

NORTHWOOD SCHOOL  
STUDENT HANDBOOK  
2021 • 2022



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The Northwood School Student Handbook is intended to provide information and guidance to all members of the Northwood School community. It is not a contract. Provisions may be changed at any time at the sole discretion of the administration of Northwood School.

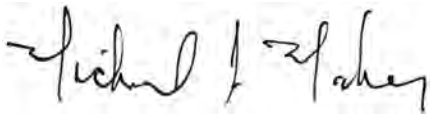
## HEAD OF SCHOOL'S WELCOME

Northwood School aspires to foster confidence in its students so that they can lead lives of purpose in all of their endeavors. Paramount in helping each and every student obtain their goals is the need for the school to clarify the values it holds dear and to outline the expectations the school has for living within the community.

Noted author William Inge once wrote that “the aim of education is the knowledge not of facts but values.” Northwood School believes that the Core Values of Responsibility, Respect, Integrity, Compassion and Courage are imprinted in all that we do here at Northwood.

The Northwood School Student Handbook is a guideline. It is designed to clearly state the school's expectations and values. Of course, a handbook is merely words, and it cannot fully define the vibrant and nuanced community we live in. Students and parents/guardians who read and discuss the handbook will have some questions about their meaning. We expect that. The handbook has evolved during many years of discussion by faculty and students. We generally believe that it reflects the fundamental principles and values upon which the school is based.

Sincerely,

A handwritten signature in black ink that reads "Michael J. Maher". The signature is written in a cursive style with a large initial "M" and "J".

Michael J. Maher  
Head of School



## ACADEMIC YEAR CALENDAR 2021-22

### August

26-27 (Thurs.- Fri.) New Faculty Orientation

Aug. 30- Sept. 2 (Mon.- Thurs.) Faculty Orientation

### September

6 (Monday) Student leaders and international students may arrive after 5p.m.

7 (Tuesday) **Student Leaders and International Students** arrive by 12p.m.

8 (Wednesday) **STUDENT REGISTRATION** (All Students) 10:00a.m.-1:00p.m.

\* **Student Orientation for all students begins following registration.**

9 (Thursday) **STUDENT ORIENTATION** (All Students)

10 (Friday) First day of classes, **First Trimester begins.**

11-12 (Sat.- Sun.) (All Students) – Closed Weekend.

### October

7-9 (Thurs. p.m.- Sat.)

#### **FAMILY WEEKEND**

11-12 (Mon.- Tues.) No classes; students must return to campus by 7:00p.m. Tuesday.

13 (Wednesday) **All School Testing Day**

Classes resume.

14 (Thursday)

### November

12 (Friday)

**First Trimester ends.**

15 (Monday)

**Second Trimester begins.**

19 (Friday)

**THANKSGIVING BREAK:** Begins at 7:30a.m.

29 (Monday)

Students must return to campus by 7:00p.m.

30 (Tuesday)

Classes resume. **Start winter schedule.**

### December

17 (Friday)

**HOLIDAY BREAK:** Begins at 7:30a.m.

### January

3 (Monday)

Students must return to campus by 7:00p.m.

4 (Tuesday)

Classes resume.

15-17 (Sat.- Mon.)

#### **Homecoming Weekend**

17 (Monday)

No classes.

18 (Tuesday)

Classes resume.

### February

10 (Thursday)

**Second Trimester ends.**

11 (Friday)

**WINTER BREAK:** Begins at 7:30a.m.

21 (Monday)

Students must return to campus by 7:00p.m.

22 (Tuesday)

Classes resume; **Third Trimester begins.**

### March

3 (Thursday)

**Ring the Bell for Northwood**

### April

8 (Friday)

**SPRING BREAK:** Begins at 7:30a.m.

25 (Monday)

Students must return to school by 7:00p.m.

26 (Tuesday)

Classes resume. **Start spring schedule.**

### May

17-20 (Tues.-Fri.)

Final Exams for all students.

20 (Friday)

**SENIOR CLASS DINNER**

21 (Saturday)

**COMMENCEMENT EXERCISES – Closed Weekend**

23-27 (Mon.-Fri.)

**L.E.A.P. Program** (underclass students only – mandatory)

\* Students enrolled in international travel programs may have a later return date.

An additional transportation option will be available for these students.

28 (Saturday)

**Summer recess begins at 7:30a.m.**

## **CAMPUS COMMUNICATION**

### **Change of Address**

It is important that the school is able to reach a student's parent(s) or guardian(s) at all times. Please keep contact information, including mailing address, email, home and cell phone numbers, up to date. Changes can be made by contacting the school at (518) 523-3357

If you plan to be traveling and need the school to be aware of temporary contact information, please contact the School Life Office at (518) 302-5123

### **Communicating With Your On-Campus student**

In an emergency:

1. During the class day, call Northwood's main number at (518) 523-3357 and ask to have a message delivered to your student.
2. After 4:00 PM on weekdays and on weekends, contact one of the following to deliver the message:
  - Your student's advisor
  - The Administrator on Call (518-524-0745)

Send mail and packages to:

Student's Name  
Northwood School  
92 Northwood Rd.  
Lake Placid, NY 12946

To reach your student by phone and email:

- Students should bring a cell phone to school and should ensure the School Life Office has an up to date number and that this phone has voicemail.
- Please refrain from calling or texting your student during the academic day, during evening study hall (7:45 - 9:45 PM) or after 11pm. Phones will be confiscated for violations of the cell phone policy as laid out in the Student Handbook.
- New students are sent their Northwood email address over the summer via the personal email address we have on file for them. (Please ensure the student has access to the email address on file.)

### **Communicating With The School**

Communication between the school and families is very important. The phone directory below is provided to help parents/guardians contact the school and know who best to contact.

### **Advisor**



The Advisor is your first point of contact for general information about your student. New students are assigned an advisor in August. Students may change advisors during the school year as they establish and build relationships with other adults on campus. Parents should contact the advisor with any questions about any aspect of a student's overall well-being and progress in any area of school life.

### **Dorm Faculty**

The dorm head and parents/guardians in charge of residential halls are responsible for supervising students' residential experience. They will have a unique perspective on your student's social interactions, study habits, and sleep patterns. Parents can contact the dorm faculty with questions about residential life, but please also keep the advisor informed of any concerns.

### **Class Dean**

Class Deans oversee the well-being and academic progress of students within their individual class year. This includes an emphasis on issues of class leadership, communication, and academic achievement. Class Deans spend much of their time monitoring the academic progress of their students and play a significant role in each student's course selection process. They work closely with the Dean of Academic Affairs, Assistant Head for School Life and Advisors.

### **Whom To Ask?**

During the academic year, offices are generally open from 8am - 4pm Monday through Friday.

<b>For information about:</b>	<b>Call:</b>	
Academic Policy and Course Selection	Dean of Academic Affairs Noel Carmichael	(518) 299-2294
Academic Support	Director of the Learning Center Tara Wright	(518) 299-2431
Admissions/Financial Aid	Director of Admissions Gino Riffle	(518) 302-5146
Advisors	Assistant Head for School Life John Spear	(518) 302-5123
Athletics	Director of Athletics Trevor Gilligan	(518) 524-3499
Athletic Training	Athletic Trainer Andy Donatello	(518) 302-5121
Boarding Policy	Assistant Head for School Life John Spear	(518) 302-5123
College Counseling	Director of College Counseling David McCauley	(518) 302-5119
Mental Health Counseling	School Psychologist Tara Wright	(518) 299-2431

Day Students	Day Student Liason Andy Donatello	(518) 302-5121
Advancement/Alumni	Advancement & Alumni Office	(518) 302-5138
Discipline	Assistant Head for School Life John Spear	(518) 302-5123
Emergencies (during the day) (after 4pm and on weekends)	Main School Phone Administrator on Call (AOC)	(518) 523-3357 (518) 524-0745
Student Accounts and Financial Matters	Business Office Kim Rathkos	(518) 302-5133
Health Service/Illness	Health Center	(518) 302-5124
Housing/Dorms	Director of Residential Life Leigh Riffle	(518) 523-3357
International Students	Director of International Students David McCauley	(518) 302-5119
Late Return to School	Assistant Head for School Life AOC (on return day)	(518) 302-5123 (518) 524-0745
School Store	School Store	(518) 302-5132
School Transcripts	Registrar Sandy Baker	(518) 302-5111
Travel	Assistant Head for School Life John Spear	(518) 302-5123
Tutoring	Director of the Learning Center Tara Wright	(518) 299-2431
Weekend Permission	Assistant Head for School Life John Spear	(518)302-5123
<b>Important Telephone Numbers</b>		
Main Number		(518) 523-3357
Main Fax		(518) 523-3405
Administrator on Call		(518) 524-0745
Head of School	Michael Maher	(518) 302-5111
Assoc. Head of School	Tom Broderick	(518)302-5120
Dean of Multicultural Affairs	Kelvin Martinez	(518) 302-5161
<b>Class Deans</b>		
9th Grade	Lisa Wint	(518) 302-5164
10th Grade	Heather Odell	(518) 302-5150

11th Grade	Elliote Lee	(518) 523-3357
12th Grade	Jeff Nemec	(518) 302-5151
<b>Dorm Heads</b>		
Bergamini	John Spear & Noel Carmichael	(518) 302-5123 (518) 299-2294
Main - Second East	Justin Felhaber	(518) 523-3357
Main - Third East	Ben Leblanc	(518) 523-3357
Main - Ground West	Howard Runyon	(518) 302-5151
Main - First West	Jeff Nemec	(518) 302-5151
Main - Second West	Kelvin Martinez	(518) 302-5161

## **NORTHWOOD SCHOOL MISSION STATEMENT AND CORE VALUES**

Northwood School fosters growth in young people so that they may engage their world and lead lives of consequence.

### **Core Values**

At Northwood School, five core values define our community: Responsibility, Respect, Integrity, Compassion, and Courage are the very foundation of the student handbook and therefore the rules and expectations students live by. It is their task to make the best of our rules and to trust that they are designed to embrace these core values and help you be as productive as possible.

#### **Responsibility**

The quality of being morally or legally accountable, reliable and worthy of trust. We must hold no one but ourselves responsible for our own actions or inactions, as we know we are free to choose them.

#### **Respect**

The unqualified high regard for others and the appreciation for their differences. We must respect ourselves and others, both as the people we are and the people we strive to become.

#### **Integrity:**

The consistent strength to adhere to a code of moral reasoning in spite of the personal discomfort this might bring. We must show moral strength and consistency in matters personal, academic, social, and athletic.

#### **Compassion:**

The empathic capacity to consider the plight of another. We must endeavor to put ourselves in the shoes of others before passing judgment, treating someone harshly, or speaking cruelly either to someone's face or behind his or her back.

#### **Courage:**

The mental or moral strength to venture, persevere, and withstand fear during times of challenge; mettle, spirit, resolution, tenacity. We must find the strength to stand and represent these guidelines in all aspects of our lives, alone or in public, and to claim these principles as our own.

Collectively the core values should support student conduct. All students should know that their word is their bond, that they should respect the integrity of personal privacy and personal property, that they respect the academic process, and that they always behave courteously.

## TO THOSE ENTERING NORTHWOOD SCHOOL

Welcome to Northwood. It is likely that you will encounter much that seems strange or different at first. Do not worry about it. All members of the community will do their best to help you feel at home. Our student leaders and Residential Assistants (RAs) will be available from the outset to answer questions, explain our customs, and help you feel at home. Do not hesitate to go to a Student Leader for advice and information. As a new student, you will also participate in orientation activities that will help you understand more about the school.

New students will be assigned an advisor over the summer. During the first trimester, you will have the choice to retain the advisor you were given or choose a new advisor from the faculty. Your advisor will be closely involved with all phases of your life at Northwood. Your relationship with your advisor should be a trusting one, and we hope you will feel free to discuss with your advisor any important issue in your life at Northwood. Early in the year, we will help all students understand that there are some necessary limits on the confidentiality of your relationship with your advisor.

Go out of your way to get to know your advisor; you will find him or her ready to help whenever you need assistance or guidance. Additionally, your class has a Dean who will oversee your academic progress and will also get to know you well. During the opening days of school, your Class Dean can answer questions about many aspects of the school.

At Northwood, we believe that the purpose of a secondary education is not merely to prepare students for college, but also to prepare them to flourish as caring, productive members of society. We aim to be a cohesive community, and, as with any community, there must be rules to ensure safety, respect and equity for all. These regulations are carefully spelled out within these pages. At first, they may seem overwhelming, but in the long run you will find that most of them are dictated by common sense. If you use consideration and common sense, you will have no difficulty with the rules. If there are rules or procedures that you do not understand, feel free to speak with me or your advisor.

A handwritten signature in black ink that reads "John Spear". The signature is written in a cursive, flowing style with a large initial 'J' and 'S'.

John Spear  
Assistant Head for School Life

## **THE NORTHWOOD SCHOOL HONOR CODE**

One of the most important aspects of Northwood School is the need for every student to exhibit both personal and academic honesty. Students must read and acknowledge the Honor Code and accept all its tenets and responsibilities.

This Honor Code was developed in 2015 by the Head of School's Council with the understanding that a school's student culture is the result of the actions of the students themselves, as it is their duty to exhibit the core values in their own lives.

It is our belief that a Northwood School student must exhibit personal honor, personal integrity, honesty in all walks of life, and respect for all people.

The Honor Code is based on the idea that a Northwood Student will exhibit the following principles:

A student will respect personal property, be it physical or intellectual

A student's word is their bond

A student must always exhibit the five core values: respect, responsibility, courage, compassion, and integrity

### **Constitution**

#### **Article 1**

Violations of the Honor Code shall consist of:

Theft of intellectual property, otherwise known as plagiarism

Theft of physical or personal property

Going against one's word or lying

Cheating on an assessment

#### **Article 2**

Honor Code:

The phrase "On my honor" written at the end of homework assignments shall suffice as an abbreviation for "On my honor, I have neither given nor received unauthorized aid on this [paper, test assignment, etc]."

On all other work, the statement must be written out in its entirety. Were a student not to sign the pledge, he or she would be notified by the teacher and asked to sign it. If he or she could not comply, an investigation by the Honor Committee will ensue. If he or she does comply, the Dean of Academic Affairs can start an investigation at his or her discretion.

#### **Article 3**

Honor Committee:

There shall be an Honor Committee, chaired by an experienced faculty member, with three rotating respected student leaders in the senior class, to deal with all cases involving suspected Honor Code violations.

The Honor Committee shall have the right to summon accused persons along with anyone who may have information about the alleged offense. The Committee also shall have a say in decisions regarding punishments or penalties.

All cases will be recorded on paper and records will be given to the Head of School.

**Article 4**

Punishment:

Minor offenses will place a student on warning for the remainder of his or her Northwood career: another minor offense will earn a student separation from the school, another intermediate/severe offense will in all likelihood result in dismissal.

Intermediate offenses will earn a student separation from the school for a period of time (suspension) and will place the student on warning for the remainder of his or her Northwood career. Severe or egregious offenses will in all likelihood result in a student's dismissal from the school.

**Article 5**

The will of the student body to cooperate ensures the Honor Code's success. Individual students must decide whether or not to report offenses to the Honor Committee or Dean of Academic Affairs.

