and regular drug screenings for the period stated in the contract. The Contract also confirms the student's understanding that an additional violation of the Drug and Alcohol Policy, including a failed drug screening, will in all likelihood result in immediate dismissal. This contract is binding until the student graduates.

## Compliance with Investigations

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Honesty is a critical component of developing a community based on trust. Students are expected to be honest in all situations, even if it may incriminate themselves or another individual under investigation. Dishonesty, misleading statements, or obfuscation throughout the course of investigating suspected violations of expectations is not tolerated and considered a major violation of community standards. In addition, students are expected to cooperate with all investigations and answer all questions to the best of their ability.

If a student does not comply with an investigation or elects not to make a statement, the School reserves the right to take disciplinary actions as seen fit.

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

## The Discipline Committee

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

- The committee is composed of three faculty members and six students.
- The faculty representation consists of two voting members and one alternate as appointed by the Head of School.
- The student representation consists of five voting members and one alternate. Students are designated in the following manner: one student elected by his or her classmates in 12th, 11th, 10th, and 9th grades, the President of the Student Assembly, and the Vice President of the Student Assembly who serves as the alternate.
- Alternates are present for the hearing and can ask questions, deliberate, and discuss all issues. They will vote only in the case that a voting member is unable to be present.
- The committee is co-chaired by a designated faculty member and the 12th-grade representative.
- The Dean of Students or Assistant Dean for Community Standards and Discipline serves in an advisory role and is present for the hearing, can ask questions, deliberate, and discuss all issues. The Dean of Students or Assistant Dean for Community Standards and Discipline serve as a non-voting member.
- In the absence of the Dean of Students, or in the case that the student before the Discipline Committee is the Dean of Students' advisee, a faculty representative shall perform the duties of the Dean of Students.
- All other members of the committee have one vote.

A student may be brought before this committee by the Dean of Students or Head of School. A student may request a hearing as a form of appeal for a consequence previously administered by the Dean of Students. A student may not appeal a decision from the Head of School. In all situations, the Head of School retains the right to deviate from the regular disciplinary process as they deem necessary. At certain times of the year, such as the beginning or end of the year, or in discipline issues of a sensitive nature, discipline will be decided by the Dean of Students in consultation with the Head of School and the Assistant Dean for Community Standards and Discipline.

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

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

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

## **Disciplinary Consequences**

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

### **Detention**

Detention can be assigned for a variety of reasons as a means of consequence. Faculty members may assign a morning or evening detention which may include a work assignment in consultation with the Dean of Students or Assistant Dean for Community Standards.

### **Restriction**

Beginning At 7 p.m. restriction to the dormitory is required. Day students on restriction will be required to leave campus after their last commitment is over and may not return in the evenings or on the weekends. Restriction is a consequence that is reserved for significant infractions of school rules or repeated offenses. Restriction includes detention as assigned, dining hall cleanup and/or other work details as assigned, loss of weekend privileges, loss of visitation, and any other restrictions as assigned by the Dean of Students. Students may be restricted to their own dorm or to their own room and this will be communicated prior to the start of restriction.

### **Dean's Letter of Warning**

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

## **Probationary Status**

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

### **Social Probation**

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

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

### **Term of Probation**

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

### **Separation**

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

### **Dismissal**

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

## **End of Year Disciplinary Events**

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When an infraction of school policy occurs during the final month of the academic year, typical disciplinary responses are sometimes inappropriate or not possible to implement for graduating seniors, PGs, or students not intending to return. For this reason, students should anticipate that infractions during this time may be met with a more significant response by the school and may include the student becoming ineligible to attend senior events, attend Commencement, graduate or complete the year or remain on campus.

## **Disclosure of Disciplinary Issues**

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

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

## College Notification

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For individuals applying to institutions of higher education, as members of the National Association of College Admission Counseling (NACAC), we agree to support and endorse the Statement of Principles of Good Practice between universities and secondary school members. When asked by colleges and universities about disciplinary violations from all four years of high school, we expect students to disclose truthfully and honestly. In addition, it is the College Counseling Office policy to disclose any change of status (including suspension, dismissal, withdrawal or probationary status) or harm to self or others from the date of a student's Tilton School application through the time of graduation. Please see the Director of College Counseling for more information regarding reporting to colleges and universities.

## Sanctuary Policy

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

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

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

How does Sanctuary work?

