



NORTHWOOD SCHOOL

STUDENT HANDBOOK

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20<sup>24</sup><sub>25</sub>

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*The Northwood School Student Handbook is intended to provide information and guidance to 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.*

Cover photograph and design by Mr. Michael Aldridge.

## 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 every student obtain their goals is the need for the school to clarify the values it holds dear and to outline the school's expectations for living within the community.

Noted author William Inge once wrote, "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 we do here at Northwood.

The Northwood School Student Handbook is a guideline designed to clearly state the school's expectations and values. Of course, a handbook is merely words, and it cannot fully define our vibrant and nuanced community. Students and parents/guardians who read and discuss the handbook will have questions about its 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

## Northwood School Mission Statement and Core Values

### Mission Statement

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 foundation of the student handbook and, therefore, the rules and expectations students live by. Their task is to make the best of our rules and 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 despite the personal discomfort this might bring. We must show moral strength and consistency in personal, academic, social, and athletic matters.

**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 their back.

**Courage.** The mental or moral strength to venture, persevere, and withstand fear during times of challenge; mettle, spirit, resolution, and 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 educational process, and that they always behave courteously.

## Staying Connected

### Change of Address

It is essential that the school can always reach a student's parent(s) or guardian(s). 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 get in touch with the School Life Office at (518) 302-5123

### Communicating with the School

#### In an emergency:

During the class day, call Northwood's main number at (518) 523-3357 and ask to have a message delivered to your student.

After 4:00 p.m. on weekdays and on weekends, contact one of the following to deliver the message:

The Administrator on Call (518-524-0745)  
Your student's Advisor

#### 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 (8:00 - 9:30 p.m.), or after 11 p.m. Phones may be confiscated for violations of the cell phone policy as laid out in the Student Handbook.

New students receive their email addresses upon registration on opening day.

### Communicating With the School

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

**Advisor.** The Advisor is your first 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/guardians 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.

**Team Dean.** Team Deans oversee students' well-being and academic progress within their Teams. This includes emphasizing class leadership, communication, and academic achievement issues. Team Deans monitor their students' academic progress and play a significant role in each student's course selection process. They work closely with appropriate coaches, the Dean of Academic Affairs, the Assistant Head for School Life, and Advisors.

**Dorm Head.** The dorm heads 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/guardians can contact the dorm head with questions about residential li

fe, but please also keep the Advisor informed of any concerns.**Important Contacts**

- Main School number: (518) 523-3357
- Administrator on Call (AOC): (518) 524-0745
- John Spear, Assistant Head for School Life  
spearj@northwoodschoo.org (518) 302-5123
- Nadine Hathaway, Business Office (Student Accounts)  
hathawayn@northwoodschoo.org
- Noël Carmichael, Dean of Faculty and Academic Affairs  
carmichaeln@northwoodschoo.org
- Trevor Gilligan, Director of Athletics and Co-Curriculars  
gilligan@northwoodschoo.org
- Andy Donatello, Day Student Liaison and Athletic Trainer  
donatelloa@northwoodschoo.org
- Marge Maher, Northwood School Health Center  
nurse@northwoodschoo.org (518) 302-5124
- Tara Wright, School Counselor/Psychologist, Director of the Learning Center  
wrightt@northwoodschoo.org
- David McCauley, Director of College Counseling, Director of International Students  
mccauleyd@northwoodschoo.org (518) 302-5119

## 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, Team 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

A Northwood School education, while maintaining a challenging college-preparatory curriculum at its core, is undergoing a re-design process in response to the changing world and college landscape. This year's offerings are designed to meet New York State requirements and college expectations while allowing students flexibility and choice to pursue their interests. We include a variety of options for earning honors credit and advanced courses of study while emphasizing independent initiatives. Pathways of study are designed to strengthen intellectual abilities, promote character development, advance interests in specific subject areas, and prepare students for life beyond Northwood's campus.

Above all, **we aim to teach students how to learn.** We encourage them to be in the driver's seat of their educational career. Our goal is that all students will build the skills necessary to succeed in one of our Peak Pathways, including opportunities for student-designed electives, Applied Robotics and Advanced Research Studies.

With that in mind, our **rigorous curriculum** aims to recognize **both the academic and experiential modes of learning** that students engage in both during the traditional academic day and their co-curricular pursuits. In the following course descriptions, many courses also are organized differently, **outside of the traditional confines of how school "seat time" is measured.** Courses may meet outside the traditional academic day, once a semester for an intensive 48-hour weekend such as our Outing Club electives, or asynchronously such as our arts Studio Hours option.

This course program includes each of our offerings for the 2023-24 school year, describing course content and how the course is executed. Please read carefully to understand the commitment of each course as well as any prerequisites or necessary teacher approvals. Placement in a course is also subject to space availability, the daily schedule, and a student's overall course load. Some changes may occur. The Academic Dean will contact all students to confirm their registration.

### Basic Expectations

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

- Abide by the Honor Code.
- Show up on time, prepared and ready to engage.
- Demonstrate consistent effort in all classes.
- Understand teacher expectations by carefully reading and listening to instructions.
- Ask questions in class and seek help outside of class.
- Keep track of assignments and other obligations.
- Complete long assignments and projects by working on them incrementally.
- Turn in assignments that are complete and timely.
- Study effectively for tests and quizzes.

## Academic Guidance

Teachers, advisors, Team Deans, and the Dean of Academic Affairs oversee students' academic progress at Northwood. The advisor and Team Dean are the primary links between family and School.

Teachers are available for extra help during the academic day and are willing to make other arrangements upon request. Additionally, our Learning Center is a fee-based program for students who desire additional daily structure and support for executive function skills. For more information or to enroll in this program, please get in touch with Tara Wright, Director of the Learning Center at [wrightt@northwoodschoo.org](mailto:wrightt@northwoodschoo.org).

## Minimum Graduation Requirements

Please note that Northwood School is on a semester schedule. The school grants 1 credit for a full-year course and one-half credit for a semester course. Students are required to earn 24 credits, including:

- 4 credits in English (All students take English every year while enrolled)
- 3 credits in Social Science (including 1 year of US History)
- 3 credits in Laboratory Science, including a physical and a life science
- 3 credits in Mathematics
- 2 credits in Additional Language (two years of the same language minimum)\*
- 1 credit in Fine Arts
- 1/2 credit in Health (achieved through participation in the Northwood Seminar)

\*International students whose first language is not English may be excused from the additional language requirement.

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 fulfilling distribution 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

At Northwood, courses have varying approaches to grading that are appropriate to the content of the course and the teaching approaches of the course delivery. Each course teacher will detail the grading in the course syllabus made available to students at the beginning of the course. To pass a year-long course, the average of the two semester grades must be a passing grade.

## Grade Reports

The academic year consists of two semesters. Grades are available to parents/guardians online via PCR shortly after the end of each quarter; formal progress reports are available at least once per semester and more frequently if warranted. Comments from teachers are written shortly after the close of each semester. Parents/guardians may stay informed of their student's progress at any time through the advisor and appropriate Team 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.

## Effort Marks

Grades represent mastery, effort represents striving towards understanding. Teachers also determine an effort mark (*Excellent, Good, Fair, Poor*) for each student in his or her class. Early in the semester, faculty should explain to their students their own criteria for awarding *Excellent* effort marks. Achieving an *Excellent* effort mark is *not* dependent on a student's grade. Effort marks are determined according to how well students adhere to the basic expectations outlined below.

### Excellent

- Completes all assignments, frequently exceeding assignment criteria.
- Engages fully in class.
- Strives to master the material.
- Shows respect and engages others.
- Comes to class prepared and on time.

### Good

- Completes assignments, meeting assignment criteria.