**Article 6**

The Honor Code shall be announced and explained to all students, new and returning, at the beginning of each academic year.

**Article 7**

Any Amendments or Articles can be changed or by a three-quarters vote of the seniors and juniors with approval from the Head of School and the faculty.

**Plagiarism and Cheating**

Plagiarism includes, but is not limited to, presenting as one's work an idea or product taken from another source, or using another person's ideas, concepts or language without proper documentation. To avoid plagiarism, students must cite everything that is not the direct result of their own thinking. Paraphrases (the translation of facts and ideas into your own words) must also be cited. Single words or phrases that are particularly appropriate or illuminating, the organization of ideas and the ordering of examples given in a source must all be documented.

The School defines cheating as availing oneself of the means to cheat and facilitating the capacity of another to cheat. Cheating includes, but is not limited to:

1. Taking notes or unauthorized aids (including wireless communication devices) into a test, examination, or quiz.
2. Copying from, or being influenced by, another's work while doing homework or during an assessment of any type.
3. Use of help on homework, tests, or written work, which is beyond the limits specified by the classroom teacher.
4. Giving unauthorized aid to another student, allowing another student to copy work, or allowing another student to present "borrowed" work as original. In cases where one student aids another in this fashion, both are subject to disciplinary action. Please remember that it is the responsibility of each member of this learning community to maintain and model the highest standards of personal and academic honor, honesty and integrity. Those with questions about academic honesty/integrity should consult with their teachers, advisor, Class Dean, and/or the Dean of Academic Affairs.
5. Lying with respect to academic matters: Students must be entirely forthright in their discussions about academic matters. Any lying with respect to academic matters may subject them to disciplinary action. Examples of lying with respect to academic matters include, but are not limited to, the following: lying about the completion of academic work, lying to avoid satisfying an academic obligation, and lying about the electronic submission of assignments.

In addition to a possible appearance before the Honor Committee, students determined to have lied, plagiarized, or cheated will generally be awarded no credit, a zero or otherwise failing grade for the work in question.



## **ACADEMIC PROGRAM**

### **Academic Philosophy and Approach to Education**

The Northwood School academic philosophy builds on the school's mission and serves as the foundation for all aspects of the curriculum.

*Northwood School prepares students to shape the future. We engage students in the active pursuit of knowledge and believe that students learn best through exploration and inquiry. Students gain resilience, become independent thinkers, and challenge perspectives by forming relationships with their teachers and peers. The Northwood experience is rooted in the Adirondacks and creates confident, globally-minded students, ready to innovate and adapt to our ever-changing world.*

At the core is a broad and challenging college-preparatory curriculum that includes a variety of Honors and AP courses. Building on the Northwood academic experience, students explore areas of interest with academic programs designed to strengthen intellectual abilities, promote character development and advance interests in specific subject areas.

### **Basic Expectations**

All Northwood students are expected to approach their studies with the seriousness that academics deserve. Such an approach not only impacts his or her own success, but also the success of all other students. Below are the “basic expectations” that all students must meet in order to earn at least *Good* effort marks. Failure to adhere to these expectations will result in *Fair* or *Poor* marks. Students that hope to receive *Excellent* effort marks must surpass these expectations.

- Abide by the Honor Code.
- Completes assignments, meeting assignment criteria.
- Engages in class.
- Shows knowledge of the material.
- Shows respect and engages others.
- Almost always comes to class prepared, on time, and in dress code.

### **Academic Guidance**

Teachers, advisors, Class Deans, and the Dean of Academic Affairs oversee students' academic progress at Northwood. The advisor and Class Dean serve as the primary link between family and School. Parents may always contact the Dean of Academic Affairs, the appropriate Class Dean, or the advisor for additional information.

Teachers are available for extra help during the academic day and are willing to make other arrangements upon request. Additionally, through prior enrollment in the Learning Center, parents/guardians may arrange for their student to receive tutoring for an hourly fee.

## Minimum Graduation Requirements

Please note that Northwood School is on a trimester schedule. The School grants 3 credits for a full-year course and one credit for a trimester course. Students are required to earn 58.5 credits, including:

- 12 credits English, including one year of senior-level English\*. All students take English every year while enrolled
- 9 credits Social Science (including 1 year of US History)
- 9 credits Laboratory Science, including a physical and a life science
- 9 credits Mathematics including Algebra I, Geometry, and Algebra II
- 6 credits Foreign Language (two years of the same language minimum)\*
- 3 credits Fine Arts
- 1 credit Health

\*International students whose first language is not English may be excused from the foreign language requirement and are not required to take a senior-level English course.

Additionally, students are required to complete one LEAP course credit for each year enrolled at Northwood School other than senior year.

Credit earned at other secondary schools can be applied toward a student's graduation requirements if the courses taken elsewhere are equivalent to those taught at Northwood School. Some elective courses may be credit-bearing but do not count toward fulfillment of distribution requirements. All students should use their provided Course Tracker to monitor their progress toward meeting graduation requirements. Questions concerning credit should be directed to the Dean of Academic Affairs.

## Grading System

Northwood uses a grading system of A through F, with the following values assigned for computation of the grade-point average (GPA):

A	4.0 (93-100)	B-	2.7 (80-82)	D+	1.3 (67-69)
A-	3.7 (90-92)	C+	2.3 (77-79)	D	1.0 (60-66)
B+	3.3 (87-89)	C	2.0 (73-76)	F	0.0 (0-59)
B	3.0 (83-86)	C-	1.7 (70-72)		

Students also earn effort marks (*Excellent, Good, Fair, and Poor*) in all courses according to their adherence to the basic expectations for Northwood students.

## Grading Policy

Each academic department, in consultation with the Dean of Academic Affairs, determines the relative weights of class discussion, homework, quizzes, tests, papers, and other work. The course teacher will announce the weight of each component of the grade at the beginning of the trimester and publish in the course syllabus. To pass a year-long course, the average of the three trimester grades must be a passing grade.

## **Grade Reports**

The academic year consists of three trimesters. Grades are available to parents/guardians online via PCR at the end of each trimester; progress reports are available once per trimester. Comments from teachers are written at the close of each trimester. Parents may stay informed of their student's progress through the advisor and appropriate Class Dean.

## **Academic Recognition**

Exceptional scholastic achievement is recognized through the Dean's List, High Honor Roll, and Honor Roll.

### **Dean's List**

Grades 11 & 12: Minimum weighted GPA of 4.00 with no grade below B+

Grades 9 & 10: Minimum weighted GPA of 3.70 with no grade below B+

### **High Honor Roll**

Grades 11 & 12: Minimum weighted GPA of 3.70 with no grade below B

Grades 9 & 10: Minimum weighted GPA of 3.30 with no grade below B

### **Honor Roll**

Grades 11 & 12: Minimum weighted GPA of 3.30 with no grade below B-

Grades 9 & 10: Minimum weighted GPA of 3.00 with no grade below B-

Exceptional diligence is recognized through the Effort Honor Roll. Students who earn three or more *Excellent* effort marks, with no effort mark below good are placed on the Effort Honor Roll.

## **GPA, Rank and Weighting**

Only classes taken at Northwood School are used to calculate rank and grade point average (GPA). Rank and GPA at Northwood are not cumulative. They are indicated on the transcript as being for the marking period, trimester or year. Pass/fail courses such as health and physical education are not included in rank. GPA and corresponding rank are weighted 0.5 for all honors courses and 1.0 for Advanced Placement and Advanced Research courses.

## **Academic Standing**

At the close of each trimester, and from time-to-time during the trimester, the Class Deans, Dean of Academic Affairs, and Assistant Head for School Life review the academic and social progress of all students. An action plan will be put in place for all students who have had academic or disciplinary difficulties.

## **Academic Warning and Academic Probation**

A student earns academic warning if he/she:

- Has failed one course, or
- Has a grade point average below 2.0, or
- Has three Poor effort marks

A student goes on academic probation if he/she:

- Has been on academic warning for two consecutive marking periods, or
- Has failed two courses.

Any student on academic probation who falls below the threshold for academic warning during the probationary period (two marking periods) or who fails two or more courses for the year may also be subject to dismissal. A student placed on academic warning will have the following extra supports in place for a period of three weeks, after which time we will evaluate his/her standing:

- The student may not miss classes for sports or other school-related events.
- The student will have mandatory extra help sessions during flex periods.
- The student will be in an extra study hall in the library during the day.
- The student will be in a supervised space for evening study hall.

### **Course Load and Summer Study**

Northwood students must complete a minimum of 15 credits (the equivalent of five full-year courses) during each academic year to be considered a full-time student. The academic year runs from September through the following August. Students may take their 15 credits per year through a combination of traditional, face-to-face, full-year and trimester-long courses during the traditional academic year between September and June, as well as online courses offered in the summer or during the traditional school year.

Northwood's extended school year provides flexibility in how courses are distributed. With appropriate approvals, students will be allowed to take a maximum of two courses per year online, either during the traditional school year or the summer. There is no adjustment in Northwood tuition if students take this option.

The extended school year may be utilized by any Northwood School student who needs this flexibility. Contact the Dean of Academic Affairs for guidance on summer and online courses.

### **Tests**

Students who have more than two tests scheduled for the same day may arrange in advance to have one test rescheduled. In such cases, students should notify teachers of the conflict, and seek resolution with the Dean of Academic Affairs if notifying the teachers does not resolve the conflict.

### **The Learning Center**

In addition to extra review time provided by teachers outside of the classroom, some students may opt for further support which they can receive through the Learning Center. Parents may arrange for their student to be enrolled in the Learning Center; this arrangement has additional fees. In conjunction with classroom teachers, academic coaches work with students on organization, scheduling, note-taking, as well as on specific subject matter. Teachers, academic coaches, and advisors communicate frequently to ensure that everyone is on the same page regarding a student's progress. Students work with academic coaches during their free periods

of the academic day and at night during study hall. Those with questions should contact the Director of the Learning Center, the appropriate Class Dean, or the Dean of Academic Affairs.

### **Course Selection**

Academic offerings are listed in the Course Catalog on Northwood School's website. Questions about particular courses should be addressed to the Dean of Academic Affairs or to the appropriate Class Dean. Courses of study are formed through consultation among students, advisors, Class Deans, and Department Chairs in the spring of each year. For new students, the Class Deans and Department Chairs propose a program that suits each student's academic background and interests, and this is sent to parents/guardians for their review. Placement in an advanced course(s) is determined by the appropriate Department Chair in consultation with department faculty.

### **Advanced Placement Courses**

To enroll in an Advanced Placement course the student must first successfully complete all course prerequisites and receive departmental approval. Students who take an AP course must take the AP exam for that course. Failure to do so results in the AP title being removed (and all relevant weighting) from the transcript. Students taking AP exams are responsible for exam fees. Eligible students may have exam fees reduced.

### **Changing Courses**

Students may request course changes during the first two weeks of the year for year-long courses, or during the first week of the trimester for trimester-long courses. In order to make changes students must initiate a change of course request with the Dean of Academic Affairs. Course changes become official when the student receives a new course schedule from the Dean of Academic Affairs. If at any point it becomes apparent that a student's placement within a given discipline is inappropriate, the School reserves the right to make appropriate changes to the student's schedule. If a student drops a course after the first marking period, the drop will be reflected on the transcript.

### **Independent Study Projects**

Northwood School's Independent Study Program recognizes and celebrates the unique perspectives and approaches to learning that shape our student body. Partnerships between students, alumni, and members of the larger community facilitate the exploration of a particular topic of interest. The pursuit of an individualized course of study fosters a deeper understanding of the knowledge and skillset required to achieve personal success. Each independent study is designed to uphold the values of academic rigor, integrity, and creativity. Independent studies provide students an opportunity to work dynamically as a team, develop relevant solutions to contemporary issues, and better determine how to reach their fullest potential. Independent studies can run for one trimester through a full year, depending on the student's objectives and desired experience. To apply for an independent study, please reach out to Ms. Heather Odell, Director of Independent Studies, to submit an application. Honors-level. Approval by the Independent Study Committee is required.

### **LEAP (Learn, Engage, Apply, Perform)**

During the week-long LEAP program, underclass students and faculty step out of the classroom and collaborate on firsthand, experiential projects. Students must complete and receive credit for LEAP courses. If a student fails a course, he or she will be required to make up the coursework, working with the Director of LEAP, an academic advisor, and a course mentor, before the beginning of the next academic year. LEAP evaluations are recorded on a student's transcript.

Students choose from among the 10 to 12 courses that take place either on or off campus. Trips away from campus may include destinations within the United States and abroad. Although many on-campus courses do not involve a fee, some may incur small charges for materials or outside vendors. All off-campus travel opportunities are assessed a fee for participation that is typically all-inclusive. Some financial aid may be available.

Students must complete the entire week of LEAP - no early departures are permitted.

## **COMMUNITY STANDARDS**

### **The Northwood Community**

This section of the Handbook outlines the basic rules and regulations of the Northwood School community. We expect students both to respect the rights and well-being of all individuals and to take responsibility for their actions. We believe that the following expectations and policies inspire positive participation in all areas of the School, promote learning, and encourage the respect for self and for others that lies at the heart of our community. We leave many specific applications of the following rules unstated, taking for granted the honesty and good judgment of our students.

We expect the cooperation of parents/guardians and guardians in upholding our standards. We believe that families and the School share the task of establishing the right balance of freedom and responsibility, realistically and consistently, for young people. We will work with students to support their understanding of and adherence to the values and principles of this community.

In general, we are responsible for all students' behavior when they are under our jurisdiction while School is in session. This includes when a student is:

1. on campus or at a School event held off campus, such as the prom or a School trip.
2. a boarding student who remains under the School's jurisdiction except when the student is under parental jurisdiction. Parental jurisdiction includes parents/guardians, or those designated as guardians and accepted by the School as such.
3. a day student in the company of a boarding student or boarding students who are under the School's jurisdiction; these students are also expected to uphold the standards of the School. Under these circumstances, day students and boarding students should expect to face the equivalent disciplinary response.

Both parents/guardians and students should understand that while students are away on weekends, their conduct and welfare is the primary responsibility of their hosts, not of the School; however, students who take weekends must not violate Northwood's rules.

When students leave Northwood to participate in off-campus programs, whether short trips or extended programs, they do so as representatives of Northwood, even if the program is not sponsored or supervised by Northwood School or its employees. These students are expected to act in a manner consistent with the community standards of Northwood School. If a student does not act accordingly, the school will respond appropriately to the situation.

This definition notwithstanding, we regard any conduct prejudicial to the best interests of the School, whether on School grounds, off School grounds or online, while school is in session or

during vacation, whether in the case of a day student or a boarding student, as sufficient grounds for disciplinary action including dismissal. A student will appear before the Judicial Board for conduct prejudicial to the School as well as the act itself. Examples of “conduct prejudicial to the School” may include, but are not limited to, the following:

1. any student, boarding or day, who is in certain situations requiring the intervention of the police. This could include the illegal use of drugs or alcohol, shoplifting, vandalism, or presence at or hosting an off-campus party where illegal activity is taking place.
2. any student, boarding or day, who, while visiting another school or institution, acts in such a way as to cause physical or emotional harm to people or damage to property.

These examples are not meant to be exhaustive, but to communicate the types of situations that could move the School to take disciplinary action.