1. The Sanctuary Policy is reserved for situations when a student feels that they or their peer is in danger of harm due to drug or alcohol use or overdose, danger due to physical or psychological distress, or presence in an unsafe environment on or off campus.
2. The Sanctuary Policy can be invoked by a student who is concerned for the wellbeing of a peer (a "peer report") or by the student whose health is at risk (a "self-report").
3. A student can invoke the Sanctuary Policy by reporting to any adult on campus. The adult will then report to the Administrator on Duty. It will be immediately determined if medical attention is warranted.
4. The school will communicate with parents and, in conjunction with parents and Dean of Students (and others as needed, such as the School Counselor, nurse and/or advisor) create a plan of support for the student. This may include a signed No-Use Agreement, counseling, or additional appropriate support system decided upon in the school's sole final discretion.
5. If it is determined that follow-up evaluation or counseling is needed, such as an off-campus medical or substance abuse treatment program, the Dean of Students, Head of School and others as needed (such as

School Nurse, School Counselor, student's advisor) will be kept informed as appropriate. If a lengthy follow-up is needed, the student may be allowed or required to take a medical or personal leave of absence.

6. Once the Sanctuary Policy has been invoked it will remain in effect if an additional employee of the school becomes involved while the students in question are waiting for assistance from the Administrator on Duty. This Sanctuary provision will not apply if any faculty member or other school employee has already observed or has obtained material evidence of a violation of school policy or the law prior to any student seeking sanctuary.
7. A student is protected from disciplinary action under the Sanctuary Policy only once during their time as a Tilton School student. The incident will not be included on the student's official record and will not result in a Discipline Committee Hearing. This provision does not apply for those already on a drug or alcohol contract. Students on contract are encouraged to report or seek help but may be subject to a disciplinary response.
8. A student may invoke a peer report triggering Sanctuary for the student in need even when the reporting student is not in need of Sanctuary themselves.
9. Should a student be required to sit before the Discipline Committee for a subsequent violation of the Drug and Alcohol Policy, the Dean of Students may inform the members of the Discipline Committee regarding the student's prior history with the Sanctuary Policy.

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

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

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

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## Technology

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At Tilton, we teach possibilities for innovation across a variety of devices, not how to operate a single device. Tilton's belief in teaching the critical thinking behind a task – not the instructions for completing a task – has formed the basis

for our technology recommendations and requirements. Each student is required to bring an approved device with them for efficient and convenient access to information, resources and tools. An approved device is defined as a laptop or tablet (smartphones are not an approved device) meeting one of these minimum specifications:

Form Factor:

Laptop, Tablet, or Chromebook

Operating System:

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

Additional Requirements:

Wireless network access

Laptops:

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

## General Information and Expectations

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Printing: There are printers on campus available for student use. They are located in the Center for Academic Achievement. Students may also bring their own printer for use in their dorm room.

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

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

Network/Internet Access: Tilton School has a campus-wide wireless network that is available in all common-area rooms and most dorm rooms.

## Service and Repair

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

## Responsible Use Policy

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Tilton School believes in the importance of practicing positive digital citizenship and safe and responsible use of all technologies in teaching and learning. We expect everyone, employees, students, and school volunteers to use the Internet and other technologies in a safe and responsible way. Community standards that govern behaviors, actions, and statements are in effect at all times and places, real or virtual. Tilton School will not tolerate inflammatory communication of any kind based on race or color, religion, sex, handicap, age, sexual orientation, gender identity, or country of ancestral origin. The values of respect for self and others, the pursuit of our individual and collective potential, the promotion of justice and fair treatment of all, respect for place and property, and the development of trust are essential in all that we do at Tilton School.

Failure to respect these values through any medium in any way is detrimental to the wellbeing of the entire community. Thus, all users are responsible for practicing positive digital citizenship which includes appropriate behavior and contributions involving all forms of online or digital communication. Responsible personal conduct as a digital citizen is no different than responsible personal conduct in a face-to-face environment.

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

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

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

## Jurisdiction

This policy is in effect when:

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

### *Cyberbullying*

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

### *Data Transmission and Storage*

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

### *Digital Citizenship*

All students are responsible for modeling and actively practicing positive digital citizenship.

What students do and post online must not disrupt school activities or compromise school safety and security.

### *Inappropriate Material*

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

### *Intellectual Property, Copyrights, and Trademarks*

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

### *Privacy*

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

### *Professional Language*

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

### *Security*

- All users are responsible for respecting and maintaining the security of school resources and networks.
- The school network and/or devices are not to be used to obtain unauthorized information, attempt to access information protected by privacy laws, or impersonate other users.