- Engages in class,
- Shows knowledge of the material.
- Shows respect and engages others.
- Almost always comes to class prepared and on time.

#### Fair

- Completes most assignments, usually meeting assignment criteria.
- Engages in class when prompted.
- Shows satisfactory knowledge of the material.
- Shows respect and engages others most of the time.
- Usually comes to class prepared and on time.

#### Poor

- Completes few assignments, or often fails to meet assignment criteria.
- Rarely engages in class.
- Shows unsatisfactory knowledge of the material.
- Shows lack of respect and reluctance to work with peers.
- Rarely comes to class prepared and on time.

### **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, semester, or year. Pass/fail courses such as LEAP and Northwood Seminar are not included in the rank.

GPA and corresponding rank are weighted 0.25 for all honors-level courses and 0.5 for Advanced Placement and Advanced courses.

### **Academic Standing**

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

### **Academic Warning and Academic Probation**

A student earns Academic Warning if they:

- Have a concerning interim report that indicates failing performance or poor effort.
- Has an F in one course, or
- Has a grade point average below 2.0, or
- Has three Poor effort marks

A student goes on Academic Probation if they:

- Has been on Academic Warning for two consecutive marking periods, or
- Has an F in more than one course.

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 some if not all of the following extra support in place for three weeks. After that time, the Deans, Dean of Academic Affairs, and Assistant Head for School Life will evaluate their 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 during the school day.
- The student will be in a supervised space for the evening study hall.

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

Northwood students must complete the equivalent of six full-year courses (including co-curricular activities) during each academic year to be considered full-time. The academic year runs from September through the following August. Students may take their 6 credits per year through a combination of traditional, face-to-face, full-year, and semester-long courses during the traditional academic year between September and June and 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, domestic students will be allowed to take a maximum of two courses per year online, either during the traditional school year or the summer. (Note: International students are only allowed one online course per school year to remain in good standing with their student visa.) There is no adjustment in Northwood tuition if students take this option.

Any Northwood School student who needs this flexibility may utilize the extended school year. Contact the Dean of Academic Affairs for guidance on summer and online courses.

### **The Learning Center**

The Learning Center is a fee-based program for students and families who seek further academic support. Students enrolled in this program meet with an Academic Coach during a scheduled class period to build and enhance their executive function skills such as organization, scheduling, note-taking, and study skills. Students enrolled in the Learning Center also benefit from a more academically supported and structured evening study hall. Academic coaches are in frequent communication with teachers, advisors, and deans to monitor student progress. Learning Center progress notes are sent to parents/guardians regularly with an update on the student's academic progression, including assignment completion, use of support resources, developing skills, and effort. Those with questions should contact the Director of the Learning Center, Tara Wright, at [wrightt@northwoodschoo.org](mailto:wrightt@northwoodschoo.org)

### **Course Selection**

Academic offerings are listed in the Program of Course Offerings on Northwood School's website. Questions about courses should be addressed to the Dean of Academic Affairs or to the appropriate teacher. Courses of study are formed through consultation among students, advisors, and Team Deans in the spring and summer of each year. For new students, the Dean of Academic Affairs consults with the student and family and proposes a program that suits the student's academic background and interests. Placement in an advanced course(s) is determined by the appropriate Dean in consultation with department faculty. Course placement is also subject to availability and scheduling constraints.

## **Advanced Placement Courses**

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

## **Advanced (Dual Credit) Courses**

Dual-credit enrollment courses are equivalent to the introductory-level college courses taught at a university. To enroll, the student must first successfully complete all course prerequisites, receive departmental approval, and complete all summer assignments. Successful completion of the course will result in the opportunity to earn either **3 (three)** or **4 (four)** college credits.

*Prerequisites: honors-level grades in previous subject courses. Grades: 11, 12, PG. Cost: \$125 - 165*

## **Challenge for Honors**

Northwood is excited to include a Challenge for Honors (CFH) model in many of our classes. This means that within select individual courses, students will have the opportunity to take on extra work throughout the year to earn honors credit for the course. The additional work will cover the subject area's breadth and depth. The course syllabus, available to students in the first week of school, will detail the required additional work and expected time commitment for the honors credential to be achieved in each course.

*Declaration.* Any course offering a Challenge for Honors option will have (CFH) appearing next to the course name in the list below. If a student plans to aim for an honors track, they should select courses with this designation. However, a student does not need to commit to the honors path now. Declarations for CFH will be held during the 3-week drop/add period in September.

*Checkpoint.* As we approach the end of the first quarter, declared CFH students will be required to undergo an evaluation of their progress toward the credential. This will consist of a review of their work and a meeting with the course teacher. The department head and Academic Dean may also be involved if needed to determine continued eligibility. At this point, each declared CFH student will be given the green light to continue aspiring for honors credit or will be informed of the reasons that they are no longer being considered for honors credit. Students may also opt to drop the CFH at this mid-year point.

*Culmination.* Most CFH courses will require students to compile a portfolio or other such culminating collection of their work. This may include a panel presentation to faculty or an otherwise public presentation of their final work product. Participation in these culminating portfolios and presentations will be factored into the honors grades.

## **Changing Courses**

Students may request course changes during the first three weeks of the year for year-long courses or during the first week of the semester for semester-long courses. 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 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.

### **Changing Graduating Year**

The school understands that circumstances arise when students reconsider their chosen path in high school. Some students may wish to change their graduating class. There is great value in the conversations that precede such decisions, and many factors contribute to the school's ability to support a request to change a student's graduating class. If you are considering changing your graduating class, you must inform the Dean of Academic Affairs immediately, but not later than the start of spring break in the school year in which you hope to graduate. Requests after that date will, in all likelihood, be denied. The Dean of Academic Affairs will require you to speak with your parents/guardians, advisor, coach, and other school administrators if applicable. Graduating earlier than previously planned may result in you being inaccurately listed in the yearbook, the delayed delivery of your diploma, and other complications, and the school takes no responsibility for such errors or omissions.

### **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. Students must complete the entire week of LEAP - no early departures are permitted. If a student fails a course, they 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. Courses that include travel 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.



## Discipline and Community Standards

This section of the Handbook outlines the basic rules and regulations of the Northwood School community. We expect students to respect all individuals' rights and well-being and 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 respect for self and others, which lies at the heart of our community. We leave many specific applications of the following rules unstated, taking our students' honesty and good judgment for granted.

We expect parents/guardians' cooperation 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 this community's values and principles.

We recognize that students make mistakes and hope they will learn from them. We endeavor to administer penalties, when necessary, with compassion and firmness to foster the habit of self-discipline and encourage respect for the spirit and the letter of the law. We believe that school justice should consider, 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 the personal safety of any Northwood community member or to the school's property, 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 continued until such a time as an appropriate fact-finding proceeding, 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, in the judgment of the head of school, no longer have a cooperative relationship with the school.

### Jurisdiction of the Student Handbook

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 a boarding student who is 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 are 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 Northwood School's community standards. 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 or off School grounds, online or in the virtual territory of social media, 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.

## **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 who remain 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 (Spring Break), in all likelihood, will not be permitted to participate in the commencement ceremony and may face other disciplinary responses, including expulsion from school.

### **1. 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 a violation of this rule. Boarding students may not leave Lake Placid without permission. Submitting a weekend permission form with the intent to deceive or go to an unapproved destination is a violation of the permissions rule. See also Day Permissions, Weekend Leave, and Signing Out in this Handbook.

Students are not permitted to be off their dormitory halls after lights out until 6:00 a.m. the following day. Students found out of their dorms after lights out will be considered in violation of the permissions rule. A student who hosts an unauthorized person in the dorm during these hours or other hours when visitation is not allowed will face discipline equal to a student who leaves the dorm during the same time. Students in prohibited areas of the school violate the permissions rule.