We recognize that students make mistakes and we hope that they will learn from them. We endeavor to administer penalties, when necessary, with compassion and firmness, trying to foster the habit of self-discipline and encourage respect for the spirit as well as the letter of the law. We believe that school justice should take into account, as far as the welfare of the community will allow, such factors as the needs and age of the individual student, the previous record, and the circumstances of the offense, including how it comes to light.

In any situation involving an immediate threat to personal safety of any member of the Northwood community or to the property of the School, the head of school may immediately remove a student from the campus. Depending upon the facts of the case, the removal may be permanent or may be continued until such time as an appropriate fact-finding proceeding or hearing procedure or both can be arranged. The School reserves the right to dismiss any student whose behavior or lack of cooperation is deemed unacceptable, or whose parents/guardians no longer have a cooperative relationship with the School, in the judgment of the head of school.

### **The Major School Rules**

The following are major School rules, organized around four guiding principles. Infractions of either the letter or spirit of these rules are serious disciplinary matters and often lead to suspension, dismissal, or other institutional responses. Students in the presence of these rule violations add support by their presence and may also be held accountable.

Seniors in violation of the Honor Code or a Major School Rule after April vacation, in all likelihood, will not be permitted to participate in the commencement ceremony, and may face other disciplinary responses, including expulsion from school.



## **Act With Honesty and Integrity**

**Honesty:** Honesty is a fundamental expectation of the School, and complete integrity in all matters, personal and academic, is expected of each student. Therefore, dishonesty compromises trust and constitutes a violation of the School's standards. Northwood School recognizes that there is a difference between being honest when confronted and bringing oneself forward, voluntarily subjecting oneself to disciplinary action. We acknowledge that the latter involves a higher degree of personal responsibility and integrity. Truthfulness, even in the face of social pressure, is one of the values the School most wishes to establish.

**Theft and Vandalism:** Students are expected to respect community property and the property of others. Therefore, stealing and willful destruction of or damage to the property of others, including School property, seriously undermines the qualities of trust necessary in a school and will be considered a major school rule violation. Cases of accidental damage or destruction to School property will not warrant disciplinary action, but the student(s) involved will be held responsible for the costs of repair. A student who vandalizes any property of the School, faculty, staff, or another student will be expected to pay for, clean up, repair or replace the damaged property and may be subject to a disciplinary response. This provision includes damage in dorm rooms.

**Whereabouts and Permissions:** For safety and accountability, students must keep the School accurately informed of their whereabouts at all times when under the School's jurisdiction. Leaving campus without signing out is considered a breach of trust and thus a violation of a major School rule (see Day Permissions, Weekend Leave and Signing Out in the Handbook).

Students are not permitted off of their dormitory hall after lights out until 6:00 AM the next morning. Students found out of their dorms after lights out will be considered in violation of the permissions rule. Boarding students may not leave Lake Placid without permission. Submitting a weekend permission form with the intent to deceive or going to an unapproved destination is a violation of the permissions rule.

**Keys:** Students found using or in possession of school keys that were not legally issued to them, as well as students found in unauthorized areas of the school, are in violation of this rule.

## **Treat Others With Dignity and Respect**

Students are expected to uphold the rights and well-being of others. Therefore, impinging on the well-being or violating the rights of others, whether targeting individuals or not, is an unacceptable breach of these standards. While injury or harm can occur in interactions between any individual students or groups of students, the School is mindful

of the extra impact that these forms of misconduct may have on historically marginalized groups. The School therefore examines with particular scrutiny any conduct targeting identities and groups protected under state and federal law.

All the offenses below include harms done in person, in written or image form, electronic, etc. This includes, but is not limited to, the use of offensive or derogatory images or language that are perceived as being used to humiliate, mock, or insult a person or particular group of people. Impinging on the rights of others, includes but is not limited to:

### **Harassment**

All members of the community have the basic right not to be harassed. Harassment entails behavior that is inappropriate and that should not take place through ignorance or thoughtlessness. The School recognizes and respects individual differences in background with regard to culture, race, ethnic origin, religion, gender and sexual orientation. Inappropriate behavior, either verbal or physical, that demeans or offends others is unacceptable. It includes unwelcome physical advances, unwarranted verbal remarks, derogatory statements or discriminatory comments, and can occur between two individuals or groups of individuals. Telephones may not be used to harass others through anonymous calls, repeated unwanted calls, or obscene calls.

### **Hazing and Bullying**

Northwood School adheres to the New York General Laws, that regard hazing and bullying as crimes, which makes it unacceptable at Northwood.

Note: Northwood students receive yearly education regarding discrimination and sexual harassment. Each year, students receive updated copies of the New York Anti-Hazing Statute and the Anti-Bullying Statute. For more information regarding the School's policies in this area, students are encouraged to meet with an administrator of their choice.

### **Retaliation**

The School prohibits all forms of retaliation. Retaliation is any form of intimidation, reprisal, bullying or harassment directed against a student who reports unlawful discrimination, hazing, harassment, or bullying, provides information during an investigation of unlawful discrimination, hazing, harassment, or bullying, witnesses or has reliable information about any such incident or behavior. Please see the Northwood School Harassment Policy (appendix) for more details.

## **Demeaning language and images**

The School prohibits any student from using words or images that demean or denigrate other individuals on the basis of social identities. This prohibition includes but is not limited to slurs and other demeaning words and images, defacement or use of insulting images related to actual or perceived race, color, national origin, religion, sex, sexual orientation, gender identity, age, and disability. This prohibition applies regardless of the medium. Students found to be in violation of this policy will be subject to disciplinary action, up to and including dismissal.

## **Assault**

The School prohibits all forms of assault, including sexual assault, and any threats of violence against an individual, a group of individuals, or the School. This prohibition applies regardless of the medium. Students found to be in violation of this policy will be subject to disciplinary action, up to and including dismissal.

The rules and prohibitions set forth in this section pertain regardless of the medium used, whether the offense takes place in person, in any electronic or voice communication or in blogs, social networking sites, web forums or any other online sites.

## **Maintain a Safe and Healthy Environment**

Students are expected to maintain a safe and healthy environment for themselves and others. Any behavior that violates the safety of oneself or others or threatens to violate the safety of oneself or others will make a student liable for disciplinary action, including dismissal.

### **Alcohol or Other Drugs**

Students are expected to obey state and federal laws, as well as the rules of the School concerning the use of alcohol and illegal drugs, and not to endanger the health and well-being of themselves and others. Therefore, it is not acceptable to:

- Possess, use, distribute, or provide alcohol, marijuana or any drug, which includes, but is not limited to, any controlled substance or anabolic steroid (please note that while possession of small amounts of marijuana has been decriminalized in New York, it remains a violation of the law for anyone under the age of 21 to possess or use marijuana);
- Misuse or distribute prescription or over-the-counter medications, supplements, or chemical substances, whether one's own prescription or others';
- Maintain prescription medication in one's room without permission of a school nurse;
- Return to the jurisdiction of the School showing evidence of having used alcohol or drugs;

- Possess, use, distribute, or provide paraphernalia related to alcohol or drugs (paraphernalia includes, but is not limited to: vaporizers, rolling papers, pipes, or any bottle or container specific for the purpose of holding alcoholic beverages);
- Possess or use any substance known to result in a similar effect as alcohol and other drugs; or
- Knowingly remain in the presence of a violation of any of the foregoing rules.

If the School suspects that a student has been using alcohol or illegal drugs, or is abusing prescription medication prescribed to them or others, the student will normally be taken to the Health Center or hospital and subject to a drug test. If the School determines it is necessary, the student's cell phone and any electronic communications devices may be held by school staff during this time. Students whose cell phones are being held will be allowed to contact their parents/guardians or guardians.

On a first drug or alcohol offense a student should expect to be suspended for at least three days unless there are compelling circumstances that lead the Judiciary Board to deviate from this response. In such cases, the Judiciary Board may recommend longer or shorter suspension. In addition, the student should expect to be required to receive an assessment from an outside drug and alcohol counselor at the parent(s)/ guardian(s) expense, and to be required to meet with a counselor. This counseling will continue until the School agrees that the goals have been met. The School will normally administer drug testing, at the student's parent(s)/ guardian(s) expense, as a form of monitoring the student. Any positive test for a student undergoing random drug testing as a result of violating the School's drug and alcohol policy, will be considered a repeat violation of the School's drug and alcohol policy and will normally result in dismissal.

We expect that parents/guardians will support this policy and not permit the use of alcohol or drugs at student gatherings in their homes.

### **Tobacco and Nicotine Products**

Students may neither use nor be in the possession of tobacco or nicotine products. This includes the use of chewing tobacco, cigarettes, e-cigarettes or any other substance. Violations will result in disciplinary action. Students who smoke in school buildings will be in violation of two school rules and therefore they will face more severe punishment.

### **Vaporizers and Electronic Cigarettes**

Items identified as vaporizers and electronic cigarettes are not permitted. Such devices are used to consume nicotine and may also be used as drug paraphernalia. A student in possession of an electronic cigarette or vaporizer should expect to be drug tested. A positive test for drugs is a violation of a Major School Rule. A negative test is a violation of the Tobacco and Nicotine Products rule.

## **Fire Hazards**

Creating a fire hazard is a violation of a major school rule. Examples of such actions are irresponsible or unauthorized use of fire extinguishers, matches, lighters, candles, cooking appliances, incense, or other combustibles in or around a school building, use or possession of fireworks, and tampering with alarms or fire equipment. Using a microwave and consequently causing something to burn will be considered a violation of the fire hazard rule. Phoning in a false alarm will also be a violation of this rule. Smoking in any of the school buildings is a violation of the fire hazard rule. (Refer to the section on smoking for additional information.)

## **Firearms and Weapons**

Firearms (including guns, tasers, air guns, pellet guns, and or paintball guns), fireworks, explosive charges, knives and other weapons are never permissible on school property. Threats of violence, bomb scares, or other suggestions of behavior violently disruptive to school life will be dealt with severely. Such behavior will always be taken seriously and it may result in police intervention and dismissal. Claiming that the threat was a “joke” is not an excuse.

## **Reckless Endangerment**

Students may not engage in reckless acts that expose others or themselves to an obvious risk of serious injury. For instance, going out on the roof of a school building is a violation of this rule.

## **Motor Vehicle Violations**

Motor vehicle use by teenagers, especially new drivers, is extremely dangerous. Unauthorized motor vehicle use, including students riding in vehicles without prior written permission from the parents/guardians of the driver and passengers, and motor vehicle use during prohibited times, is a major School rule violation.

## **Be a Positive and Cooperative Member of the Community (General Conduct)**

Respect for others forms the foundation for our open exchange of ideas and experiences. Freedom of expression carries responsibility and requires that students be mindful of others in their interactions with them. In exercising this freedom, a student must not impinge upon the dignity of any other individual. In all activities and interactions, Northwood students are expected to be positive and cooperative, holding the rights and well-being of those around them uppermost in their minds. Moreover, students should value the community’s diversity as an opportunity for learning and moral growth.

Students are expected to be positive and cooperative in their dealings with members of the school community. Student behavior may not hinder the learning process or interfere

with the experience of others in the classroom, athletic facilities, theater, dormitories or any other space hosting a School event. Unacceptable behavior includes, but is not limited to: deliberate disobedience, sexual activity in a public place, misuse of technology, and/or severe or frequent violation of dorm rules, community standards, or any additional regulations as set forth in this Handbook.

If a student behaves in a way that is disruptive and detracts from the normal functioning of School programming, a faculty member will discuss the problem with the student and the student's advisor, and then, should the behavior not improve, the Class Dean will be consulted, and the result may be appropriate disciplinary action.

Any and all conduct off campus that is inconsistent with the expectations set out in both the Honor Code and the *Student Handbook* and that brings the name of Northwood School into disrepute is considered a violation of a major school rule. Students are expected to meet their daily commitments at school and are also expected to uphold the standards of the community. Any behavior unbecoming of a Northwood student, especially disrespectful behavior, is considered a violation of this rule. Students who repeatedly reach disciplinary warning or whose general conduct is deemed unsatisfactory will not be allowed to remain at Northwood.

### **Major School Rule Violations: Disciplinary Response**

When a student violates a major school rule, the case is referred to the Assistant Head for School Life, who will either refer the case to the Judiciary Board or set a penalty in accordance with guidelines established by the Judiciary Board. The Judiciary Board is composed of three students from the Head of School's Council and three faculty with an additional non-voting faculty chair. The Judiciary Board may be chaired by any faculty member, including the Assistant Head for School Life.

Students who appear before the Judiciary Board will have an opportunity to make a statement regarding the circumstances of the infraction. The student's advisor and Class Dean will also be invited to the meeting to speak in support of the student, but no other representatives may participate in the disciplinary process. Members of the Judiciary Board may ask questions. Following questions, the student, advisor and Class Dean will leave while the Judiciary Board deliberates.

The Judiciary Board makes disciplinary recommendations to the Head of School. Disciplinary recommendations may include warning periods, probation periods, suspensions, or combinations of these, as well as dismissal.

A student may, in some cases, be placed on warning in regard to the rule that was violated for a period of time recommended by the Judiciary Board. Warning indicates that a student will likely be dismissed if he or she violates that rule again during the period of warning.

A student who violates more than one major school rule or whose conduct warrants such a response may also be placed on probation by recommendation of the Judiciary Board. Probation indicates that a student will likely be dismissed for violating any major school rule during the period of probation. Reaching Disciplinary Warning once, although a violation of a Major School Rule, will not normally lead to the dismissal of a student on Probation.

The Judiciary Board may recommend the dismissal of a student for a first violation of a major school rule if it feels the circumstances warrant such action. Students found selling drugs or alcohol or procuring drugs or alcohol for other students will likely be dismissed for a first offense. Students found using or possessing illegal drugs or prescription drugs required to be kept in nurses' custody may be dismissed for a first offense.

Whenever students are placed on probation, their parents/guardians may be required to come to school to discuss their student's overall record.

In rare cases, the Head of School and the Assistant Head for School Life reserve the right to discipline a student, including dismissal or withholding a diploma, for grave failure to maintain good standing in scholarship, effort, or conduct, without resorting to the foregoing disciplinary procedures.

### **Disciplinary Disclosure on College Application**

Upon direct request from a college or university for information pertaining to a student's discipline record, the student must honestly and fully disclose if he or she has been subject to a disciplinary response including, but not limited to, probation, suspension, dismissal or withdrawal from Northwood School or any other secondary school the student has attended.

Upon direct request from a college or university for information pertaining to a student's discipline record, college counselors will honestly and fully disclose if a student has been subject to a disciplinary response including, but not limited to, probation, suspension, dismissal or withdrawal from Northwood School. The student should work closely with the college counselor to ensure that both are responding in a consistent and thoughtful manner. Colleges and universities typically require applicants to answer questions about discipline on the application and require counselors to address discipline on the secondary school report.

If a student's disciplinary status changes after the filing of college or university applications, the student has the opportunity and obligation to inform all schools to which applications have been submitted or the school to which the student has submitted an enrollment deposit. The student should notify the colleges or universities within two weeks from the date of the change in status.

Two weeks after the change in status, the Director of College Counseling will notify the colleges and/or universities in writing that the student's status has changed and the reason for the change. The college admission officer will be directed to the student and the family for further information.