- Attempts to bypass security settings and filters, including but not limited to the use of proxy servers and VPNs are not allowed.
- Installation or use of illegal software or files, including unauthorized software or apps, on any school devices is prohibited.
- Under no circumstances are school passwords to be shared with others, including other school employees or students. If a school password is shared by a student, that student assumes responsibility for any actions that were taken by the individual it was shared with.
- Users will log out of unattended devices and accounts in order to maintain privacy and security.
- Accessing another user's data with a lost or stolen password, or using a computer that a user has neglected to sign out of or turn off, is prohibited.

#### *School Devices*

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

## Consequences for Irresponsible Use

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

## Disclaimers

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Tilton School makes no guarantees about the quality of technology-related services provided and is not liable for any claims, losses, damages, costs, or other obligations arising from the use of the school's devices, networks, accounts, and data. Users are responsible for any charges incurred while using school devices and/or network.

Tilton School also denies any liability for the accuracy or quality of the information obtained through user access. Any statement accessible online is understood to be the author's individual point of view and not that of the school, its affiliates, or employees. Tilton School reserves the right to adjust or modify this Responsible Use Policy as appropriate.

## G Suite for Education

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At Tilton School, we provide and manage a G Suite for Education account for each student. G Suite for Education is a set of education productivity tools from Google, including Gmail, Calendar, Docs, Classroom, and more used by tens of

millions of students and teachers around the world. At Tilton School, students will use their G Suite accounts to complete assignments, communicate with their teachers, and learn 21st-century digital citizenship skills.

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

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

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

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

## G Suite for Education Notice to Parents and Guardians

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

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

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

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

- Blogger
- Chrome Web Store
- Google Bookmarks
- Google Books
- Google Cloud Print

- Google Earth
- Google Groups
- Google Maps
- Google My Maps
- Google Photos
- Google Public Data Explorer
- Google Takeout
- Google Trips
- Google+
- Scholar Profiles
- Science Journal
- Search and Assistant
- YouTube

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

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

### **What personal information does Google collect?**

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

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

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

### **How does Google use this information?**

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

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

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

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

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

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

### Will Google disclose my child's personal information?

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

- *With parental or guardian consent.* Google will share personal information with companies, organizations or individuals outside of Google when it has parents' consent (for users below the age of consent), which may be obtained through G Suite for Education schools.
- *With Tilton School.* G Suite for Education accounts, because they are school-managed accounts, give administrators access to information stored in them.
- *For external processing.* Google may provide personal information to affiliates or other trusted businesses or persons to process it for Google, based on Google's instructions and in compliance with the G Suite for Education privacy notice and any other appropriate confidentiality and security measures.
- *For legal reasons.* Google will share personal information with companies, organizations or individuals outside of Google if it has a good-faith belief that access, use, preservation or disclosure of the information is reasonably necessary to:
  - meet any applicable law, regulation, legal process or enforceable governmental request.
  - enforce applicable Terms of Service, including investigation of potential violations.
  - detect, prevent, or otherwise address fraud, security or technical issues.
  - protect against harm to the rights, property or safety of Google, Google users or the public as required or permitted by law.

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

### What choices do I have as a parent or guardian?

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

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

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

- [G Suite for Education Privacy Center \(https://www.google.com/edu/trust/\)](https://www.google.com/edu/trust/)
- [G Suite for Education Privacy Notice \(https://gsuite.google.com/terms/education\\_privacy.html\)](https://gsuite.google.com/terms/education_privacy.html)

- [Google Privacy Policy \(https://www.google.com/intl/en/policies/privacy/\)](https://www.google.com/intl/en/policies/privacy/)

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

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

## Distance Learning

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

- Students may not modify personal information (username, first & last name, photo) so that teachers and other students can't identify them.
- Students will adhere to normal classroom decorum when interacting online with teachers and other students. That is, students will use language respectful of all participants in the meeting and dress in a manner that reflects purposeful academic work.
- Students will acknowledge that online classes and discussions will be recorded and shared with students who, for one reason or another, could not attend the event.
- Students will turn on their cameras for live classes so that the teacher and classmate can see them.
- As much as possible, students will create a distraction free environment for themselves when attending virtual meetings. They should understand that the camera picks up not just faces, but backgrounds. Students should seek to create a neutral background during online interactions.
- Students may not take screenshots or make recordings of class meetings. Doing so is a violation of the privacy of all involved in the meeting. Students may not post any recordings, video or screenshots of class meetings on Social Media.
- Students must stay focused on the content and conversation on the call. That is, students may not use other applications while on a teacher-call or during an online class meeting.