**Keys:** Students may not use or possess school keys that were not issued to them.

## 2. 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 individual students or groups of students, the school is mindful of the extra impact these forms of misconduct may have on historically marginalized groups. The school, therefore, scrutinizes any conduct targeting identities and groups protected under state and federal law.

All the offenses below include harm 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 used to humiliate, mock, or insult a person or a 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 regarding actual or perceived race, color, national origin, religion, sex, sexual orientation, gender identity, age, and disability. Inappropriate verbal or physical behavior 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. Phones and other technology may not be used to harass others through anonymous calls or messages, repeated unwanted calls or messages, or obscene calls or messages. Creating, disseminating, or publicizing intimate so-called “deepfake” images created by digitization is harassment and a violation of New York State law.

**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. Students receive updated copies of the New York Anti-Hazing Statute and Anti-Bullying Statute each year. 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 based on 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.

### **3. 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;

- Improperly or illegally possess, use, sell, purchase, or distribute legal prescription or over-the-counter drugs;
- Maintain prescription medication in one's room without the permission of a school nurse;
- Return to the jurisdiction of the school under the influence of 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.

On a first drug or alcohol offense, a student should expect to be suspended for at least three days unless compelling circumstances 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 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. In some circumstances, the school's counselor may conduct the assessment at the parent's/guardian's expense. This will be billed to the student account. This counseling will continue until the school agrees the goals have been met. The school expects that parents/guardians will support this policy and not permit the use of alcohol or drugs at student gatherings in their homes.

### **Alcohol and Drug Testing Policy**

When the Assistant Head for School Life, a dorm parent, or other faculty member believes that a student may be under the influence of drugs or alcohol and the student denies use, the student may be tested for alcohol or drug use. 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. If such testing reveals the use of a substance or substances prohibited by this handbook, or if the student refuses the test, the discipline processes described herein will take effect. A refused drug or alcohol test will be considered a positive test.

For any student who has violated our alcohol and drug policy or has a prior history of drug or alcohol use, the Assistant Head for School Life may require the student to be randomly tested for alcohol and/or drugs. Any positive test for a student undergoing random drug testing because 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.

The school reserves the right to choose the test and determine how the test is administered. All drug and alcohol testing will be billed to the student account.

## **Tobacco and Nicotine Products**

Students may neither use nor possess tobacco or nicotine products. This includes chewing tobacco, nicotine pouches, cigarettes, e-cigarettes, or any other substance. Violations will result in disciplinary action. Students who smoke in school buildings violate two school rules and will face more severe punishment. Knowingly remaining in the presence of a violation of this rule shall be considered a violation of this rule.

## **Vaporizers and Electronic Cigarettes**

Vaporizers and electronic cigarettes are not permitted. Such devices are used to consume nicotine and may also be used as drug paraphernalia. A student possessing 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. Knowingly remaining in the presence of a violation of this rule shall be considered a violation of this 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 and matches, lighters, candles, cooking appliances, incense, or other combustibles in or around a school building and tampering with alarms or fire equipment. Use or possession of fireworks is prohibited. Behavior that results in a fire alarm activation, such as misusing a school-provided dorm cooking appliance, an aerosol spray, or hair styling products, violates the fire hazard rule and may result in a fine of \$100, paid to the Lake Placid Fire Department from the student account, in addition of other disciplinary consequences or costs associated with repairing damage. Smoking in any of the school buildings is a violation of the fire hazard rule. (Refer to the Tobacco and Nicotine Products section 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.

## **False Alarms**

Intentionally pulling a fire alarm when there is no emergency or calling emergency services or the school to report an emergency that is knowingly false is a serious offense and may result in immediate dismissal and criminal charges.

## **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. Motor vehicles include cars, boats, ATVs, dirt bikes, airplanes, electric scooters, etc.

### **4. 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 Team Dean will be consulted, and the result may be appropriate disciplinary action.

Any conduct off-campus inconsistent with the expectations set out in both the Honor Code and the *Student Handbook* that brings the name of Northwood School into disrepute is considered a major school rule violation. 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, violates this rule. Students who repeatedly reach disciplinary warning or whose general conduct is deemed unsatisfactory are in violation of this rule and 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 members with an additional non-voting faculty chair. Any faculty member, including the Assistant Head for School Life, may chair the Judiciary Board.

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 Team 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 Team Dean will leave while the Judiciary Board deliberates.

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

In some cases, a student may be placed on warning regarding 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 probation period. 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 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 will, in all likelihood, 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**

Northwood reports all student disciplinary violations where students are separated from campus. Violations during the application and college matriculation processes will first be reported to colleges by students and, 14 days hence, by the college counseling office. Northwood School's policy for disclosing student discipline to colleges and universities is on the School Profile available from the College Counseling Office.

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### **Additional Community Guidelines and Expectations**

#### **Cellular and Mobile Devices; Headphones and Earbuds**

The use of mobile phones and related devices (headphones, earbuds, etc.) is permitted in classrooms only with the explicit approval of the teacher for learning purposes. The use of mobile phones and related devices is prohibited during school meetings, performances, assemblies, and other gatherings. Students should be considerate of those around them and may be asked to excuse themselves from spaces such as the library, living room, or dining hall if their use of such devices is disrupting others. Students who misuse their phones or other mobile devices should expect to have their devices confiscated and turned into 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 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 class dress code is based on a simple philosophy: school is your job, and your attire should reflect that. Class dress is required during classes (even if you have a 'free' period), including during lunch, school meeting, seminar, and in the living room.

### **Clothing:**

- Dress pants, corduroy pants, twill or chino joggers, khakis, leggings, or capris.
- 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 fall and spring.
- 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 a collared shirt or t-shirt underneath.

### **Footwear:**

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

### **Points of Clarification:**

- No athletic wear, such as yoga pants, spandex, or sweatpants.
- No denim of any kind, color, or resemblance.
- No article of clothing may be frayed, cut-off or patched.
- No t-shirts unless worn under dress code attire.
- No sweatshirts except the official Northwood sweatshirts.
- Sweatpants, including Northwood-branded sweatpants, are not permitted as class dress.
- 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.** Before or 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.

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 attire. 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 and Network Resources Responsible Use Policy**

Northwood School supports Northwood students, faculty, and staff access to the school's computer and network resources. To ensure that these resources are available to all members of the community and to protect the school's computer and network systems, all users must agree to and comply with the terms of the Northwood School Computer and Network Resources Responsible Use Policy. This policy is grounded in the school's core values of Integrity and Respect and reflects the school's commitment to the open expression of ideas and respect for the ideas and creations of others.

The school's computer and network resources exist to support educational goals and related activities. All use of computer and network resources must be consistent with these goals and must conform to standards that the school sets for student behavior. Use of network resources, computers, and other devices, whether school-owned or student-owned, may be monitored by the school's faculty and staff, and there should be no expectation of privacy. Student email accounts, hard drives, network and One Drive storage, Internet activity, and system logs may be searched at any time at the school's discretion.

## **Community Standards**

1. All users are expected to communicate in ways that respect others, regardless of medium or method of connection. This includes written and video modalities. All users represent Northwood School, both on and off campus, and must be mindful of how their words and actions may impact others.
2. When working, learning, or collaborating remotely, users are reminded to be mindful of conduct and expressions communicated through video communication and collaboration tools. Faculty, staff, and students must adhere to community and behavioral standards as though interactions were occurring in person.