This policy is in compliance with the National Association for College Admission Counseling's Code of Ethics and Professional Practices.

## **Additional Community Guidelines and Expectations**

### **Cellular and Mobile Devices**

Use of mobile phones and digital music/media players, including headphones, is permitted in classrooms and the library only with the explicit approval of the teacher. Use of mobile phones and digital music/media players, including headphones, is prohibited at all times in the living room and during meals in the dining room, and also during School meetings, assemblies, performances, and other gatherings. Students should be considerate of those around them and may be asked to excuse themselves from other spaces if their use of such devices is disrupting others. Students who misuse their phone or other mobile devices should expect to have their devices confiscated and turned in to the School Life Office.

Mobile phones, cameras, and devices with camera or recording capabilities must never be used in locker rooms or bathrooms. Photographs may not be taken and video and audio recordings may not be made in any location without the subject's explicit permission. Distributing or publishing (physically or electronically) photographs, videos or audio recordings without the subject's consent is prohibited. Further, sending inappropriate (for example and without limitation, taste-less or obscene) pictures or videos of yourself or others via any medium (for example and without limitation, using text, email, the Internet or social media) is also prohibited. This includes forwarding pictures or videos you have received from another individual, whether or not you know the person depicted in the photo or video. Violating these guidelines may lead to disciplinary action and could, depending on the facts and circumstances, result in prosecution under New York or federal law.

### **Dress Code and Appearance**

Northwood School's dress code is based on a simple philosophy: school is your job, and your attire should reflect that. The clothes you wear to work out, watch Netflix with your friends, or go to town on a Friday night are probably different from what you wear to give a history presentation. That is common sense. That is the spirit of our dress code. Northwood believes that neatness of dress and appearance conveys an attitude of seriousness and respect toward



academics, ourselves and others, and toward all community activities at Northwood. Class dress is enforced for the entire academic day (while classes are in session), including lunch and school meeting, and during other school day obligations. Students are required to comply with the dress code, even if they have a free period. We believe that the following code establishes practical and fair guidelines for dress, while recognizing the importance of individual choice.

## **Class Dress**

### **Clothing:**

- Dress pants, corduroy pants, khakis, or capris, worn with a belt.
- Dresses, skirts (at least fingertip length when standing in a relaxed position with arms at sides).
- Shorts (at least a 3-inch seam) are permitted in the first and third trimester only.
- Button-down shirts that are buttoned, polos, quarter-zip pull-overs or other collared shirts may be worn. A student may wear a t-shirt underneath.
- Blouses, dress shirts, and turtlenecks.
- Sweaters, cardigans, official Northwood sweatshirts and quarter-zips are permitted with collared shirt or t-shirt underneath.

### **Footwear:**

- Dress shoes, boat shoes, sneakers, and boots may be worn as long as they are in good condition. No sandals, flip flops, or slippers.

### **Points of Clarification:**

- No athletic wear, such as yoga pants, spandex, or sweatpants.
- No leggings, unless worn under a dress or skirt.
- No denim of any kind, color or resemblance.
- No article of clothing may be frayed, cutoff or patched.
- No t-shirts unless worn under a sweater, collared shirt, or quarter-zip.
- No sweatshirts unless official Northwood sweatshirt.
- No hats or hoods.
- Hair must be neat and clean, and students are to be clean-shaven at all times.
- No revealing necklines. Exposed backs, shoulders, bottoms, midriffs, or undergarments are also not permitted.

**Formal Dress.** On more formal occasions, the dress of the community should reflect the added level of formality of the event. At these times the Northwood community will be in formal dress.

**Option One::** suit coat or blazer, with dress pants and a belt, a full button-down collared shirt with tie, socks and dress shoes.

**Option Two::** dress or skirt of appropriate length, shawl or cardigan is permitted, and dress shoes.

**Option Three::** dress slacks with a dress blouse, and dress shoes.

**Option Four::** formal attire and shoes representing a student's international and/or cultural identity.

**Casual Dress.** After the class day or formal school events, students are allowed to dress casually while maintaining a level of respect for community standards. Students should be fully clothed in all public or common areas of campus. Footwear is required in all campus buildings except dormitories.

At all times, not just during the academic class day, clothing should be respectful and should not promote concepts or substances that undermine the mission and core values of Northwood School. Hats and headwear, except those prescribed by religious custom, must be removed when entering buildings and remain off in public areas. Hats may only be worn indoors in the Student Center and dormitories.

**Enforcement of Dress Code..**Faculty members have the responsibility and discretion to determine if a student is appropriately dressed for any occasion. A dress code violation will result in a conversation with an adult who will ask the student to change into appropriate dress. The faculty member will report the dress code violation to the School Life Office. Students repeatedly out of dress code will also be marked late if changing into class dress requires them to miss class time. The School Life Office will notify students and advisors of accumulated conduct points and consequences..

## **Gambling**

Gambling of any kind is prohibited at School. Gambling activity may result in disciplinary action.

## **Computer, Technology and Internet Use**

The Northwood School computer network promotes educational excellence and the exploration of learning opportunities presented by technology by providing access to a wide variety of resources including the Internet, educational software, library catalog, an interlibrary network, and electronic mail accounts. Northwood's resources support legitimate academic and personal research and communications, and are important tools in enhancing teaching and learning by making information more widely, easily, and efficiently accessible.

Access to computer network resources is available to all members of the Northwood community in a safe environment where these educational tools can stimulate intellectual pursuits and encourage the acquisition of research skills relevant to the information age.

All computers at Northwood are to be used in a responsible, ethical, and legal manner. The use of the library computer resources and all other school computers is a privilege that demands certain standards of acceptable use and behavior. With this privilege comes responsibility, and

standards of acceptable use and behavior. With this privilege comes responsibility, and any violation of these standards will result in the loss of computer privileges as well as any needed disciplinary action.

## **Standards of Acceptable Use**

### Privacy

- Do not use another person's username or password.
- Do not modify system files, e-mail, passwords, or downloaded data of others.

### Network Integrity:

- Do not corrupt the network with any computer viruses or in any way destroy computer files.
- Do not change any settings or add software files to the network.
- Do not engage in any activity that interferes with or is harmful to the operation of the network or any school computer.

### Copyright Guidelines:

- Do not plagiarize works found on the Internet. Cutting and pasting without documentation constitutes plagiarism. Practice accepted rules of documentation by citing necessary information and attributing authorship.
- Do not copy licensed software or files.
- Do not violate copyright laws.

### Safety Issues:

- Do not post names, addresses, phone numbers, social security numbers, or credit card numbers indiscriminately.
- Do not share your password with anyone.
- Do not agree to meet a stranger you have met online.

### Courtesy:

- Users will display exemplary behavior while using all school computers.
- The library and the dorm halls are both quiet study areas, and educational use of the computers takes precedence.
- Make sure a computer is not in use before using.

### Appropriate Use:

- Do not access or download material that is pornographic, profane, obscene, or advocates illegal acts of violence or discrimination toward others.
- Do not use obscene, vulgar, offensive, inflammatory, threatening, or disrespectful language in e-mails and other written documents.
- Do not play games on any school computer.
- Do not use the computer network for illegal activity.
- Do not use the computer network for commercial activity.

#### Supervision and Monitoring:

- The school reserves the right to monitor all student email and internet access at any time.
- All network traffic and web content is monitored and recorded.
- Any unauthorized use is prohibited and subject to disciplinary action as outlined in the honor code.

The computers in the dorms are for general use. The library and classroom computers are to be used only for academic purposes.

Always remember that you are a representative of Northwood School while using the Internet and sending e-mail. All rules regarding appropriate student conduct outlined in the student handbook apply to any use of school computers. Notify a faculty member immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Acceptable Use Policy.

#### **Healthy Relationships and Sexual Intimacy**

It is the responsibility of all Northwood School adults to attempt to provide student spaces that are safe and secure both physically and emotionally. Therefore, all spaces, public (Student Center, for example) and private (dorm rooms) are places where behavioral expectations are clear. Additionally, boys and girls are not allowed to be in each other's rooms at any time.

Students are not permitted to be involved in any sort of sexual behavior in any space, public or private, on this campus. Regardless of whether it is between members of the same or opposite sex, sexual behavior of any sort is not permitted. Violations will be reported to the Assistant Head for School Life and will be handled as would other disciplinary violations of the handbook's rules and regulations.

New York state law specifically prohibits sexual activity involving persons under the age of 17. When the School becomes aware that such sexual activity has occurred, the School is required to notify the New York State Office of Children and Family Services. Actions by the OCFS may result in criminal consequences beyond the School's disciplinary process. Through various programs, we seek to help students make wise individual decisions, while providing accurate information about sexuality, protection and legal considerations. We emphasize the value of clear communication and mutual respect, and we urge students, as they consider sexual activity, to discuss with adults and/or peer counselors the consequences of their choices, including health risks, differences among students in maturity, the prospect of unwanted pregnancy and parenthood, situations involving exploitation or intimidation and related legal issues.

## **Conduct System**

Like anyone, adolescents make mistakes and sometimes struggle to meet their daily obligations. Northwood School's conduct system does not penalize students for every minor infraction of the School's regulations. We want students to build responsible habits and to consistently meet their daily obligations. Students who cannot consistently meet their daily obligations will face a disciplinary response that increases in severity as the number of infractions grows.

Conduct points are cumulative for each trimester. A description of each student's points is available to all advisors.

All conduct reports are issued by the School Life Office. A notice indicating the offense will be emailed to the student's Northwood School email account. If students believe the infraction was incorrectly levied, they have 48 hours to discuss the infraction with the faculty member who assigned it. Students can print the email, have the faculty member sign it, and hand it in to the School Life Office. Disputes of conduct infractions will generally not be accepted more than 48-hours after they have been issued.

It is the responsibility of each student to attend required appointments. Alarm clock problems will never be accepted as an excuse for missing class or any other obligation. (We recommend that students have an alarm clock with a battery backup so that power outages do not cause alarms to fail.)

### **Please note the following standardized penalties:**

5 point offenses:	absent from class, absent from study hall or tutoring;
4 point offenses:	school meeting cuts, co-curricular cuts, room stay (sick) violations;
3 point offenses:	dress code violations, late weekend forms, weekend check-in cuts, study hall/dorm violation
2 point offenses:	formal dinner cuts, medical appointment cuts, other assembly cuts
1 point offense:	late (extreme lateness may be marked absent)

Conduct records are maintained through the trimester and will close on the last day of each trimester. The following disciplinary actions will be taken in response to the accumulation of conduct points:

### **Disciplinary Restriction**

Students who have accumulated a total of 20 points in a trimester will be placed on disciplinary restriction. Students on restriction will:

- Serve three hours of work crew;
- Have two hours of weekend detention;

- Other sanctions as determined by the Assistant Head for School Life.
- Be restricted to campus until all sanctions are completed.

### **Disciplinary Warning**

Students who have accumulated 30 points in a trimester will be placed on disciplinary warning, and their cases will be referred to the Assistant Head for School Life for violation of a major school rule (“Be a Positive and Cooperative Member of the Community”). Students on warning for the first time normally receive six additional hours of work crew, and are restricted to campus for two full weekends, and/or additional sanctions as determined by the Assistant Head for School Life.

Work crews will be scheduled on weekends and in the afternoons at the discretion of the Assistant Head for School Life. Students and coaches should understand that work crew takes precedence over athletic training. Students who have work crew service obligations are restricted to campus and will not be permitted to take weekends until these obligations are completed. In addition to any disciplinary action, the Assistant Head for School Life will automatically review the record of each student on disciplinary warning at the end of the trimester, or earlier if the situation warrants and will refer the matter to the Judiciary Board for further action if necessary. Students placed on warning more than once will receive stiffer penalties, and School administration will review their records at the end of each trimester.

### **Attendance**

In addition to the responses outlined above, the school takes very seriously a student’s obligation to attend class. Failure to attend will result in the following responses:

- |                   |  |
|-------------------|--|
| <b>First cut</b>  | 5 points<br>Notification sent to Class Dean and Advisor  |
| <b>Second cut</b> | 5 points<br>Notification sent to Class Dean and Advisor<br>Advisor will contact parents/guardians<br>One work crew |
| <b>Third cut</b>  | 5 points<br>Notification sent to Class Dean and Advisor<br>Two work crews<br>Letter to parents/guardians           |
| <b>Fourth cut</b> | 5 points<br>One-day stayover at beginning of vacation  |

The student must meet with the Assistant Head for School Life, Class Dean and advisor to establish an attendance contract. Violating the contract will in all likelihood result in a suspension from school.

### **Stayover**

Students who earn four or more class cuts during a trimester are required to stay at school at the beginning of vacation (Thanksgiving, winter break, February break, spring break, and end of the school year) to perform service to the school. Students are responsible for arranging their own transportation from campus following a stayover.

### **Personal Belongings Searches**

Northwood recognizes that its students have legitimate privacy interests in their belongings and in their conduct. However, a student's privacy interests are not absolute, particularly when those interests collide with real or perceived dangers to that student or to others, or when they collide with real or perceived violations of Northwood's rules and regulations, or of federal, state or local laws. Northwood accordingly reserves the right to inspect, search and/or seize any student's belongings or property (e.g., dorm rooms, lockers, safes or lock boxes, cars, backpacks, cell phones, iPads, laptops and other electronic devices) at any time if Northwood faculty, staff or other representatives reasonably believe that conduct violating School rules or policies has occurred, or that unlawful conduct has occurred, is occurring or will occur. Northwood may take this action on its own, or in conjunction with law enforcement authorities, as it sees fit under the circumstances. No set guidelines can foresee or describe every situation that might arise, and we cannot limit, in any way, Northwood's ability to act as it deems appropriate under the circumstances.

## **LEADERSHIP, COMMUNITY SERVICE, ACTIVITIES, AND ATHLETICS**

### **Leadership**

There are many opportunities for students to develop leadership skills. Student government, student clubs and activities, resident assistants (RAs), and community service projects are just a few of the ways students from all grades can assume leadership positions. Seniors are responsible for the overall health and well-being of the community. As a result, they accept the responsibility for managing a number of projects both on and off campus. The leadership and facilitation skills our seniors develop ensure that everyone involved in these projects learns from the experience and meets with some degree of community and individual success.

### **Community Service**

A team of student leaders who form CARE, Northwood School's community service group, invite the student body to perform service projects throughout the year. The group's mission is to give back in three ways: locally, globally, and to the Northwood community. The primary goal is to involve everyone at Northwood in community service projects. Projects continue to center around students thinking about others and donating not only money, but more importantly their time and no-longer used items. Student-designed projects include service performed by class, by hall, by an athletic team, and by those who have time and energy to give throughout the school year. Signature projects include: Lee Denim Day in October (which raises money for breast cancer research), the Shoebox Project in December (which supports area youth and is led by the junior class), Northwood School Spirit Day in November (which raises money for The Families First Project), Pink the Pond in March (which is a cancer awareness project), and a school-wide Service Day in May (which involves more than 20 service projects in the village of Lake Placid). The CARE advisor works closely with students to help them design service projects based on their own innovations and passions.