## Media Permission

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

# Clubs and Student Organizations

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## Starting a Club at Tilton School

Clubs and organizations are a great way to meet people, make new friends and enjoy a social activity on campus. Clubs and organizations are groups formed by students and/or faculty with similar interests to help them develop friendships, grow personally, and advance common goals. Club activities vary from organization to organization but generally consist of social activities, workshops, business meetings, fundraisers, informal gatherings, celebrations, cultural activities, on-campus and off-campus activities, and many other types of events. Clubs and organizations at Tilton School enhance student life and contribute to the overall campus experience. Participating in a club or organization is a great résumé builder, and sometimes potential employers recognize the value of additional learning experiences outside of the academic environment.

A group becomes an official organization when formally registered by the Tilton School. Formal registration of an organization means that a registered organization is permitted to use the campus facilities, will have access to student funds raised if an account is set up with the business office, and in general is accorded those privileges granted to other student organizations within the campus community.

## Policies

- Clubs are generally organized by type: Departmental, Honorary, International/Cultural, Leadership, Professional, Service, or Special Interest.
- A new student club or organization should represent an identifiable need and a diverse group of students interested in the goals for the organization.
- Registration of a student organization by the Student Life Office constitutes School endorsement/approval of the policies or activities of the organization. In addition, it signifies a willingness on the part of the organization to comply with State law and the rules, regulations, and policies of the Tilton School. A registered student organization may not represent or imply in any manner that it speaks for, or in the name of, Tilton School. The privilege to participate in these activities is conditional based on the important responsibility to represent the School with honor, dignity and integrity. The student's responsibility in representing the School extends to conduct that relates directly to the activity as well as all other conduct on and off campus. Failure to meet this responsibility may result in loss of eligibility to participate in some or all Tilton's extra-curricular activities.
- Participation in Tilton School's extracurricular activities includes membership in recognized student organizations, elected or appointed office in student government, participation in academic and non-academic internships, and participation in any Tilton School sponsored activity in which the student is or reasonably could be understood to be representing the School.

- This policy is not intended to diminish the important values of freedom of expression and academic freedom, but is intended to clarify the responsibilities inherent in the privilege to participate in activities in which the student represents Tilton School. This policy is in addition to and is not intended to replace other published membership or eligibility requirements, termination provisions, codes of conduct, or other policies that may apply to the individual activity.
- Registered organizations and their members are subject to all State and Federal laws, the rules and regulations that govern Tilton School, including Tilton School's graphic standards guidelines and the expectation that each student and faculty representative will represent the School with honor, dignity and integrity.

### Procedures

- Every organization must complete the registration process by completing a registration packet containing a New Club/Activity Proposal Form, an Organization Statement of Purpose, a Constitution and/or bylaws, a Roster of Members, an Faculty Advisor Agreement Letter, a Budget Proposal or associated needs and resources available for sustainability, and detailed information about the organization including location, time offered, medical or liability needs, and any associated fees.
- All forms must be completely filled out and submitted to the Student Activities Coordinator. After reviewing the information and verifying that the conditions for maintaining registration have been met, the Student Activities Coordinator/Life Office will notify the organization president and the organization advisor with confirmation that registration has been granted or why registration was denied.
- Once the Student Life Office has approved your activity, club, or organization, the members should seek support from the Student Activities Coordinator, Student Government and the Tilton Activities Board (TAB) is available to provide you with the information, support, and assistance you will need to run your organization smoothly and effectively.
- Any act that violates the School's Code of Conduct or local, State or Federal law (even if the violation is not prosecuted by relevant authorities) may be grounds for loss of the privilege of participation.
- Email distribution lists may be used only under the direct supervision of the faculty advisor and only to make announcements that will be of general interest to those who will receive them.
- Any and all fundraising efforts to support the objectives of the Club must be cleared and approved through the Development Office, Business Office and Student Life Office.

## Health Services

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

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

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

### School Physical Examination

Each student is required to have an annual physical examination. This is to ensure that our students are physically capable of participating in our academic and extracurricular programs. It also reassures us that health problems are being monitored. A teenager's body is constantly changing and maturing during the teen years. The yearly physical exam requirement can, and has, detected life-threatening problems and provided early treatment for students. Students will

not be allowed to participate in any athletic activity, especially preseason athletics, until a physical examination has been performed. Therefore, families must arrange for a physical examination at home as soon as possible. All physicals must be completed and dated within 12 months of the student's arrival on campus each fall.