## **Security**

1. Passwords for computer and network resources are private to each individual; they uniquely identify a person as well as identify a person to others. You are responsible for all use made of your Microsoft accounts, network storage, or internet access. You may not allow anyone to use your identity to access any computer or network resource, and you must diligently guard your password(s). Using another person's password, or attempting to discover it, is an integrity violation and may be regarded as theft. Should you discover someone's password accidentally, you must notify the person immediately so that it may be changed.
2. Masquerading as another person, concealing your identity, or sending anonymous messages violates the school's expectation of honest and open communication. You may not take steps to hide or misrepresent your identity when using school accounts, computers, networks, or services.

In any situation that threatens system security, stability, integrity, or performance, Northwood system administrators will take necessary action to defend computer and network resources. These defense measures may include terminating or suspending computer processes, deleting files, or disabling user accounts without advance notice. A threatening situation may or may not involve deliberate user misconduct. Northwood system administrators will notify affected users as soon as possible.

## **Network Connectivity**

1. Any computer connected to the School's network must be running a school-supported version of the operating system. Supported operating systems include Chrome OS, Windows 10 or higher, and MacOS 10.10 or higher.
2. Disconnecting or moving school-owned computing equipment (including devices, monitors, wireless access points, and cables) interferes with the ability of others to use this equipment and is prohibited unless done so in agreement with Northwood system administrators. When working on school-owned computers, you may not delete, modify, or add to installed software or hardware, preference files, or other configurations.
3. You may not knowingly or carelessly perform any act that interferes with the normal operation or performance of computers, printers, terminals, servers, peripherals, or networks.
4. Students are not allowed to attach any switch, hub, or router to the school's wired or wireless networks. Unmanaged wireless access points pose a security threat to the network as a whole, and you

are not permitted to run a wireless access point, be it stand-alone or integrated within your computer. You may use only the Internet Protocol (IP) address assigned to your computer or device by the School's DHCP server. Under no conditions may you manually assign your computer's or device's IP address.

5. Network services may not be run on personal computers without the explicit approval of a Northwood system administrator. This includes, but is not limited to, Web servers, DHCP servers, FTP servers, and external peer-to-peer file-sharing services. Under no circumstances may you use network monitoring or packet-capture software.

### **Use of Northwood's Network**

1. The use, storage, or sharing of illegally copied or stolen software or digital materials (e.g., MP3, video, text, and image files) is theft, violates copyright and other intellectual property laws and is prohibited. The school takes violations of intellectual property law seriously. We must all respect the laws that govern and protect creators of intellectual content.

2. The school employs proxy and Web filtering to restrict access to World Wide Web sites whose content may be inappropriate for this academic community. Examples of inappropriate content include sites promoting pornography, violence, drugs, smoking, gambling, and hate. Access to the Web is monitored, and students should have no expectation of privacy in their online activities. Students accessing the Internet through the school's wired or wireless networks may not attempt to bypass or thwart security, filtering, or proxy services operated by the school, including, but not limited to, the use of anonymous VPNs. Students who, for academic reasons, need to access restricted Web sites may submit a request to a Northwood system administrator through the page block screen.

3. You may not use computer or network resources to send harassing, bullying, offensive, or obscene content. Remember that you are responsible for the effect that your message may have on another person. Any messages, photos, or other media distributed or posted in a digital format will be treated as if they were permanent and public. Many campus organizations or classes host open discussions on Microsoft Teams or on other internet-based services. These pages must be used in accordance with the guidelines published here.

4. The school's computer and network resources may not be used for commercial or illegal activity or to gain unauthorized access to any computer or network system.

5. You are responsible for any material that is stored on your computer or school-issued accounts (e.g., Teams, OneDrive, Outlook, etc.).

6. You must respect and preserve the privacy of others at Northwood.

Any abuse of the above policies and regulations may result in the suspension of privileges and/or disciplinary action.

Always remember that you are a representative of Northwood School while using the internet, sending email, and using internet-enabled devices. All rules regarding appropriate student conduct outlined in the student handbook apply to phone and computer use. Notify a faculty member immediately if you receive a message that may be inappropriate or if you encounter any material that violates this Computer and Network Resources Responsible Use Policy.

## **Healthy Relationships and Sexual Intimacy**

Northwood School fosters close student connections with a diverse group of acquaintances, classmates, teammates, and friends. The school expects all relationships, including those that could become sexual, to be healthy. We recognize that an intentionally diverse community can provide opportunities and challenges involving race, class, gender, religion, sexuality, differing abilities, gender expression, as well as other core issues of identity.

Sexual intimacy is a complex issue in a boarding school attended by students ranging in age from 13 to 20 who hail from a wide range of cultures, beliefs, and values. While we recognize that romantic relationships may involve consensual sexual intimacy and that sexual curiosity during adolescence is common, we are committed to creating a learning and residential environment characterized by safety, trust, and respect for all. For this reason, sexual intimacy is inadvisable in this setting.

The school offers education about sex and sexuality through the Northwood Seminar program and provides a range of counseling and advising resources, with the related goals of fostering thoughtful decision-making and encouraging students to postpone sexual activity.

If and when it occurs, sexually intimate behavior should not infringe on the privacy or rights of others, victimize a person or group, or compromise the integrity of the community. This position is informed by our commitment to students' well-being and right to be free of unwanted exposure to others' sexually intimate behavior.

Responses to such behavior may include, but are not limited to, faculty conversations with the students involved, communication with the students' advisors, referral to the Health Center, consultation with the team dean, and parent/guardian notification.

## **State Law Regarding Age of Consent**

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 trusted adults, healthcare providers, and parents/guardians 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**

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 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 marking period and reset to zero at the beginning of each quarter. A description of each student's points is available to all advisors.

All conduct reports are issued by the Assistant Head and the School Life Office, usually through PCR and/or Orah. Notifications of attendance violations are sent to students via Teams, and Orah sends notifications of conduct violations via email and phone notification. If students believe the infraction was incorrectly levied, they have 48 hours to discuss the infraction with the faculty member who assigned it and sends a Teams chat to the Assistant Head and assigning faculty member. Disputes of conduct infractions will generally not be accepted more than 48 hours after they have been issued.

Each student is responsible for attending required appointments. Alarm clock or phone problems will not 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:	Disrespect - Lying, Insubordinate; Dismissed from Class for Poor Behavior, Curfew or Permission Violation
4-point offenses:	Co-Curricular Cut; Absent from Commitment (not class); Community Meeting Cut; Room Stay (Sick Day) Violation
3-point offenses:	Weekend Check-in Cut; Dress Code Violation; Dorm/Study Hall Violation; General Conduct Violation
2-point offenses:	Cell Phone Violation; Medical Appointment Cut
1-point offense:	Late (extreme lateness may be marked absent)

Conduct records are maintained through the quarter and will close on the last day of each quarter. 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 marking period will be placed on disciplinary restriction. Students on Disciplinary Restriction will:

- Serve two hours of work crew;
- Have two hours of weekend detention/study hall;
- 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 marking period 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 (General Conduct). 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 other 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 cannot 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 marking period 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 semester.

## Attendance

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

<b>First cut</b>	5 points Notification sent to dean and advisor
<b>Second cut</b>	5 points Notification sent to dean and advisor The advisor will notify parents/guardians One weekend evening detention/study hall
<b>Third cut</b>	5 points Notification sent to dean and advisor Two weekend evening detention/study hall Letter to parents/guardians
<b>Fourth cut</b>	5 points The student will be placed on disciplinary restriction for accumulating 20 points. One-day stayover at the beginning of the next school break. The student must meet with the Assistant Head for School Life, dean, and advisor to establish an attendance contract. Violating the contract will, in all likelihood, result in a suspension from school.

## 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 by the Nurse to eat in the dining room. Sick 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/guardian call the school by 7:30 a.m. 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 sudden death in the family. For all of these absences, the parents/guardians and students must fill out the departure forms on Orah, even if it is not for a weekend. The school will typically excuse a student for observation of religious holidays or other unavoidable family matters.