### **Student Activities and Organizations**

The School Life Office works with student leaders to plan and coordinate events throughout the year and the Director of Residence Life holds regular meetings to plan weekend activities. Students have the opportunity to participate in many co-curricular activities and clubs at school. The following clubs were active in recent years: GSA, Sustainability Club, Multicultural Students Club, Drama Club, Book Club, Cheese Club, Knitting Club, Rockets, Chess Club, Remote Control Club, Current Event Discussion, Film Enthusiasts & International Conversations. Students are encouraged to develop and form additional clubs as interests arise. Faculty often become active club members and advisors.



## **Co-Curricular Requirements**

All students must participate in our co-curricular activity during all three terms.

## **Independent Athletic or Co-Curricular Projects**

Independent athletic projects are available to seniors who wish to pursue a passion that is not already offered within our current offerings. Project proposals are to be filled out and signed by a faculty advisor two weeks prior to the start of each co-curricular season. The Director of Athletics will review proposals.

## **Procedures for Changing Co-Curriculars**

During the first week of each trimester, students are free to change from one sport or other co-curricular activity to another. In order to change activities, students need the approval of the athletic office. When the grace period for changing activities has expired, students wishing to change activities must have permission from the head coach or faculty leader of the activity they want to leave, as well as permission from the head coach or faculty leader of the activity they want to join. After securing these permissions, students need to go to the athletic office and follow the procedures for switching. The athletic department may set maximum and minimum limits to the number of students participating in a particular activity.

## **Fundraising**

Student government, clubs, teams and organizations that wish to raise money for charitable causes, to help finance their activities, or for any other purpose must consult with the Assistant Head for School Life for approval of their methods and products. The School Life Office will not approve fundraising projects whose primary goal is to provide resources to feed the members of organizations. In other words, buy your own pizza and raise money for something worthwhile. Anything made for sale must be approved by the Assistant Head for School Life.

## **DAILY LIFE AT NORTHWOOD**

### **School Meetings**

School meetings are held twice a week on Monday and Friday. As programs for school meetings are normally of a serious nature, students are expected to enter the auditorium quietly and take their assigned seats with their advisor. Students should not stand in the aisles or in the front and rear of the auditorium before school meetings begin. At the conclusion of school meetings, students should exit in a quiet, orderly fashion after allowing the seniors and faculty to leave first. Students have assigned seats at school meetings and assemblies. Students not in their assigned seats will be marked absent.

### **Advisory**

At least every other week, students will meet with their advisor at a location arranged by the advisor.

### **Club Meetings**

Time in our weekly schedule is set aside for student-run clubs and organizations meet. That time is also used for various faculty meetings, so not all faculty club/organization advisors will be available during all club meeting times.

### **Student Accounts**

Students and their families may add funds to student accounts, which will enable students to bill their account for snack bar, school store and miscellaneous activity charges.

## **Dining Hall, Meals**

The school dining room serves three meals per day Monday through Friday and brunch and dinner on Saturday and Sunday. Please take only the food portions that you intend to eat yourself. You are always welcome to go back for more.

On most Friday and Saturday evenings, boarding students may go into town for dinner. Students may not have food delivered to them during meals.

No dishes or silverware may be taken from the dining room for any reason, and students are not allowed in the kitchen when it is not open for meals or snack bar.

## **Snack Bar**

The kitchen servery is open weekdays between meals (hours of operation are posted in the dining room) with a menu of snack bar fare. Students may charge snack bar items to their student accounts. Cash and credit cards are not accepted.

## **Formal Dinner**

The school holds formal dinners approximately once each month. Please refer to the Dress Code and Appearance section of the handbook for formal dress requirements. All boarding students must attend these mandatory dinners, and day students are encouraged to attend. Students are required to sit at the tables to which they have been assigned. Boarding students who skip formal dinner or do not sit at their assigned tables will receive conduct points for a dinner cut.

## **Spiritual Life**

Northwood School takes advantage of its non-denominational status to encourage students to develop spiritual awareness through a variety of activities. Whether through social service within the local community, or appreciation of the unique natural surroundings of the school, students will find ample opportunities for spiritual exploration. Students can request transportation to local religious services in the School Life Office.

## **School Store**

Northwood has a store in the Student Center that offers school supplies, Northwood apparel, snack and drink items, and gifts. Students may charge items to their student accounts or pay with cash or a credit card.

### **Vending Machines**

Vending machines are provided for students in the student center of the Allyn building and the student lounge in the Bergamini Dormitory. Misusing or tampering with vending machines is a violation of the Theft and Vandalism major school rule and may result in the removal or restrictions of the vending machines.

### **Microwaves and Refrigerators**

Refrigerators, microwaves and other appliances are not permitted in dorm rooms. Microwaves are provided for students in the dining room as well as the student center of the Allyn building and the student lounge in the Bergamini Dormitory. Microwaves are for cooking and heating food only. Students must use microwaves with care and closely follow the directions on the food items being placed in them. Community refrigerators are available in Bergamini and on each dorm hall. Items placed in the community refrigerators must be clearly labeled and students are expected to respect each other's belongings. The misuse of community refrigerators and microwaves, including the failure to keep them clean, may result in their removal.

### **ATM**

An ATM is provided for students in the student center of the Allyn building. Misusing or tampering with the ATM is a violation of the Theft and Vandalism major school rule.

### **Bartell Family Pavilion Use**

Students may not use the Bartell Family Pavilion unless supervised by a faculty member. No trash may be left at the pavilion and students are expected to leave the pavilion neat and orderly when departing.

### **Bicycles**

Students may bring bicycles to school. Bike storage is available behind the Hanke ski building. Students should lock their bikes when not in use. Bikes may not be stored in dormitory rooms or buildings. Students may not use someone else's bike without the bike owner's explicit permission. Using someone's bike without permission may result in disciplinary action. Northwood School is not liable for damage to or theft of bicycles stored at Northwood School.

**Northwood Lakefront (“Beach”) Use**

Students may not be at Northwood School’s lakefront property (often called “the Northwood beach”) unless it is opened to students and directly supervised by a faculty member. A properly-fitting personal flotation device must be worn at all times when using watercraft. Students must return all paddles, PFDs, and watercraft when done using and leave the property neat and orderly when departing.

**Personal Music Devices and Headphones**

See “Cellular and Mobile Devices” under Additional Community Guidelines and Expectations.

**Mail**

All students are assigned a mailbox with a combination located in the student center. Outgoing mail should be placed in the slot by the bookstore by 9:00 AM.

**Allowance**

Students may set up an allowance account with the Business Office. Allowances will be available to students in the Business Office on Thursdays from 11:30 AM to 12:30 PM. Student accounts will be accessible only if the account is in good standing.

**Passports or Equivalent Document**

All students must have a passport or equivalent document on file with the School Life Office. International students must also have their I-20.

## **DAY STUDENTS**

Day students are an integral part of the Northwood School community. Day students are always welcome to eat meals in the dining hall. The school has designated the area across from the lecture hall as the day student area. These rooms need to be kept clean at all times. Day students are welcome to participate in all school activities. The school allows day students to check-in at the Palace Theater on Friday nights. The cost of school trips and/or the movie tickets will be billed to the student account.

## **Illness or Lateness**

Parents are asked to call the Health Center (518-302-5124) before 8 am if their student is home sick or will be late to school.

## **Cars on Campus**

Day student cars are to be parked in the lot behind the Uihlein classroom building, in the Bergamini lot or in the spaces next to the Cobble trailhead. Day students may not drive a motor vehicle to Northwood School on Main. Any exceptions must be approved by the School Life Office. Boarding students are not allowed to leave cars at day student homes or anywhere else in the area. Day students may not drive boarding students anywhere without the explicit permission of the AOC or Assistant Head for School Life.

## **Inclement Weather and Overnight Stays on Campus**

Day students are to make every reasonable effort to attend all classes. Northwood almost always holds classes during inclement weather, so parents/guardians and day student drivers are to use their discretion and not take any unnecessary risks due to inclement weather. When your student cannot get to school or may be coming in late, please call the school. Also, if weather is a concern during the day, parents/guardians should determine when and if their student should go home. Day students who leave early must notify a faculty member on duty. Permission to remain on campus overnight because of inclement weather may be granted. In all such cases, day students must obtain the permission of the Assistant Head for School Life. There will be a \$50 fee charged for overnight stays in the dormitory when the stay is determined not to be related to school, weather or athletics. Overnight stays of a social nature are never allowed.

**After-School Obligations**

Day students are required to attend the evening assemblies, held several times during the year, as well as all graduation ceremonies, as part of their total school experience. Exceptions or conflicts must be cleared by the Assistant Head for School Life.

**Evening Study Hall**

Many day students choose to remain on campus during study hall to study in the living room or in an area designated for group study. We encourage day students to take advantage of our study environment. However, day students must follow academic study hall guidelines should they choose to remain on campus during those hours. Day students may not be in dorms or elsewhere on campus not otherwise designated for studying.

## **DAY PERMISSIONS, WEEKEND LEAVE, AND SIGNING OUT**

Students generally do not need permission to be out on the non-wooded areas of campus. Students always need to have permission from a faculty or staff person and must sign out when leaving this area of campus. Students must return to campus for required in-person check-ins.

Students must also sign out when departing campus for weekend or other leave. Weekend leave forms must be first submitted by students and parents/guardians/guardians and approved by the Assistant Head of School Life.

### **Day Permissions and Overnight Procedures**

Day permissions and overnight sign-outs are based on the principle of the Honor Code that “a student’s word is his or her bond.” Discussing your plans with the School Life Office or having your parents/guardians call in does not relieve you of the responsibility of signing out properly. It is assumed that when students take an overnight or a day trip, they are going to the place that was approved by their parents/guardians and the school. They may not take an overnight or day trip to any other place without parental and school permission. All permissions to be away from the School for medical appointments must be first cleared through the health office. All sign-out and sign-in procedures are handled by the Student Life Office. Dishonesty in the permissions process is a violation of the major school rule, Act With Honesty and Integrity.

### **Boundaries**

The non-wooded areas of campus mark the daytime bounds of the school. Nighttime bounds are defined by those areas of campus with street lighting. In the evenings, students are expected to remain in those areas where academic and social activities are scheduled. The fields may be used during evening free time for recreational activities. Students who sign out to town must follow the procedures for local day permissions. All students going outside these bounds must sign out and sign back in by 7:30pm on Sunday - Thursday and 9:30 on Friday and Saturday. All fire escapes, rooftops, and boiler rooms are considered out of bounds. Violation of bounds is considered to be a permissions violation and will result in disciplinary action.

### **Local Day Permissions**

Students may sign out to town using the Orah (formerly Boardingware) app. Students wishing to visit locations other than the Village of Lake Placid or Town of North Elba must consult the Assistant Head for School Life or AOC regarding permissions required. For all day permissions, students must sign out when they leave and sign back in when they return using the Orah app.



Students who ride to town with a faculty member do not need additional permissions, but they are required to comply with the sign-out and sign-in procedures listed above. All weekday local permissions end at 7:30 p.m. Weekend local permissions end at 9:30 p.m.

Boarding students may not ride in day students' cars, but they may walk, ride their bike or take an Uber/Taxi.

### **Weekend and Overnight Leave**

Weekend permissions start after a student's last commitment (class or athletic) on Friday and end at 7:00 p.m. on Sunday. No students may be excused from class to get an early start on the weekend. Sunday permissions run from 8:00 a.m. to 7:00 p.m. Students leaving early Saturday or Sunday morning are advised to have their permission approved the day before as the Administrator on Call may not be available until later in the morning. Students may not sign out for dinner on nights when formal dinners or community meals are served.

Students and parents/guardians/guardians must always complete and submit weekend departure forms on Orah (formerly Boardingware) when leaving campus overnight. With certain exceptions explained below, students are allowed to leave Northwood on Friday as long as they do not miss any classes, athletic contests or required school commitments.

- Friday overnights start after a student's last commitment on Friday and end at 7:30 p.m. on Sunday. No students may be excused from class for an early departure.
- Students placed on disciplinary warning will lose weekend privileges for two weeks.
- Weekend overnights may not be taken on closed weekends or during other events specified by the School Life Office.
- The weekend departure form, for Friday and Saturday only, must be submitted by both the student and parent, to the School Life Office by noon on Thursday. Special requests are due in the School Life Office three days before departure.
- For vacations, travel forms are due earlier. Students should check their email, the campus calendar, and listen to School Meeting announcements for deadlines. The Assistant Head for School Life has final say on any special requests.
- A three-point conduct penalty may be assigned to students submitting late forms.
- Students may not sign out to a hotel, home, or any other location unless their parent, the parent of another student, or an adult approved by their parent is present for the entire weekend.
- Students must also have an invitation from their host for the weekend whenever they leave school to visit any place other than their own homes. Such invitations can be emailed or called in to the Assistant Head for School Life. All invitations are due in the School Life Office by noon on the Thursday before departure.
- Any student traveling in a car other than that of their parent/guardian must have written permission to do so. If traveling in another student's car, the driver's parents/guardians must also give permission.
- Students returning from their weekend overnight must sign back in no later than 7:30 p.m. on Sunday. Failure to sign in by 7:30 p.m. may result in a 3-point conduct penalty.
- If a student is delayed in returning from their weekend for some reason, they must call the Administrator on Call (AOC) before 7:00 p.m. to let the school know where they are.

## **MOTOR VEHICLES**

Use of cars (driving of, and riding in, a personal student car) by boarding students is a privilege. Cars may be brought to campus only by students holding valid driver's licenses and vehicles must be properly registered and insured. In addition, the following procedures must be adhered to:

- Cars can only be used for weekend or vacation travel away from campus or for college visits.
- Students may not use their vehicles to drive to away games or obligations prior to taking a weekend.
- All students, including day students, may not drive a motor vehicle to Northwood School on Main.
- Students are never permitted to drive other students without permission from both students' parents/guardians and the administration.
- Students are never permitted to ride in another student's car without permission from both students' parents/guardians and the administration.
- Boarding students' cars must be parked in the back lot next to the Maintenance Garage.
- Boarding students must give their keys to the Assistant Head for School Life or the Administrator on Call (AOC) by noon the day after returning to campus. A failure to submit keys by that time will result in a loss of car privileges for the following weekend.
- Motorcycles and motorized scooters are not allowed..

Students on Disciplinary Warning lose their driving privileges. Improper driving or transporting of students may result in disciplinary action, including the complete loss of car privileges.

### **Parking and Registration**

Both boarders and day students must register their cars with the Assistant Head for School Life. Day student cars are to be parked in the lot behind the Uihlein classroom building, in the Bergamini lot or in the spaces next to the Cobble trailhead. Boarding students' cars must be parked in the back lot next to the Maintenance Garage. Boarding student vehicles may not be brought on to any other part of the campus except for the temporary loading or unloading of the vehicle outside their residences. Parking at any other location on campus is prohibited. Parking off campus at a residence or public lot or roadway is strictly prohibited. Students who violate these rules are likely to lose driving and car privileges. Day students who bring a vehicle not yet registered with the School Life Office should plan to do so by 1:00 p.m. that day. Day students may not move their cars to any other part of the campus for the purpose of parking in a different location.

## **Car Use Violations**

While enough parking spots exist for the various groups on campus, the delicate balance is disrupted when members of one group take the spots of another. Any driver's failure to park in the designated area or any other misuse of car privileges will result in the following consequences:

- A first offense will receive a written warning
- A second offense will result in a \$25.00 parking fine and/or loss of car privileges for one week
- A third offense may result in towing or "booting" of the vehicle, revocation of campus parking privileges for the balance of the trimester, and a \$50.00 fine (parking only)
- A student's record is not automatically returned to good standing at the start of a new trimester. Once a violation has occurred, it remains with the student for the balance of the year.