#### Immunizations

New Hampshire State Law requires that all students be fully immunized prior to enrollment at school. Please carefully review the immunization form and the State of NH requirements in Magnus (the School's electronic medical record) and make sure your student is in compliance. If for religious or medical reasons, your son or daughter is not immunized, you must contact the Health Center prior to registration day. The necessary waivers must be signed and notarized prior to registration. The Covid-19 primary vaccine series is a required vaccine for all students.

#### Informed Consent

This form "travels" with the student when he or she leaves campus. A copy of it is given to a medical provider in case of an emergency. Proper address, telephone numbers, date of birth, and insurance information can save valuable time in our attempt to reach you. Every attempt will be made to reach you in the event of an emergency for permission to treat your child outside the School's health center. The Informed Consent form is only used as a back up in circumstances where you cannot be reached.

#### Emergency Services

Every effort is made to contact parents or guardians to inform them of serious illness or injuries. If parents or guardians will be away for an extended period of time, we ask that you inform the School where the Health Center will be able to reach you during that time.

#### Prescription Medication

The Health Center must be aware of all prescription medications that a student is taking while at Tilton School. Medications for some conditions such as acne, asthma, or allergies may be kept by the student. All medication for Attention Deficit Disorder and Attention Deficit Hyperactivity Disorder, any type of emotional disorder, or medications that have the potential of becoming addictive MUST be kept in the Health Center and will be given to the student on a per-dosage basis. Any other possession of these prescription drugs is a violation of our Drug and Alcohol Policy.

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

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

## Illness

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A student who is too ill to attend class must report to the Health Center before missing any classes. Students who are not excused by the Health Center will be considered absent without an excuse from any class or obligation.

Students will be assigned to their dormitory room only if beds in the Health Center are full. Students assigned to their rooms for bed rest by the nurse must go directly to their dormitory room and remain there for the time prescribed by the nurse. The student on bed rest may not attend any school activities or meals, or visit in any other rooms unless permission to do so is given by the nurse. A student who misses afternoon classes because of illness will not be allowed to participate in the afternoon activity period that day.

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

## **Sexual Conduct**

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

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

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

Condoms are available in the Health Center for the prevention of pregnancy and sexually transmitted diseases.

## **Personal Counseling**

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

## **Peer Counseling**

A small group of identified student leaders provides support and assistance to their peers, with training and supervision provided by appropriate staff members. Peer Counselors assist students in managing the stresses of daily life, making connections with supportive adults, and seeking professional assistance when necessary. Peer Counselors understand

the need to communicate serious concerns about peers to members of the faculty and/or the counseling staff.

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## Afternoon Programming

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Tilton's co-curriculars and afternoon programming encourage students to examine five key areas of school and community life through exposure, exploration, and engagement. Through its program offerings in Arts & Culture, Service Learning, Wellness, Leadership and the Outdoor Program, Tilton School afternoon programming bridges traditional classroom learning with first-hand experiential learning.

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

### Afternoon Programming

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

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

### Independent Learning Experience (ILE)

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Occasionally, a student may desire to pursue an activity that is not offered through the School's regular afternoon programs. An Independent Learning Experience is a possible solution, but it is not easily attained. It is an earned privilege requiring a thoughtfully written proposal that precisely documents the student's interest, activities, schedule, potential supervisor and desired outcomes. For more information, including deadlines and eligibility, students and parents can contact Julie Caldwell at [jcaldwell@tiltonschool.org](mailto:jcaldwell@tiltonschool.org).

## Athletics

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Tilton School's athletic program is committed to a quality experience, highlighted by commitment, hard work, pride, and

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

## **Participation**

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

## **Standards of Behavior**

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

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

Items issued through the equipment room in the Athletic Department to any student-athlete are property owned by Tilton School. Student-athletes are expected to return any uniforms, apparel, helmets, goggles, sticks, gloves, bags, and all other items issued through the equipment room at the end of each season. Failure to do so will result in a significant charge for the missing equipment, as well as a late fee, on the student's Ram account. The account will be credited once the items are returned; the late fee however will not be returned

# Leadership

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

The Dean of Students oversees leadership and the proctor program at Tilton. If a student is interested in leadership, learning more about leadership opportunities, or pursuing a formal position of leadership at Tilton, please contact the Dean of Students at [studentlife@tiltonschool.org](mailto:studentlife@tiltonschool.org).

# Non-Discrimination Statement

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## **For Students**

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

## **For Faculty and Staff**

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

## **Acknowledgment**

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