Extended absences necessitated by athletic travel not affiliated with the school 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, orthodontics, and medical appointments should be arranged during breaks so as not to 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. The Assistant Head for School Life must approve any instance where the student will miss more than one day of class for an appointment. 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 obligation because you place a higher priority on another event, then you have chosen to accept the disciplinary consequences for that decision. 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 crises, 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. The faculty will also be available for video conferences, if necessary. Parents/guardians 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.

### **Stayover**

Students who earn four or more class cuts during a semester 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 transportation from campus following a stayover.

### **Security Cameras**

Northwood School uses security cameras located in public areas, such as hallways, athletic areas, gathering spaces, parking lots, and walkways. The purpose of these installations is to monitor public areas to provide a safe and secure environment for all students, staff, and visitors. The cameras shall not be placed in areas where there may be a reasonable expectation of privacy (e.g., rest rooms, locker rooms, etc.). Tampering with security and safety equipment, including security cameras and fire safety equipment, is a major school rule violation.

### **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. The School 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, led by the Head's Council, are largely responsible for the culture 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, invites 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 their money but also their time and their gently used items. Student-designed projects include service performed by a class, by dorm hall, by an athletic team, and by those who have time and energy to give throughout the school year. Past projects have included: 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 may 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, and 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 be enrolled in a co-curricular activity throughout the school year. Participation in co-curricular activities is mandatory. Co-curriculars are pass-fail courses that appear on the student transcript.

### **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 program. Project proposals must be signed by a faculty project advisor two weeks prior to the start of each co-curricular season. The Director of Athletics will review and approve proposals.

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

During the first week of each co-curricular season, students are free to change from one sport or other co-curricular activity to another. To change activities, students need the approval of the Director of Athletics. 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 Director of Athletics and follow the procedures for switching. The Director of Athletics may set maximum and minimum limits on the number of students participating in co-curricular activities.

## **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 Ms. Stephanie Gates in the Head of School's office for approval of their methods and products. Ms. Gates 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 Ms. Gates.

## Daily Life at Northwood

**School Meetings.** School meetings are held each Monday morning. Students sit with their advisors. 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. Attendance is taken, and students who are absent will receive conduct points for a community meeting cut.

**Advisory.** Approximately every other week, students will meet with their advisor at a location arranged by the advisor.

**Northwood Seminar.** All students in all grades participate in weekly seminars on Mondays. These seminars include a rotating focus on student physical and mental wellness, academic mindsets and study skills, interpersonal and self-management skills. Depending on the grade and time of year, the seminars may also include college and career-facing preparations. The seminar is led by Northwood faculty as well as external professionals as appropriate. The seminar is designed to prepare students to engage fully with the Northwood curriculum and to have agency over their academic and personal lives.

**Club Meetings.** Student-led clubs have time set aside for meetings in the daily schedule. Clubs may choose other times to meet.

**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 Room, 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. Boarding students may go into town for dinner, provided that they do not miss any other obligations, including check-ins. No dishes or silverware may be taken from the dining room for any reason, and students are not allowed in the kitchen servery when it is not open.

**Snack Bar.** The kitchen servery is open on 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 community meeting cut.

**Spiritual Life.** Northwood School encourages 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 Darlington Wing past the auditorium 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 with 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 disciplinary response as well as 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. A community refrigerator is available in the Bergamini lounge and elsewhere in East and West dorms. Items in the community refrigerator must be clearly labeled, and students must respect each other's belongings. The misuse of community refrigerators and microwaves, including failing 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 and Ellsworth Jackstadt Fire Pit Use.** Students may not use the fireplace at the Bartell Family Pavilion or the Jackstadt Fire Pit unless directly supervised by a faculty member. Fires are not permitted when advised against by the Department of Environmental Conservation. Fires must be fully extinguished after using those areas. No trash may be left at the pavilion or the surrounding area, and students are expected to leave the area neat and orderly when they depart.

**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. Helmets must always be worn when riding a bicycle. 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.

**Skateboards, Longboards, Roller Blades.** Students may use skateboards, longboards, and rollerblades outdoors only and always while wearing a helmet.

**Scooters and Other Battery-Powered Vehicles are Prohibited.** E-bikes, electric scooters, "one-wheels," and "hoverboards," and any other devices using lithium-ion (Li-ion) or Lithium iron phosphate batteries (LFP) batteries are fire hazards and are prohibited on campus.

**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 always be worn when using watercraft. Students must return all paddles, PFDs, and watercraft when done using them and leave the property neat and orderly when departing.

**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 a.m.

**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 a.m. to 12:30 p.m. Student accounts will be accessible only if the account is in good standing.

**Student Employment.** Boarding and day students are permitted to work part-time jobs, but their work schedule must not conflict with their school obligations, including curfews. Northwood faculty are neither responsible nor available to transport boarding students to their work obligations. Part-time work is sometimes available in the Northwood kitchen.

**Passports or Equivalent Documents.** All students must have a passport or equivalent document on file with the School. 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 areas for day students to store belongings, and these areas need to be always kept clean and orderly. Day students are welcome to participate in all weekend activities. The cost of school trips and activities will be charged to the student's account.

### **Illness or Lateness**

Parents/guardians are asked to call or email the Health Center (518-302-5124 or nurse@northwoodschoo.org) before 8:00 a.m. 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 on the driveway near the Uihlein classroom building. Day students may not drive a motor vehicle to the Innovation Hub on Main Street. 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 students 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. A \$50 fee will be 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 not 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 evening study hall to study in the living room, dining room, or in an area designated for group study. We encourage day students to take advantage of our study environment; however, day students who choose to remain on campus during those hours must follow academic study hall guidelines. Day students may not be in dorms or elsewhere on campus not otherwise designated for studying.

## **Day Permissions, Weekend Leave, and Signing Out**

### **Orah**

Northwood uses Orah, a web-based platform with an accompanying app, to regularly account for our students' whereabouts, manage passes for weekend leaves, college visits, leaves from school for medical appointments, and travel to and from school around breaks. Parents/guardians are invited to create an account early in their first school year at Northwood and keep that account while enrolled. Requests for weekend leave can be initiated through Orah by the parent/guardian or the student. Parents/guardians need to approve all student-initiated weekend passes. There are also passes available for medical/personal appointments and college visits. Students and parents/guardians also use Orah to share vacation travel plans. Students are also required to use the Town pass when they are going into town, even if parents/guardians are taking them out to dinner.

### **Safety, Honesty, Integrity, and Signing Out**

Signing out and signing back in is essential for safety and accountability. We need to quickly and accurately account for all students in an emergency, and properly signing out and back in with Orah is the best way to do that. Day permissions and overnight sign-outs are based on the principle of the Honor Code that "a student's word is their bond." Discussing your plans with the School Life Office or having your parents/guardians call in does not relieve the student of the responsibility to sign out properly. Students must go to the place approved by their parents/guardians and the school.; they may not go to any other place without parental and school permission. Dishonesty in the permissions process is a violation of the major school rule, Act with Honesty and Integrity.

### **Campus 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. All fire escapes, rooftops, attics, boiler rooms, and other prohibited areas are out of bounds. Boundary violations are permissions violations and will result in disciplinary action.

### **Local Day Permissions ("Signing Out to Town")**

Students may sign out to town using the Orah app. For day permissions, students must sign out when they leave and sign back in when they return using the Orah app. All weekday local day permissions end at 7:30 p.m. Weekend local day permissions end at 9:30 p.m.