**Note:** *As our intention is to eliminate parking problems and not to earn money; any fines collected will be donated to CARE, Northwood's community service group.*

## **DORMITORY GUIDELINES**

### **Residential Life**

Northwood is more than a school; it is a community where diverse and unique individuals learn, live and interact with each other. The community thrives when there is mutual respect, quiet and orderly living conditions, and consideration for others.

The key to any community is that those living within its confines understand that we each have a connection to every other member of the community. Such connections are, at times, hard to see, but our behaviors and decisions affect more than just ourselves. We are all in this together.

Dorm rooms are assigned at the discretion of the Director of Residential Life. Student requests for room changes must be made directly to the Residential Life office. Outside of emergencies, room changes are only made twice a year, just before Thanksgiving Break and after the holiday break in December. Changes are rare and are never made immediately; student requests are granted only after all other forms of conflict resolution have been attempted in good faith. No student is guaranteed a room selection; changes needed by administration can be made at any time.

### **Quiet Hours**

Quiet hours are in effect in the dormitories on weeknights from 7:30 p.m. until the beginning of normal school activities the following day. On weekends, quiet hours are from 9:30 p.m. until the beginning of brunch. Common areas must be quiet during this time and noise should not be audible outside students' rooms. Outside of quiet hours, students must be good neighbors, positive and cooperative members of the school community, and behave in a manner respectful of other students and faculty families who live on campus.

### **Study Hall**

Study hall is held from 7:45 p.m. to 9:45 p.m. Sunday through Thursday. All students must check in for study hall at 7:40 p.m. All boarding students must be in their dormitory rooms during study hall, unless assigned to the Learning Center or Supervised Evening Study Hall in the Dining Room or they have a pass to sign out to another approved location. Students may not visit other rooms during evening study periods or after lights-out, unless they receive permission from a faculty member. Students may not play video games or use their phones during study hall.

## **Lights-Out**

Sunday through Thursday Lights-out for all Northwood students is 10:30 p.m. Students may request late lights for additional study time, but they must be in bed with lights out by 11:30 p.m., unless they have special permission from the dorm faculty on duty. Late lights will not be granted if the student was unproductive or not studying during study hall. Lights out on Friday and Saturday is usually midnight.

## **Weekend Check-Ins**

All boarding students must be accounted for regularly, so Northwood School has required check-ins during the weekend:

- Friday evening at dinner (5:45 - 6:15 p.m.) in the dining room
- Friday evening at 9:30 p.m. in the Living Room or in Bergamini
- Friday evening at 11:00 p.m. on the dorm hall (students must remain on the hall)
- Saturday morning at brunch (10:30 a.m. - 11:30 a.m.) in the dining room
- Saturday evening at dinner (5:45 - 6:15 p.m.) in the dining room
- Saturday evening at 9:30 p.m. in the Living Room or in Bergamini
- Saturday evening at 11:00 p.m. on the dorm hall (students must remain on the hall)
- Sunday morning at brunch (10:30 a.m. - 11:30 a.m.) in the dining room
- Sunday evening on the dorm hall, like any other weeknight

## **Directions for the Care of Rooms**

Students are responsible for the condition of their room. Rooms should be kept neat and orderly to be conducive to studying and to avoid fire hazards and health issues. Dormitory faculty and RAs will inspect rooms during the week to ensure that standards are being met.

- Students should clear their desks, keep floors clean, and empty wastebaskets. Those who struggle to maintain a clean room and effective study space may be assigned an earlier dorm check-in time after dinner in order to clean their room before study hall.
- School furniture may not be removed from the dorm room and should not be modified in any way. Some rooms have furniture which allows beds to be bunked or lofted.
- The use of tacks and nails is prohibited. Paste and glue may not be used on the walls. These substances are very hard to remove when the rooms are painted.
- Good taste should be used in decorating dorm rooms. For instance, Northwood does not permit advertisements for tobacco, drugs or alcohol, or any items displaying nudity to be used as decorations.
- Perishable food must be stored in sealed plastic containers.

At the end of the year, students should leave their rooms in the same condition as when they arrived. Students are assessed the cost of any required cleanup or trash removal.

### **Early Breakfast**

Students who violate community standards for quiet hours, study hall or lights out may be assigned to a 6:30 a.m. Early Breakfast detention by a faculty member or dorm parent to be served the following morning. Students assigned to Early Breakfast must report to the dining room at 6:45 a.m., 15 minutes before breakfast officially opens, and remain seated, upright and awake without phone or other technology for thirty minutes. Students who fail to attend an early breakfast will be assigned to two additional Early Breakfasts. Failure to attend those will result in the student being referred to the Assistant Head for School Life, who will in all likelihood place the student on weekend restrictions.

### **Fire and Safety Regulations**

Fire equipment has been installed in every school building. The smoke detectors and sprinkler systems in the school are very sensitive. Be aware that excessive use of baby powder, air freshener, aerosol deodorants, or cologne could set off the fire alarm system for all dormitories. Absolutely no incense or candles. Do not pile clothing or other belongings near a heat source. Tampering with the sprinkler heads could result in the water sprinkler system being set off.

Fire boxes and fire extinguishers are to be only used in case of a fire. If you observe a fire, pull the nearest fire box and report the location to a staff member immediately. If you smell smoke, tell a staff member. Do not attempt to extinguish any fire unless directed to do so by a staff member.

### **When the fire alarm sounds:**

- Close all windows.
- If possible, quickly dress for the weather.
- Exit the room you are in and make sure the door is fully closed.
- Check on your roommate(s) and neighbor(s) to ensure that they are leaving the building.
- Keep calm and think clearly. In a fire emergency, panic in a large group is frequently the factor that causes the most injuries.
- Listen to the adult giving instructions.
- Leave the building by the closest and most appropriate fire exit and proceed to the McKenzie Field as quickly as possible. Do not run.
- Assemble by dorm hall. Day students assemble together.
- Remain quiet. Follow instructions and make sure you roommate and dorm neighbors are present. Help the RA and faculty account for all students.

- Under no circumstances should any student re-enter any school building until permission is given to do so.

In the interest of safety and in order to comply with local fire codes, students must strictly adhere to the preceding rules.

### **Room Damage and Losses**

The facilities staff inspects all rooms a few times each year. Any damages over and above normal wear and tear will be charged equally to room occupants. Furniture, furnishings and closet doors may not be removed from rooms assigned, or there will be charges for their restoration. Room doors should be kept free of stickers and markings.

Students should lock doors when they leave and keep doors unlocked when they are in their rooms. No student may be in another's room unless a resident of the room in question is present. The school is not responsible for loss of personal property for any reason. Each room is equipped with a safe for every student, and the safe should be used for valuables.

### **Storage**

Northwood School does not provide storage of student belongings over the summer. Students who need storage and/or shipping are referred to a third-party that can provide such services. The school will discard or donate any articles left in students' rooms in June and the student's account may be charged for removal.

### **Boarding Students - What to Bring**

When packing for school, students need to remember that the majority of the rooms are moderate in size with limited closet space. Students should make frugal packing decisions, bringing to school only what is necessary to be successful academically and athletically. With the provided bed, dresser, desk, desk lamp, and chair in our dorm rooms, there is not a lot of room for other items. Thus, Northwood School does not allow students to bring couches, futons, stuffed chairs and any other space-consuming furniture. While small media and/or gaming systems are welcome, large ones are not. Parents and students must remember that the boarding student's bedroom room is primarily a place for study. A majority of our students come to the school for the small class sizes and the emphasis we place on our academic program. The boarding school dorm room needs to reflect our academic priorities.

The key to a successful boarding experience is to be comfortable without being burdened or distracted. A touch of home is always nice, but transplanting all the creature comforts of home is not practical.

Here are some guidelines for a successful boarding experience.

**The following are a must for boarding life:**

- Alarm clock
- Toiletries
- Bath robe
- Towels
- Pillow & sheets for twin sized bed
- Heavy comforter
- Blankets
- Laundry bag (A Northwood bag can be purchased in the bookstore)
- Backpack
- Small music player and headphones
- Laundry detergent
- Extra desk lamp and bulbs
- School supplies
- Storage crates that fit under the bed
- Pictures from home
- A bike & lock

**BANNED - Prohibited items that will be confiscated**

- Refrigerator
- Hot Pots - coffee makers - blenders or other small appliances
- Microwave ovens
- Home entertainment systems including amplifiers
- Large speakers, subwoofers and amplifiers
- Couches, recliners
- Posters that promote drinking, smoking, drugs or that are sexually explicit.
- Two-way radios
- Tobacco or nicotine products of any kind
- Electric blankets
- Lithium batteries (remote control car batteries)

**Note:**

The items listed above are only a partial list designed to guide students and parents/guardians. Northwood School reserves the right to confiscate any item that it deems to be in violation of the spirit of our dormitory guidelines. Items that appear on the banned list will be immediately confiscated and may not be returned. Although gaming devices are not banned, Northwood School strictly prohibits the non-academic use of electronic media during study hall and after lights out. Students who violate the prohibition during study periods or after lights out will have morning detention (6:30 a.m. Early Breakfast). Repeated offenses may result in their permanent removal from the student room.



- Nothing may hang from or near the ceiling light fixture or the ceiling itself.
- Furniture, sheets, blankets or hangings so as to prevent clear access or view to and from the door may not subdivide rooms. Beds may not be placed in the middle of the room – they must be arranged with one long side against a wall. Bed legs must be on the floor. Beds may not be on bricks or cement blocks. Bureaus must have their backs against a wall, and desks are to have one side against the wall.
- No tapestries, flags or other hangings may hang in front of closets or from beds. The rule of thumb is that a student must be seen from the doorway at all times.
- No desks or beds may be placed in closets.
- Halls must be kept clear at all times. Bicycles may not be stored in dorm rooms.
- Extra furniture is limited. Students may bring their own desk chair and small storage boxes if desired, but no other additional furniture is allowed.
- The use of electrical appliances such as toasters, popcorn machines, grills, hot plates, hot pots, coffee machines, refrigerators, space heaters and heat lamps are prohibited and will be confiscated on sight. Christmas lights are also prohibited. LED lights are permitted, but students must affix them in such a way that their removal does not cause damage.
- Tampering with lighting fixtures, outlets, switches and panels is forbidden.
- Open flames of any kind are prohibited.
- Students may not tamper with fire safety equipment.
- Student doors are designed to close; make sure they are fully closed when exiting a room.

## **Safes**

Northwood School has provided each boarding student with an in-room electronic safe from SafeDecisions. The personal safe is the perfect size to keep cash, keys, electronic devices, and other valuables safe and secure when students are not in their rooms. The one cubic foot interior even holds most laptops. Once a student has moved into the residence hall, the student can register the safe by completing a simple process via the internet, or by calling 1-800-SAFEDEC. Both the Assistant Head for School Life and the Director of Residence Life possess electronic keys so students never have to worry about being locked out. Do not leave money or valuables out in your room. Northwood School reserves the right to inspect safes at any time.

## **Laundry**

Two laundry rooms are located in the Main Allyn Building, one in the East Dorm and one in the West Dorm, and another laundry room is located in the Bergamini Dorm. Students are responsible for their own washing and laundry supplies. Students should be respectful of other students and not leave clothing unattended for long periods of time. Students are encouraged to bring clothing that is machine washable; there is no longer a dry-cleaning service in Lake Placid.

### **Alumni and Former Students in Dormitories**

Alumni and former students are permitted in dormitories only with the permission of the Assistant Head for School Life or the AOC. Alumni and former students are never permitted overnight stays in dormitories.

### **Transportation Before and After Breaks**

On the first day of the vacation period, a charter bus goes to the Albany International Airport (ALB). It leaves Northwood School at approximately 7:30 AM. The charter bus is scheduled to arrive in Albany after 10:30 AM (weather permitting); therefore, flights should be scheduled to leave Albany after noon on those days. The bus will then continue to New York City's Penn Station for a 1:30pm drop-off. Flights out of New York City should be scheduled for after 5:00 pm.

On the last day of the vacation period, the charter bus will pick up students at Penn Station at 1:00 pm and pick up students at Albany International Airport at 5:30 PM. Again please schedule flights to arrive by 4:30 PM in Albany and you must be able to be at Penn Station by 12:30pm. The fee for the charter bus is billed home and is approximately \$60, depending on how many students utilize the service.

In the event that there are major flight delays and a student misses the charter bus, transportation becomes the responsibility of the parent/guardian. There is no charter bus service on the opening weekend of school.

See transportation schedule in the appendix of this Handbook. These are the only times that Northwood School will bring and pick up students to the Albany International Airport.

### **Health and Safety Inspections**

In order to ensure the health and safety of our students and to support students' efforts to follow the School's health and safety rules, dorm faculty will periodically inspect dorm rooms. The School Life office will schedule the inspections and will communicate specific procedures to the dorm faculty involved. A student leader will be present during the inspection, and the student whose room is being inspected will have the option to be present during the inspection. We will provide little warning for these inspections.

## **LIBRARY**

Home to Northwood's Learning Center collection of reference and lending volumes, the library is a warm, welcoming place for students, faculty and the entire Northwood community – a space for academic studies, relaxation and leisure reading. During the academic day small groups are welcome to use the library; individuals may find a quiet spot for study.

### **Resources**

Our library houses an up-to-date collection of print and electronic reference books. These, combined with exceptional online resources, magazines, journals and other media, provide the Northwood community with the necessary resources for classwork or recreational interests. Student and staff requests for additional information or new acquisitions are always welcome.

The library staff are available to help you with any questions you may have about our resources. In addition to helping you find the information you need for your projects or research papers, we are happy to help you find independent reading books.

### **Other Library Resources**

- We have a number of Windows computers located in the library.
- Our library webpage has links to all of our print and digital resources, which can be accessed on or off campus via the PCR portal. In addition, our library APPS make mobile access and ebook use convenient:
- OverDrive (e-book App), Destiny Discover (Follett reading App), DestinyQuest (catalog App)
- A photocopier and networked printer are available for student and faculty/staff use.
- You will find a workstation near the printer with office supplies to help you keep your assignments organized

### **Guidelines and Library Hours**

The rules of the library are few – make use of all resources appropriately and respect the needs of others. Students may have drinks (no soda) in covered containers and light snacks; no greasy, messy or strong-smelling food is permitted.

The library staff are available to help students throughout the academic day. There will be reduced hours during holiday, vacation and special days, like Mountain Day.

## **Borrowing Materials**

With the exception of reference materials and periodicals, all print resources may be borrowed from the library. Four weeks is the normal check-out period, but renewals are available. You do not need to bring the book to the library to renew; simply stop by the front desk or send us an email with your information. DVDs may be borrowed with a teacher's permission and reserve material doesn't circulate except under certain situations. We may request that material be returned if another student or faculty member requests the item(s) after the initial four-week period. We do not charge fines for overdue materials, but will request that lost or damaged items be replaced.

## **Reserve Materials**

Often books or reference materials are needed by an entire class for a project. When this happens, we will hold material on "Reserve". These materials may only be used in the library for the duration of the project to ensure everyone has access to the information needed. Occasionally, with the approval of the faculty member, material may be borrowed overnight starting a half hour prior to closing. These items must be returned to the library before the start of school the following day.

## **Contact Information**

Library Director: Sytske Martin

Phone: 518-302-5126 or 518-523-3357 ext. 219

E-mail: [library@northwoodschoo.org](mailto:library@northwoodschoo.org) or [martins@northwoodschoo.org](mailto:martins@northwoodschoo.org)

## **STUDENT SUPPORT AND HEALTH SERVICES**

### **Advisors**

While students are encouraged to look to all faculty members and coaches as potential mentors, a key person in each student's support network is the advisor. Acting as an advocate, surrogate parent and friend, advisors are charged with developing a supportive relationship with each advisee and maintaining frequent, informal and formal contact with parents/guardians. Advisors are the first points of contact for parents/guardians with any concerns about their student.

### **Class Deans**

The class deans assume overall responsibility for members of each class. The class deans supplement, but do not replace, a student's individual advisor. Class deans oversee the academic progress of students in the class and oversee necessary interventions to ensure academic success. Responsible for the supervision of class activities, class deans work with student leaders to plan class events and to establish positive, respectful relationships within the class. Parents should feel free to call the class deans at any time. Class deans are listed earlier in this Handbook.

### **Boarding Staff**

Each dormitory is directed by a dorm head(s), assisted by resident faculty. The dorm head serves as an additional resource beyond a student's advisor. The dorm heads are listed earlier in this Handbook.

### **The Assistant Head for School Life**

The Assistant Head for School Life oversees the daily life at school. They coordinate the advising system, residential life, student activities and the discipline process. Parents may consult with the Assistant Head for School Life about individual students or about School policies at any time.

### **The Dean of Academic Affairs**

The Dean of Academic Affairs directs the daily operation of the academic program. They work to ensure that students develop to their intellectual potential. Parents may consult the Dean of Academic Affairs about individual students or about School policies at any time.

### **The Learning Center**

Students who would like to refine or develop the skills necessary for academic success are welcome to seek guidance in the Academic Skills Center, located in the Library. Dedicated specialists and teaching faculty staff the Learning Center during the academic day and four evenings each week.

### **Psychological and Educational Testing**

Northwood School employs a School Psychologist, who is available to conduct comprehensive evaluations. These evaluations may serve to update prior testing to inform a student's current program, prepare for transition to college with access to supports, or, for a student who has not been previously tested, gain initial information about a student's abilities. This is a fee-based service.

### **College Counseling**

The counselors in the college office advise students and their parents/guardians about the college application and enrollment process. College planning sessions for students begin in the winter of their junior year. We encourage students to visit colleges during the summer following their sophomore year.

### **Social-Emotional Learning**

In addition to counseling services, the School also directs a social-emotional life skills curriculum which is aimed at educating students on wellness issues and basic "life skills" that promote academic success and good physical and mental health. A team comprised of the nurses, the counselor, the Assistant Head for School Life, the Director of Residential Life and the Class Deans coordinate events throughout the school year covering topics such as academic skills, stress, drug and alcohol abuse, bullying, and developing healthy relationships.

## **Health and Counseling Services**

### **Student Health Center**

A team consisting of two registered nurses and a consulting physician (Medical Director) staff the Health Center, which is located on the first floor of the Main Building, behind the auditorium. The Health Center includes an infirmary with five private rooms. Northwood also employs one full-time athletic trainer.

### **Counseling**

Northwood School employs a counselor available to meet with students and to consult with the school community regarding mental health issues. The counselor works closely with the Health Center, mediates issues between students and teachers, communicates with parents/guardians, and consults with outside mental-health providers. The counselor is available to meet with a student weekly or as needed on academic days. The counselor is also available to facilitate a referral to an outside mental health provider, for those requiring more consistent, year round services. Counseling is confidential and information regarding the attendance or content of counseling sessions will not be shared with parents/guardians or other school personnel, without prior permission from the student. The counselor will however disclose otherwise confidential information when necessary to prevent serious, foreseeable, and imminent harm to a student or others.

As a matter of principle and regular practice, the counselor and the nurses encourage students to inform parents/guardians and/or guardians about personal struggles, and accordingly, the school always welcomes questions and suggestions from parents/guardians. Some situations require skills or perspectives beyond the capabilities of our staff. As needed or requested, the counselor and nurses can refer students to outside mental health providers. Specifically, the school has a visiting licensed social worker available to meet students in the counseling office on campus. Because this clinician is not a school employee, all business arrangements and billing are the responsibility of the family.

Please contact the counselor or the nurses for more information about the parameters of service we can provide and the details of the laws and limits of confidentiality.

### **Drug and Alcohol Intervention**

Northwood's approach to drug and alcohol abuse is two-pronged. On one hand, the School's disciplinary system is based on the premise that students are accountable for their behavior. Thus, students found violating the major school rule concerning drugs and alcohol will sit before the Judiciary Committee. However, Northwood recognizes that drug and alcohol abuse is a serious health hazard. Students in trouble with substance abuse often will not seek counseling for fear that they will be punished rather than helped. Consequently, the school has instituted a non-disciplinary procedure called **Sanctuary** through which students can get help for themselves or encourage their peers to do so. Any student who is concerned about himself or herself, or who is concerned about another student, is encouraged to contact any trusted adult, such as a classroom teacher, advisor, school counselor, Class Dean, or the Head of School. The student will be made aware of the options available if further action is desired or available.

## **Nicotine/Smoking Information and Cessation Program**

The school's commitment to healthful living has fostered a smoking/nicotine information and cessation program. Since the health risks of tobacco and nicotine use are well established, Northwood does not allow possession or use of tobacco/nicotine products, including nicotine replacement products, e-cigarettes, and vaping products by its students, regardless of age; this policy is consistent with New York state law. Nicotine-containing substitutes for smoking/nicotine cessation must be picked up daily at the Health Center.

## **Sanctuary**

It is the School's position that its students should refrain from the use of drugs and/or alcohol. However, the School recognizes that students sometimes make unhealthy decisions and put their safety and wellbeing 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 off campus. Designed to promote greater safety for our students, sanctuary is normally a confidential arrangement among the nursing and/or counseling staff, a student, and his or her family. 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, alcohol or whereabouts policies.

**Use of sanctuary.** When a student is facing a medical emergency or is in a potentially unsafe situation, the student may approach an adult in the community or call the Administrator on Call (AOC) and clearly state that they are seeking help through the School's sanctuary program. The student must do so before the faculty member has reasonable suspicion or is in a position where the violation is likely to be discovered. The faculty member involved in such a conversation should refer the student or students to nursing or counseling staff for medical care or seek immediate emergency medical care, if needed. Sanctuary may be sought and granted regardless of prior requests.

**Results of using sanctuary.** The student's parents/guardians will be notified about the incident, and the student will be required to meet with the school counselor. In cases involving drugs and alcohol, the student may also be required to undergo a drug and alcohol evaluation by an outside substance abuse professional (at parents/guardians' expense), and will be subject to random, confidential drug testing, (again, at parents/guardians' expense). Failure to complete the requirements for evaluation and treatment after sanctuary has been granted may lead to disciplinary consequences. Before a student is permitted to resume School activities (academic or extracurricular) following the use of sanctuary, permission must be granted by the nursing or counseling staff, who may require written permission from a qualified outside medical provider. The results of any drug testing that ensues immediately after Sanctuary are confidential, and a positive test will not result in disciplinary action. However, recurrent positive test results consistent with continued abuse of drugs or alcohol will likely trigger a medical leave to allow the student to seek outside treatment.



Please note: during the current pandemic, students may be asked to honestly answer questions asked of them by contact tracers, and students must respond to these questions fully and honestly. These contact tracers may be employed by Northwood School or by an outside entity such as Essex County Public Health. This sanctuary policy applies during contract tracing interviews.

## **Excused Absences**

**Illness:** Only the School Nurse can authorize an excused medical absence. Once a student, boarding or day, has received an excused "Sick Day," they may not participate in any activities, on- or off-campus, school-sponsored or otherwise, until the next day. Ill students must eat all meals at the designated sick day dining table, if allowed to by the Nurse to eat in the dining room. An ill boarding student must see the Nurse by 7:30 AM. Ill boarding students must remain in the infirmary or their room throughout the day with the exception of meals and health center visits. Ill day students must have a parent call school by 7:30 AM. See also the Handbook section on Room Stay (Sick Day).

**Pre-arranged excused absences:** Other excused absences, non-medical in nature, must be pre-arranged with the Head of School or Assistant Head for School Life, except for a sudden death in the family. For all of these absences, the parents/guardians and students must fill out the departure forms on Orah (formerly Boardingware), even if it is not for a weekend. The school will typically excuse a student for religious holidays (required parental permission) or other unavoidable family matters. Extended absences necessitated by athletic travel must be coordinated with the Athletic Director.

All non-emergency medical appointments need to be made with the class schedule in mind. Students have more than 35 days of vacation during the school year, and regular dental, orthodonture and medical appointments should be arranged during breaks so as to not disrupt the student's academic life. Emergency and otherwise unavoidable medical appointments that result in a student missing school obligations should be coordinated with the school health center staff. Any instance where the student will miss more than one day of class for an appointment needs to be approved by the Assistant Head for School Life. A note from the physician may be required in those cases where the appointment is last-minute or the student will be missing an extended number of classes. The school reserves the right to hold those students who have excessive medical absences to the unexcused absence rules.

## **Unexcused Absences**

Class time and other school appointments are the foundation of what goes on in school. Yearly schedules are published well enough in advance so that the school expects all students and their families to adhere to our departure and return times. If, however, you cannot avoid early departure/late returns or medical appointments, you must make arrangements with the Assistant Head for School Life in advance of your departure. Should you elect to miss a school appointment, or because you place a higher priority on another event, then you have chosen to accept the disciplinary consequences for that decision. Under normal circumstances, such permissible absences are for family emergencies or religious reasons. Students not excused for these reasons will work one hour in the service of the school for every class missed and WILL

NOT BE ALLOWED TO MAKE UP ACADEMIC WORK due to such an absence. The school will not direct faculty to make up work or give alternative opportunities to complete tests or assignments. International students are expected to make all travel plans in accordance with school vacations. Any international student in violation of this policy will not receive a signed I-20 form. Without a signed I-20, an international student will not be allowed back into the United States after an overseas trip.

### **Extended Absences Policy**

Athletic injuries, opportunities to compete for a national team, family crisis, school suspension or other unique situations may arise to cause a student to be away from school for a substantial period of time. When a student will be away for more than two weeks and has been excused to do so by the school, the school's ability to academically support the student becomes complicated and therefore limited. As a result, parents/guardians and students must understand that academic support will shift from a school-initiated endeavor to a parent/student-initiated endeavor. Northwood School faculty will be responsible for emailing weekly assignments, quizzes and tests. Faculty will also be available for video conferences, if necessary. Parents and students may need to hire an independent tutor. Completed assignments, papers, quizzes and tests must be returned to Northwood once they are completed. Students will have ten calendar days (from the date they are given) to complete homework assignments. Any homework assignments uncompleted by the end of the ten days will be given a failing grade.

Students missing classes must complete work as assigned by the teacher. Therefore, it is imperative that students consistently check with faculty and not their peers about assignments. The Dean of Academic Affairs is the primary academic advisor for Northwood School students. They will offer academic guidance and be the primary liaison during an extended absence from school. The Dean of Academic Affairs must be copied on all emails and correspondence.

### **Medication**

Northwood School's medication policy has been developed to insure the health and safety of all students. Please read this policy thoroughly. All prescription and over the counter medication must be registered with the Health Center through Magnus Health Portal. All medications will be stored and administered through the Health Center. Failure to do so may be deemed as a violation of the school's drug policy. The unauthorized possession or use of medication is expressly forbidden.

New York State requires Registered Nurses to have a Prescriber's order allowing administration of medication to your student. If your student takes medication, you must obtain specific administration orders from their Healthcare Provider and upload this permission form to Magnus Health Portal. Forms for school-provided standing order non-prescription medications can be found on the Magnus Health site. Please have your student's primary care provider complete and submit these forms before the start of school. If your student's prescription changes during the school year, we will need a copy of the new orders, or a 'discontinue order' if stopped.

**Prescriptions/Pharmacy:** Our school preferred pharmacy is Freedom Pharmacy, in Winooski, VT. It is expected that students be enrolled with this pharmacy system prior to arrival on campus. No bottles of medication will be accepted by the Northwood School Health Office. All medication must be supplied through Freedom Pharmacy in their Medication-On-Time single

dose cells. Exceptions may be granted for short term medications, but they must be packaged in blister packs, or single dose packaging.

Students who take psychotropic medications or controlled substances must take each dose in person at the Student Health Service. When students are prescribed such medications, they are expected to take their medications consistently, as ordered, or they may be asked to leave school. Students who take psychotropic medications or medications regulated by the federal government as controlled substances must comply with the following protocol: monthly e-prescriptions or paper prescriptions must be sent to Freedom Pharmacy by the prescribing MD, or parent, in the case of paper scripts.

Students are not permitted to have medications, supplements, or vitamins in their room or in their possession at any time. It is against school policy to allow students to keep any type of medication or vitamins in their rooms. Do not mail medication to your student. There are exceptions to the medication possession rule: including for rescue medications, such as Epipens and rescue inhalers, some creams/lotions, and travel off campus, but only with permission from the Health Center.

**Medication Compliance:** Northwood School students are expected to be capable of, and responsible for, taking their medications as prescribed. It is the responsibility of the student to pick up their medication at the Health Center and not the Northwood School staff's responsibility to remind them. If the student is traveling off campus or the Nurse is out of the building, it is the student's responsibility to find a faculty/staff member, at the appropriate time, for assistance in self-administering their medications. Students who fail to consistently take medications where missed doses may pose a safety issue, for example with psychotropics or antibiotics, may in some cases be sent home to ensure compliance. Records are kept in the Health Center of each medication pick-up. Parents interested in a student's record of medication pick-up are encouraged to call the Health Office.

Failure to follow the distribution of medication protocol may result in strong disciplinary action, such as separation from the community and dismissal.

**International Students:** Please do not bring international brand medications to school. DO bring copies of prescriptions and information on any medication the student takes at home. At the start of the school year, an appointment will be made with a NY state licensed provider to review the student's medications and write new, valid prescriptions for fill from the school-preferred Freedom Pharmacy.

**Travel and Holidays:** It is the responsibility of the parent/guardian to contact the Northwood School Health Center prior to any student travel or holiday breaks to arrange for any medications that may be needed for the student while away from school.

Medications will be destroyed if not picked up at the close of the school year, any time the medication order is discontinued, or the student is dismissed from school.

### **Room Stay (Sick Day)**

Students who are excused and put on room stay (Sick Day) by the nurse must remain in the infirmary or their rooms except to go to the bathroom, or for meals if allowable by the nurse. No

visitors are allowed for students on room stay. Room stay extends from the time it is issued until 7:00 a.m. the next day. Room stay is not canceled if a school holiday is announced. Students who violate room stay standards will be given conduct points and may be assigned to an early breakfast detention.

### **Medical Costs**

Parents/Guardians are responsible for all medical costs incurred by a student while at Northwood School.