Students may go to the shops, restaurants, and businesses in town; they are not permitted in hotels or private residences without explicit permission from the AOC. Boarding students are not permitted at day student homes or residences unless they have permission from both the day student's and the boarding student's parent/guardian. That permission may be granted by the AOC or through an approved weekend pass completed by the boarding student in Orah that lists the day student's parent/guardian (not the student) as the host. Boarding students may not ride in day students' cars, but they may walk, ride their bikes (with helmets), or take



an Uber/Taxi. Students who ride to town with a faculty member do not need additional permissions but must comply with the sign-out and sign-in procedures listed above.

### **Weekend and Overnight Leave**

All boarding students in good disciplinary standing may take a leave on any weekend that is not closed, if they do not miss required commitment; however, students on academic probation must get approval from the Dean of Academic Affairs.

Students planning to take a weekend leave must initiate the leave via Orah and obtain the appropriate permission from the School Life Office and their family and/or host family if staying with someone other than parents/guardians. Weekend requests must be submitted before 3:00 p.m. on Friday. The School Life Office (spearj@northwoodschoo.org) must approve all weekend requests. Finally, and most importantly, before departing campus for a weekend leave, students must initiate the weekend pass using Orah.

Weekends start with the student's last commitment on Friday and end at 7:30 p.m. on Sunday when all boarding students must return to campus. Quiet Study Hours on Sunday nights begin at 7:45 p.m.

If a student cannot return by the appointed time, the student should call the AOC (518-524-0745). Failure to notify us of a late return may result in disciplinary action. Dishonesty regarding weekend whereabouts and/or return to school may result in disciplinary consequences.

Students may not sign out to a hotel, home, or any other location unless their parent/guardian, the parent/guardian of another student, or an adult approved by their parent/guardian is present for the entire weekend.

## Motor Vehicles

Use of cars (driving, 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. Motorcycles and motorized scooters are not allowed. 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 AOC upon returning to campus. Failure to submit keys by that time will result in a loss of car privileges.

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 behind the Uihlein classroom building, in the Bergamini lot, or in the spaces on the road behind Uihlein. Day students who bring a vehicle not yet registered with the School Life Office must register the vehicle by 1:00 p.m. that day. Day students who leave campus during the day must sign out to town in Orah and then scan back in when they return.

Boarding students' cars must be parked in the back lot next to the maintenance garage. Parking at any other location, including off campus, is prohibited. Boarding student vehicles may not be brought on to any other part of the campus except for the quick loading or unloading of the car outside their residences.

Students who violate these rules are likely to lose driving and car privileges. Day students may not move their cars to any other part of campus to park 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 marking period, and a \$50.00 fine.

**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 only granted after all other forms of conflict resolution have been attempted in good faith. No student is guaranteed a room selection; changes needed by school 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 8:00 p.m. to 9:30 p.m., Sunday through Thursday. All students must check-in for study hall at 7:55 p.m. All boarding students must be in their prescribed locations during study hall unless they have approval to be in another location. Students on the Effort Honor Roll, Dean's List, or High Honor Roll are considered in Self Directed Study Hall and are therefore allowed to study in their rooms, the library, or the living room. Students without this level of privilege must report to their grade-level study hall location.

### **Lights-Out**

After Study Hall, students should report to their halls by 9:40 and in their own rooms by 10:15pm. Sunday through Thursday, lights-out for all Northwood students is 10:30 p.m. Friday and Saturday, it is midnight. 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 is unproductive or not studying during study hall. Students may not visit other dorm rooms after lights-out unless they receive permission from a faculty member.

## **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 (5:30 - 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: 30- 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 - Thursday evening for study hall and on the dorm hall at 10:00 p.m.

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

Students are responsible for the condition of their rooms. 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. 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.

- Students should clear their desks, keep floors clean, and empty wastebaskets.
- School furniture may not be removed from the dorm room nor 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. Student decorations and poster/art content may not contain derogatory images or language, alcohol, or drugs.
- 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.

## **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. Absolutely no incense or candles. Do not pile clothing or other belongings near the heater.

Fireboxes and fire extinguishers are to be only used in case of a fire. If you observe a fire, pull the nearest firebox, 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.
- Listen to the adult giving instructions.
- Leave the building by the closest and most appropriate fire exit and proceed to McKenzie Field as quickly as possible. Do not run.
- Assemble by dorm hall. Day students assemble together.
- Remain quiet. Follow instructions and make sure your roommate and dorm neighbors are present. Help the RA (Residential Assistants) and faculty account for all students.
- Under no circumstances should any student re-enter any school building until permission is given.

**Room Damages and Losses**

Any damages beyond normal wear and tear will be charged equally to room occupants. Furniture, furnishings, and closet doors may not be removed from assigned rooms, or there will be charges for their restoration. Room doors should be kept free of stickers and markings.

**Lost or Stolen Personal Items**

The school is not responsible for lost or stolen student items. Students should lock dorm room 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. Students are advised to keep irreplaceable items and large sums of money at home.

**Safes**

Northwood School has provided each boarding student with an in-room electronic safe. 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. Instructions for use are on the safe. 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.

**Storage**

For students returning for the following year, a limited amount of on-campus storage is available for a nominal fee. Instructions regarding storage will be shared with students toward the end of the school year.

**Boarding Students - What to Bring**

When packing for school, students need to remember that 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. While small media and/or gaming systems are welcome, large ones are not. Parents/guardians and students must remember that the boarding student's bedroom room is primarily a place for sleep and study. 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.

**School Supplies.** Students should plan to bring general supplies that are commonly needed, such as pens, pencils, highlighters, scissors, tape, and paper clips. Students may select basic supplies that they prefer (i.e., choose between using a binder versus a spiral notebook) for most classes. Teachers who require specific materials will give students ample time to obtain any additional supplies at the beginning of the year.

**Laptop Computer.** An internet-enabled laptop is necessary for all classes. Mac or PC. Two charging cords (one for the dorm and one for the backpack) are highly recommended. Northwood uses Microsoft Office products and provides students with access to these products at no extra cost. iPads, Chromebooks, and similarly limited devices will not be sufficient for daily academic use.

**Calculator.** A basic scientific calculator is necessary for algebra one, while all math classes above algebra one, as well as chemistry and physics classes, require a TI 84 Plus graphing calculator. Be sure to bring a calculator charging cord or spare batteries. Students who arrive at registration without a sufficient calculator will be charged an additional fee to have one ordered.

**Bikes, Scooters, Skateboards, Etc.** Bicycles, non-motorized scooters, and skateboards are permitted at Northwood School. Helmets are required. The school does not permit hoverboards on campus. Bring and use a bike lock.

**Medications.** Prescription or over-the-counter medications are not permitted in student rooms. Bring all medications to the Health Center.

### Suggested Packing List

#### General Needs:

- Two sets of sheets (twin XL size)
- Blanket/comforter
- Pillow
- Bath towels
- Hangers
- Window fan
- Laundry bag, detergent, and dryer sheets
- "Command Strip" hooks
- Alarm clock
- Mobile phone and two chargers
- Power strips/surge protectors
- Storage crates/bins
- School supplies (see page 7)
- TI 84 Plus calculator (basic scientific calculator is okay for Algebra 1)

- Laptop computer (Mac or PC)
- Two computer charging cords (one for dorm desk and one for backpack)
- Backpack

#### Toiletries, including:

- Shower tote
- Shower shoes/flip flops
- Bathrobe

**Clothing:**

- At least a week's worth of class-day attire (see page 10)
- Formal attire for special events
- Athletic wear, including sports gear
- Casual wear
- Winter coat, hat, and gloves
- Boots

**What Not to Bring. These items are prohibited and will be confiscated.**

- Refrigerators
- Hot Pots, coffee makers, microwaves, toasters, blenders, air fryers, and other small appliances
- Large televisions. 32" and under is okay
- Large speakers, subwoofers, and amplifiers
- Couches, recliners, futons, stuffed chairs, and any other space-consuming furniture.
- Posters that promote drinking, smoking, drugs, or that are sexually explicit
- Tobacco or nicotine products of any kind
- Electric blankets
- Candles, incense, open flames
- Lithium batteries (remote control car batteries)
- Pets of any kind
- Prescription or over-the-counter medications (bring them to the Health Center)
- Any device or vehicle that uses lithium-ion or lithium-iron batteries

**Laundry**

Two laundry rooms are 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. The cost of a load of laundry is \$2.00 each for washing and drying, and students may use a phone app or coins to pay for laundry. Students should be respectful of other students and not leave clothing in machines after cycles have finished. Students are encouraged to bring machine-washable clothing; Lake Placid does not have a dry-cleaning service.