Physical exams for school, college, camp, work or summer programs are *not* provided by the Health Center.

All domestic and Canadian students must show proof of medical insurance coverage. If the insurance is not accepted by our local health care providers, then the student must be able to pay at the time of service.

All international students are required to purchase health insurance offered by Northwood School. This ensures that our local health care providers will accept health insurance for international students.

### **Appointments**

In the event of medical needs that require a doctor, dentist, or other health care provider, students will be sent to Adirondack Health, Mountain Medical Services, or other community health offices at the discretion of Northwood School. The Health Center staff will arrange for transportation to and from the appointment. If it is deemed necessary, a nurse will accompany the student to the appointment. The student's account will be charged a \$25.00 transportation fee for each local (Saranac Lake, Lake Placid, Keene Valley, Wilmington) appointment. Out-of-the-area appointment driving fees are charged at a higher hourly rate. Appointments will be made by the Health Center staff and students will receive appointment reminders. It is the student's responsibility to meet these appointments. If at any time a student finds it impossible to keep a scheduled appointment, it is his or her responsibility to give the nurse 24 hours' notice of the cancellation. If a student does not show for a scheduled appointment, their student account will be charged \$25.00. In addition, the provider may charge for the missed appointment.

### **Medical Leave of Absence**

There may be times within the school year when a student's health must take precedence over school responsibilities. When a physical or emotional illness begins to either render a student incapable of meeting commitments or impacts directly and detrimentally on others within the community, the school must intervene and place the student on medical leave of absence in order to ensure that the student receives specialized help. In some instances, a medical leave may be misunderstood and perceived as a punishment, when in actuality it is a caring response and an attempt to help a student get well. Illnesses which may warrant a medical leave can include severe depression, attempted or threatened suicide, other types of self-injurious behaviors, alcohol or drug abuse, eating disorders, emergency medical surgery or other serious

illness, or any situation requiring extended medical care or more acute care than is available at school. In all cases, whenever possible, the school works to formulate a plan of intervention, evaluation and treatment. Medical leave is typically granted for up to two weeks.

All medical leaves of a physical nature are handled by the Assistant Head for School Life in consultation with the health center staff, Athletic Trainer and/or the School Counselor. Students leaving for medical reasons must be picked up by parents/guardians at the Health Center or other pre-arranged location. The Northwood requires proof of medical clearance for the student to return to school and activities prior to students arrival back on campus. This documentation must be reviewed and approved by the Nurse.

All medical leaves of a psychological nature are handled by the School Psychologist. Before leaving campus, the student must be assessed by the psychologist in conjunction with the Assistant Head for School Life and the Head of School. Failure to meet with the appropriate personnel before leaving may result in the student's required withdrawal. During a student's absence, he or she is required to arrange for a psychiatric and/or psychological evaluation in order to assess the student's condition and readiness to return to Northwood. The results of these evaluations must be emailed or faxed to the Health Center (fax: 518-302-5163 or nurse@northwoodschoo.org) for review before the student returns to campus. The student may be asked to seek support and treatment at home and to sign release forms that allow the School Psychologist to share information with off-campus practitioners. In addition, the student will be required to meet with the School Counselor for reevaluation after returning to Northwood. Upon receiving the results of these evaluations, Northwood's School Counselor and other health officials, in consultation with the Head of School, will determine the conditions of the student's continuance at the school. Upon returning to the School, the student and family may be required to meet with the Head of School, School Counselor, and other appropriate adults at the school to review the conditions and expectations.

A student who requires a medical leave of more than two weeks will in all likelihood be asked to return home for the duration of the academic year. A student wishing to return to school after an extended medical leave (one that is longer than two weeks) will be required, along with parents/guardians, to meet with the School Psychologist, Class Dean, Advisor, Assistant Head for School Life and the Head of School to determine whether they may return to Northwood. A student who requires a second medical leave will in all likelihood be required to withdraw from school.

If the Head of School determines a student's physical or emotional state is such that the student may pose a danger to him/herself or others or to make the student's continued participation in School life inappropriate, the student may be required to withdraw for health reasons.

### **Communicable Illness Management and Exclusion Policy**

In order to ensure the health, well-being, and safety of our residential community and to prevent the spread of highly-infectious illnesses, Northwood aims to temporarily exclude from the dormitory, classes, and co-curricular activities any student who has been diagnosed with a communicable illness.

If a student lives within 300 miles of the school, the family or guardian is expected to take the student home in the event that they are excluded because of a communicable illness. If the student does not live within 300 miles of the school, the family must designate a local, off-site

emergency contact to take a student off-campus in the event that they have been diagnosed with a communicable illness.

Communicable illnesses include, but are not limited to:

- Strep throat
- Influenza
- Norovirus or suspected norovirus
- Gastroenteritis
- Meningitis
- COVID-19

In the event of a communicable illness diagnosis not otherwise specified in this policy, the Health Center will follow the guidance of the school's Medical Director to determine when it is appropriate for the student to return to school.

In the event of a vaccine-preventable or other communicable illness incident, the School reserves the right to exclude any student who has a communicable illness or any student that has been exposed to an infected person or is susceptible to communicable illness because of non-immunization.

Any student who has been excluded from school for a communicable illness must get clearance from the Health Center prior to returning to school. Clearance may include, but is not limited to, a doctor's note clearing them for return to school, and/or documentation of appropriate treatment while at home, etc. The Health Center reserves the right to delay a student's return to campus based on the discretion of the school's Medical Director.

## **APPENDIX A**

### **Appendix A: Northwood School Harassment Policy**

Northwood School strives to provide a learning and working environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with learning or work performance. Harassment of any sort – verbal, physical, visual – by any individual based on race, color, religion, sex, age, sexual orientation, national origin or ancestry, physical or mental disability, marital status, veteran status, or other status protected by law will not be tolerated. Harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, email jokes or statements, pranks, physical assaults or non-permissive contact, actual or threatened violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not direct to the targeted individual but within their hearing. Other unacceptable conduct includes issuing or circulating written material such as notes, photographs, cartoons, or written articles of a harassing or offensive nature, or taking retaliatory action against a co-worker or student for discussing or making a harassment complaint. All Northwood students and employees have a responsibility for keeping our environment free of harassment. Any employee or student who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, are encouraged to report it to the Assistant Head of School if the incident involves an employee; or the Assistant Head for School Life if the incident involves a student. When the administration becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action. While Northwood School encourages you to make it clear that the harasser's behavior is unacceptable to you, it is not required that you do so. It is essential that you promptly notify the Assistant Head of School or Assistant Head for School Life even if you are not sure the offending behavior is considered harassment. Appropriate investigation and action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee, student or other person affiliated with the school found to have harassed a fellow member of the school community can be subject to disciplinary action up to and including discharge, expulsion or termination. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

### **Northwood School Policy of Sexual Harassment**

The School strives to maintain a learning and working environment free of sexual harassment and intimidation. Sexual harassment of or by any board member, parent, administrator, faculty member, employee, student or guest is prohibited.

Sexual harassment can include, but is not limited to, the following:

- an unwanted physical advance or verbal approach of a sexual nature
- subtle or overt pressure for sexual involvement
- unwanted reference to one's physical appearance, sexuality or to

sexual activities

- unwanted physical contact
- the demand for sexual favors accompanied by implicit or explicit threats against one's job security or success
- any comments or actions which denigrate a person based upon gender
- unsolicited sexual gestures or comments or the display of offensive, sexually graphic materials
- conduct that interferes with a person's performance or creates a "hostile, intimidating or offensive" work or learning environment.

### **Reporting Procedure**

Any person who is a member of the school community who believes he or she has been the victim of sexual harassment by a board member, a parent, an administrator, a faculty member, student or employee of the school is encouraged to discuss the alleged acts immediately and confidentially with the Assistant Head of School or the Assistant Head for School Life. Any complaints of alleged sexual harassment will be discussed fully and confidentially with the person raising the complaint or concern. If, after discussion, it is agreed that a more detailed investigation is appropriate, the investigative procedure will be utilized.

### **Investigative Procedure**

The facts of the complaint will be reported to the Head of School and the school attorney. Once so advised, investigation by the Head of School and school attorney will be performed. In determining whether alleged conduct constitutes sexual harassment, the totality of circumstances will be considered. To assist in the investigation, the facts of the incident will be documented, including specifics such as dates, times, witnesses, if any, and a full and clear statement of what is alleged to have transpired shall be prepared. A determination of the appropriateness (or lack thereof) of the particular action will then be made from the facts by the Head of School with the assistance and advice of the School attorney. Appropriate action will be pursued expeditiously in each case.

### **Responsive Action**

Any administrator, faculty member, employee, or student of the school who engages in sexual harassment is subject to immediate and appropriate discipline, up to and including discharge, expulsion, or termination. The results of the investigation of each complaint filed under this policy will be reported to the complaining party by the Head of School. The report will document any disciplinary action taken by the school as a result of the complaint and will become part of the personnel file or record of the disciplined individual.

### **Reprisal**

Retaliation against any individual who complains of sexual harassment is strictly forbidden by the school. Anyone who practices retaliation will be subject to immediate discipline, up to and including discharge, expulsion or termination.



**Non-harassment**

The school recognizes that not every advance or comment of a sexual nature constitutes harassment. Whether a particular action or incident constitutes sexual harassment or not requires an objective determination based upon all of the facts and surrounding circumstances. False accusations of sexual harassment can have a serious detrimental effect on innocent parties, are prohibited by the school, and can be cause for disciplinary action up to and including discharge, expulsion or termination.

## **Appendix B: Emergency School Closure**

It is possible for certain events beyond the reasonable control of the school to occur during the academic year that, in the judgment of the School and/or government authorities, render the school unsafe or unsuitable for its students, staff and/or faculty and require closure of the School and its boarding facilities for some period of time. Such events include, but are not limited to, acts of God, fire, acts of terrorism, threats of violence, and the outbreak of a health epidemic or other contagious disease at, or in the vicinity of, the school. In any such event, the school will, as promptly as possible after the decision has been made to close the school, use reasonable efforts to notify parents/guardians of such closure using the contact information on record with the school through the online parent portal. It is the parent's responsibility to keep the contact information up-to-date and to make necessary arrangements to pick up their student at the earliest possible time. If the school is unable to contact the parents/guardians regarding the closure or the parents/guardians fail to pick up their student after notification of such closure, the school will make alternate arrangements for such student's care at the parents/guardians' sole expense. In any case of a school closure, the school will notify the parents/guardians of the re-opening of the school and of any adjustments or modifications to the school calendar that may be made as a result of such closure. No refunds of amounts paid or credits for amounts due hereunder will be given as a result of or in connection with any such closure.

### Appendix C: Class Schedules

Usually Fall and Spring schedule are identical, but we will open the Innovation Hub at Northwood School on Main after the first trimester making necessary three distinct schedules during the 2019-20 school year.

FALL SCHEDULE							
	1	2	3	4	5	6	7
8:00-8:55	A	F	D	B	G	E	C
8:55-9:20	----- Flex -----						
9:25-10:20	B	G	E	C	A	F	D
10:25-11:00	----- Community -----						
11:05-12:00	C	A	F	D	B	G	E
11:30-12:35	----- Lunch -----						
12:40-1:35	D	B	G	E	C	A	F
1:40-2:35	E	C	A	F	D	B	G

WINTER SCHEDULE							
Monday		Tuesday	Wednesday	Thursday	Friday		
8:00-8:55	A	11:00-11:40	----- Community Meetings -----			8:00-8:40	G
8:55-9:20	FLEX	11:30-12:30	----- Lunch -----			8:55-9:35	A
9:25-10:20	B				9:50-10:30	B	
10:40-11:15	School Mtg	12:30-1:25	F	D	B	10:45-11:25	C
11:30-12:25	C	1:40-2:35	G	E	C	11:40-12:20	D
11:30-1:00	Lunch	2:50-3:45	A	F	D	11:30-1:00	Lunch
1:15-2:10	D	4:00-4:55	B	G	E	1:00	School Mtg
2:25-3:20	E	5:10-6:05	C	A	F		

SPRING SCHEDULE							
	1	2	3	4	5	6	7
8:00-8:55	A	F	D	B	G	E	C
8:55-9:15	----- Flex -----						
9:15-10:05	B	G	E	C	A	F	D
10:20-10:50	----- Community Meetings -----						
11:10-12:05	C	A	F	D	B	G	E
11:30-1:00	----- Lunch -----						
12:55-1:50	D	B	G	E	C	A	F
1:50-2:10	----- Flex -----						
2:10-3:05	E	C	A	F	D	B	G

## Appendix D: Transportation Calendar

Bus Transportation to and from the Albany Airport is available on the following dates. Students/Parents will register for the bus on the vacation departure forms.

### November

Thanksgiving Break: 7:30 a.m., Friday, November 19<sup>th</sup> → 7 p.m., Monday, November 29<sup>th</sup>.

Charter bus from Northwood (7:30 a.m.) to Albany International Airport (ALB) and Penn Station departs November 19.

Charter bus from Penn (1:00 p.m.) and Albany International Airport (ALB) (5:30 p.m.) departs Monday, November 29<sup>th</sup>.

*All dormitories are closed during Thanksgiving Break.*

### December

Holiday Break: 7:30 a.m., Friday, December 17<sup>th</sup> → 7:00 p.m., Monday, January 3<sup>rd</sup>.

Charter bus from Northwood (7:30 a.m.) to Albany International Airport (ALB) and Penn Station departs December 17.

Charter bus from Penn (1:00 p.m.) and Albany International Airport (ALB) (5:30 p.m.) departs January 3.

*All dormitories are closed during the Holiday Break.*

### February

Winter Break: 7:30 a.m., Friday, February 11<sup>th</sup> → 7:00 p.m., Monday, February 21<sup>st</sup>.

Charter bus from Northwood (7:30 a.m.) to Albany International Airport (ALB) and Penn Station departs February 11.

Charter bus from Penn (1:00 p.m.) and Albany International Airport (ALB) (5:30 p.m.) departs February 21.

*Dormitories may be open for a fee to international students who wish to remain on campus for the winter break in February. The Director of the International Student Program coordinates this vacation stay. Contact them before December 1 if interested in the campus stay in February.*

### April

Spring Break: 7:30 a.m., Friday, April 8<sup>th</sup> → 7:00 p.m., Monday, April 25<sup>th</sup>.

Charter bus from Northwood (7:30 a.m.) to Albany International Airport (ALB) and Penn Station departs April 8.

Charter bus from Penn (1:00 p.m.) and Albany International Airport (ALB) (5:30 p.m.) departs April 25.

*All dormitories are closed during Spring Break.*

### Transportation Related Contact Information

- Albany International Airport (ALB) [www.albanyairport.com](http://www.albanyairport.com)
- Albany Bus Station 518-427-7060
- Albany-Rensselaer Train Station 800-872-7245
- Adirondack Trailways bus service 800-858-8555
- Adirondack Regional Airport (SLK) 518-891-4600
- Plattsburgh International Airport (PBG) [www.flyplattsburgh.com](http://www.flyplattsburgh.com)
- Barkeater Taxi 518-637-6246

- Albany Airport Transportation Services (518) 888-6449
- Premiere Transportation (800) 515-6123
- Uber/Lyft