**Visitors, Alumni, and Former Students in Dormitories**

Alumni, former students, and other visitors are permitted in dormitories only with the permission of the Assistant Head for School Life or the AOC. Alumni, former students, and visitors may not stay overnight stays in dormitories.

**Transportation Before and After Breaks**

Northwood will typically provide transportation to the Lake Placid bus stop (service of Albany and NYC) and Saranac Lake airport (service to Boston and NYC/JFK) at no cost on arrival and departure days. Please share travel plans on vacation departure forms. Bus Transportation to and from Albany Rensselaer Train Station (connecting service to NYC Penn Station and Newark) and Albany Airport is available for a nominal fee on the following dates. Students/Parents register for the bus on the vacation departure forms.

The transportation schedule is in the appendix of this Handbook. These are the only times that Northwood School will transport students to and from Albany International Airport or the Albany/Rensselaer Train Station.

## **Health and Safety Inspections**

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 and/or facilities staff will periodically inspect dorm rooms. When students are on campus, 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 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

The Northwood library provides the community with an exceptional variety of online resources, including databases, journals, educator-reviewed websites, and other media. Combined with our traditional collection, these provide the Northwood community with the resources required for classwork or recreational interests. Student and staff requests for additional information or new acquisitions are always welcome.

The librarian is available to help you with any questions about our resources. In addition to helping you find the information you need for your projects or research papers, she is happy to help you find independent reading books.

### Other Library Resources

- We have several Windows computers located in the library.
- Our library webpage has links to all our print and digital resources, which can be accessed on or off campus via the PCR portal and Teams platform. In addition, our library APPS make mobile access and e-book use convenient:
- Sora (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 library's rules are few—use all resources appropriately and respect the needs of others. Students may have drinks in covered containers and light snacks.

The librarian is available to help students throughout the academic day. There will be reduced hours during holidays, vacations, and special days, like Mountain Day.

### Borrowing Materials

All print resources may be borrowed from the library except for reference materials and periodicals. Four weeks is the standard check-out period, but renewals are available. You do not need to bring the book to the library to renew; stop by the front desk or send an email or chat 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 require replacement of lost or damaged items.

## **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 project's duration to ensure everyone can access the information needed. Occasionally, with the faculty member's approval, material may be borrowed overnight starting a half hour before closing. These items must be returned to the library before the start of school the following day.

Contact Library Director Sytske Martin for additional information.

## **Student Support and Health Services**

### **Advisors**

While students are encouraged to look to all faculty members and coaches as potential mentors, the advisor is critical in each student's support network. Advisors act as advocates, surrogate parents, and friends and are charged with developing supportive relationships with each advisee and maintaining frequent, informal, and formal contact with parents/guardians. Advisors are the first contact points for parents/guardians with concerns about their students.

### **Team Deans**

Team Deans oversee students' well-being and academic progress within their individual Teams. This includes an emphasis on leadership, communication, and academic achievement. Team Deans monitor their students' academic progress and play a significant role in each student's course selection process. They work closely with appropriate coaches, the Dean of Academic Affairs, the Assistant Head for School Life, and Advisors.

### **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/guardians may consult with the Assistant Head for School Life about individual students or 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/guardians may consult the Dean of Academic Affairs about individual students or School policies at any time.

### **The Learning Center**

Students who seek additional, regularly scheduled support are encouraged to enroll in our fee-based Learning Center program. Please contact Tara Wright, Director of the Learning Center, for information.

### **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 counseling 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 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 Team Deans coordinate educational programming 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 registered nurse and a consulting physician (Medical Director) staff the Health Center, 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 school psychologist/counselor available to meet with students and 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 on academic days during select periods, lunch, and other scheduled times. Appointments are recommended; however, “walk-in” times may also be available. The counselor can also 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 nurse encourage students to inform parents/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. The counselor and nurses can refer students to outside mental health providers as needed or requested. Please contact the counselor or the nurses for more information about the parameters of the 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 the 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 (see below) through which students can get help for themselves or encourage their peers to do so. Students who are concerned about themselves or another student are encouraged to contact any trusted adult, such as a classroom teacher, advisor, school counselor, Team 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 well-being 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. Sanctuary is intended to promote greater safety for our students; it is typically a confidential arrangement among the nursing and/or counseling staff, the student, and their 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, permissions, 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 for sanctuary.

**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 the

parents/guardians' expense) and will be subject to random, confidential drug testing (also at the 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, clearance must be granted by the nursing or counseling staff, who may require written permission from a qualified outside medical provider. The results of any alcohol or drug testing that ensues immediately after Sanctuary are confidential, and a positive test will not necessarily result in disciplinary action. However, recurrent positive test results consistent with continued abuse of drugs or alcohol will likely trigger disciplinary action or medical leave to allow the student to seek outside treatment.

## **Medication**

Northwood School's medication policy has been developed to insure the health and safety of all students. All prescription medication, non-prescription medication, over-the-counter medication and vitamins/supplements must be listed in the student's Magnus Health portal. All medications will be stored and administered through the Northwood School 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. The doctor's order must include the diagnosis, medication name, dosage and the time of day to be administered. Forms for school-provided standing order non-prescription medications can be found on the Magnus Health portal. Please have your student's physician complete and submit these forms before the start of school. If your student's prescription changes in any way during the school year, Northwood School Health Center will need a copy of the new order.

Prescriptions: Freedom Pharmacy in Vermont is the school preferred pharmacy. 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 Center. All medication needs to be supplied through Freedom Pharmacy (exceptions may be granted for short term medications).

It is against school policy for students to keep any type of medication in their rooms or on their person. Do not mail medication to your student. There are exceptions to the medication possession rule: including for emergency medications (i.e. epi-pens, rescue inhalers, diabetes medicine) and some creams/lotions, but only with permission from the Northwood School 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. Students traveling off campus on a school sponsored trip will have the attending coach/faculty/staff member administer medications as provided by the Northwood School Health Center. Records are kept in the Health Center of each medication pick-up. Parents may obtain these records upon request.

**International Students:** Do not bring international brand medications. Do bring copies of prescriptions and information on any medication the student takes at home. All information must be in English. Northwood School Medical Director will review the student's medication at the beginning of the school year.

**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 needed while the student is

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

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

Boarding 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.

### **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 provide documented proof of medical insurance coverage for the school year. If the insurance is not accepted by our local healthcare 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 healthcare providers will accept health insurance for international students.

### **Medical 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 or other school employee 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 their responsibility to give the nurse 24 hours' notice of the cancellation. If a student does not show up for a scheduled appointment, their student account will be charged \$30. In addition, the provider may charge for the missed appointment.

### **Medical Leave of Absence**

There may be times during 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 a medical leave of absence in order to ensure that the student receives specialized help at their home area under the supervision of a parent/guardian. 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 that 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 medical or emotional 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, and evaluation. Medical leave is typically granted for up to two weeks.

The Assistant Head for School Life handles all medical leaves of a physical nature 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. Northwood requires proof of the need for medical leave in the form of a comprehensive physician's report of physical injuries, details regarding the reason for requested leave, and a detailed outline of the student's care while on leave. Northwood also requires a written report of a medical clearance for the student to return to school and activities before the student's arrival back to campus. The administration and medical team must review and approve this documentation before a student is cleared to return to campus.

The School Psychologist/Counselor handles all medical leaves of a psychological/emotional nature. Before leaving campus, the psychologist must assess the student 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 from school. During a student's absence, the parents/guardians must arrange for a comprehensive psychiatric and/or psychological evaluation (psychiatric and/or psychological as requested by the Northwood administration and medical team) 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@northwoodschool.org) for review before the student may return to campus. 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. The student may not return to campus before the administration and medical team have reviewed the supplied documents and approved the student's return to school. The team may require a student to obtain or provide additional evaluations or information before permission to return is granted. The student may be required to seek support and treatment at home and must sign release forms that allow the school and its School Psychologist to exchange information with off-campus practitioners. Upon returning to the School, the student and family may be required to meet with the Head of School, School Psychologist/Counselor, and other school staff to review the conditions and expectations.

Depending on the nature and duration of the leave, a student may or may not continue with academic work during a leave. This will be decided in consultation with the Dean of Academic Affairs and Team Dean.

A student who requires a medical leave of more than two weeks will, in all likelihood, be asked to remain 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, Team 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 themselves or others or 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**

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 person and facility to house and supervise 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, and COVID-19.

In the event of a communicable illness diagnosis not otherwise specified in this policy, the Health Center will seek and follow the guidance of the school's Medical Director in consultation with the parents/guardians 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 report 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: 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 to keep 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/guardian, 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/guardian, 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, an 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 at 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 the 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/guardian'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 because of such closure. No refunds of amounts paid or credits for amounts due hereunder will be given because of or in connection with any such closure.

## Appendix D: School Breaks and Transportation Calendar

Northwood will typically provide transportation to the Lake Placid bus stop (service of Albany and NYC) and Saranac Lake airport (service to Albany and NYC/JFK) at no cost on arrival and departure days. Please share travel plans on vacation departure forms. Bus Transportation to and from NYC Penn Station (connecting to all NYC airports) and Albany Airport is available for a nominal fee on the following dates. Students or parents/guardians register for the bus on the vacation departure forms.

### September

Monday, September 4: Return to school for international students and student leaders.

Transportation is offered from NYC Penn Station (16:00.) and Albany International Airport (ALB) (20:30)

### October

For the brief Fall/Family Weekend Break, the school will offer return transportation from Albany International Airport (ALB), departing Tuesday, October 10, at 17:30.

*All dormitories are open during the brief Fall/Family Weekend Break.*

### November

Thanksgiving Break: 07:30, Friday, November 17 → 19:00 on Monday, November 27.

Bus from Northwood (07:30) to Albany International Airport (ALB) and NYC Penn Station departs Friday, November 17.

Bus from NYC Penn Station (16:00) and Albany Airport (ALB) (20:30) departs Mon. November 27.

*All dormitories are closed during Thanksgiving Break.*

### December

Holiday Break: 07:30, Friday, December 15 → 19:00, Tuesday, January 2.

Bus from Northwood (07:30) to Albany International Airport (ALB) and NYC Penn Station departs on December 15.

Bus from Penn (16:00) and Albany International Airport (ALB) (20:30) departs on January 2.

*All dormitories are closed during the Holiday Break.*

### February

Winter Break: 07:30, Friday, February 9 → 19:00, Monday, February 19.

Bus from Northwood (07:30) to Albany International Airport (ALB) and Penn Station departs on Feb 9.

Bus from Penn (16:00) and Albany International Airport (ALB) (20:30) departs on February 19.

*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 you are interested in the campus stay in February.*

### March/April

Spring Break: 07:30, Friday, March 29 → 19:00, Monday, April 15.

Bus from Northwood (07:30) to Albany International Airport (ALB) and Penn Station departs Fri March 29.

Bus from Penn (16:00) and Albany International Airport (ALB) (20:30) departs Monday, April 15.

*All dormitories are closed during Spring Break.*

## May

End-of-year/following LEAP: 07:30, Saturday, May 25.

Bus from Northwood (07:30) to Albany International Airport (ALB) and Penn Station departs Sat May 25.

*All dormitories are closed beginning May 25.*

### Transportation Related Contact Information

- Albany International Airport (ALB) [albanyairport.com](http://albanyairport.com)
- Adirondack Airport (SLK) <https://www.adirondackairport.com/>
- Plattsburgh Airport (PBG) [flyplattsburgh.com](http://flyplattsburgh.com)
- Amtrak train service: <https://www.amtrak.com/>
- Adirondack Trailways bus service: <https://trailways.com/>
- Olympic Taxi: 518-524-0410
- Albany Airport Transportation Services: 518-888-6449
- Premiere Transportation: 800-515-6123

## 2023-24 School Calendar



### ACADEMIC YEAR CALENDAR 2023-24

#### August

24-25 (Thurs.- Fri.)  
Aug. 28 - 31 (Mon.- Thurs.)

New Faculty Orientation  
Faculty Orientation

#### September

4 (Monday)  
5 (Tuesday)  
6 (Wednesday)  
7 (Thursday)  
9-10 (Sat.-Sun.)

Student leaders and international students may arrive after 5 p.m.  
Student Leaders and International Students arrive by 12 p.m.  
STUDENT REGISTRATION (All Students) 10:00 a.m. - 1:00 p.m.  
\* Student Orientation for all students begins following registration.  
First day of classes, *First Semester begins. Fall Schedule.*  
All Students – Closed Weekend.

#### October

5 - 7 (Thurs. p.m.- Sat.)  
9 (Monday)  
10 (Tuesday)  
11 (Wednesday)  
12 (Thursday)

**FAMILY WEEKEND**  
No classes.  
Students must return to campus by 7:00 p.m.  
**All School Standardized Testing Day**  
Classes resume.

#### November

1 (Wed)  
10-12 (Fri-Sun)  
17 (Friday)  
27 (Monday)  
28 (Tuesday)

*Start winter schedule.*  
Northwood Soccer Invitational  
**THANKSGIVING BREAK:** Begins at 7:30 a.m.  
Students must return to campus by 7:00 p.m.  
Classes resume

#### December

14 (Thursday)  
15 (Friday)

Last Day of First Semester.  
**HOLIDAY BREAK:** Begins at 7:30 a.m.

#### January

2 (Tuesday)  
3 (Wednesday)  
13-15 (Sat-Mon)

All students must return to campus by 7:00 p.m.  
Classes resume. *Second Semester begins.*  
Winter Weekend / Northwood Hockey Invitational

#### February

9 (Friday)  
19 (Monday)  
20 (Tuesday)

**WINTER BREAK:** Begins at 7:30 a.m.  
Students must return to campus by 7:00 p.m.  
Classes Resume

#### March

7 (Thursday)  
29 (Friday)

Ring the Bell for Northwood  
**SPRING BREAK:** Begins at 7:30 a.m.

#### April

15 (Monday)  
16 (Tuesday)

Students must return to school by 7:00p.m.  
Classes resume. *Start spring schedule.*

#### May

14-17 (Tues.-Fri.)  
17 (Friday)  
18 (Saturday)  
19-24 (Sun-Fri.)  
  
25 (Saturday)

Finals Week for all students.  
**SENIOR CLASS DINNER**  
**COMMENCEMENT EXERCISES – Closed Weekend**  
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.  
**Summer recess begins at 7:30a.m.**

This calendar is subject to change. The most up-to-date calendar is available on our website:

<https://www.northwoodschool.org/academics/calendar>



NORTHWOOD SCHOOL