

STUDENT & FAMILY HANDBOOK 2026-27

CHESHIRE ACADEMY



11/10/2026

Cheshire Academy Student & Family Handbook

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Welcome

We are excited to welcome you as a member of the Cheshire Academy community. Here, you will experience personalized support, opportunities to build friendships, engaging academic and cocurricular programs, and the chance to learn from our diverse community of cultures and perspectives.

Students and families are asked to read the following pages closely and to become familiar with the expectations of the Academy, abide by these expectations, and embrace the Academy's core values described herein. No handbook can anticipate every situation that may arise during a school year. For this reason, the Academy reserves the right to deviate from the policies and procedures set forth in the Handbook when circumstances warrant at the discretion of the Academy. The most recent version of the Student & Family Handbook is available on the MyCheshire portal.

Cheshire Academy is accredited by the New England Association of Schools and Colleges (NEASC) and is a proud member of the National Association of Independent Schools (NAIS), The Connecticut Association of Independent Schools (CAIS), and The Association of Boarding Schools (TABS). Cheshire Academy is an authorized International Baccalaureate® World School.

The contents of this handbook may be changed at any time at the sole discretion of the administration of Cheshire Academy. Students and families will be notified of changes as they occur.

Cheshire Academy does not discriminate on the basis of race, color, religion, sex, gender identity or expression, sexual orientation, national and ethnic origin, ancestry, age, marital status, disability, or any other characteristic protected by law. This policy applies to, but is not limited to, educational policies, admission, financial aid, hiring and employment practices, use of school facilities, athletics, and other school-administered programs.

1 Community Expectations

1.1 Mission

Cheshire Academy challenges and supports individual students in developing the character, critical thinking, and confidence to flourish as purposeful global citizens.

1.2 School Motto

Ich dien – I serve

1.3 Core Values

Belonging: We welcome and celebrate diversity, and we create an environment where everyone feels respected and valued for who they are. We seek to understand and share the feelings of others, and we show compassion and kindness to others.

Engagement: We are present. Engaging with our community helps us to feel connected to our school and to each other. When we are engaged, we are more likely to thrive academically, socially, and emotionally.

Collaboration: We are honest and reliable, and we build relationships based on mutual respect and confidence. We work together as a team, and we leverage each other's strengths and perspectives to achieve common goals. We hold each other accountable.

Growth: We are always learning and improving, and we seek feedback and opportunities to develop ourselves and others.

1.3.1 Community Culture and Belonging

Cheshire Academy has been, for more than 230 years, an internationally minded community that celebrates the uniqueness of the individual while encouraging curiosity, interest, and appreciation for other cultures, traditions, backgrounds, and experiences.

At Cheshire Academy, you can be yourself and reach your potential, while celebrating and learning from all the unique perspectives around you. Our students and families, faculty and staff, and alumni represent various backgrounds and identities, among them race, ethnicity, socioeconomic status, religion, gender identity and expression, ability, sexuality, learning style, and family composition. We know that as individuals, we are better and stronger for understanding, knowing, and appreciating others.

We are committed to fostering an environment of belonging, safety, and connectedness. Our global community, rich in perspectives, worldviews, and experiences, allows our students to grow increasingly able to thrive as global citizens.

Our approach to community culture is guided by three core principles:

Growth Through Belonging: We create an inclusive environment where diverse identities and perspectives enrich the learning experience for all, developing multicultural competency that prepares students for leadership in our interconnected world.

Engagement Through Dialogue: We cultivate respectful discussions that honor diverse perspectives and develop global citizenship, nurturing intellectual courage and the ability to engage in civil discourse across differences.

Community Through Collaboration: We cultivate relationships based on mutual respect, understanding, and appreciation of differences, harnessing diverse strengths and perspectives to achieve common goals."

1.4 *In Loco Parentis* Statement

Cheshire Academy and its employees operate *in loco parentis*—literally in the place of parents--across a wide swath of situations, both legally and custodially. At its most basic, this means the school is empowered to legally act in the place of parents/guardians to supervise students, enforce rules, and keep students safe. In medical emergencies, while the school will attempt to contact families, the school reserves the right to act in the students' best interests.

1.5 Parent/Guardian Partnership

Cheshire Academy is a diverse community made up of people from all over the world and from all racial, ethnic, and spiritual backgrounds. For such a community to work, each of its members must share a commitment to our core values. We expect the cooperation of parents/guardians in upholding our values.

A constructive and positive working relationship between the Academy, a student, and a student's parents/guardians is essential to both the development of the student and the fulfillment of the Academy's mission. Cheshire Academy recognizes that effective relationships are characterized by clearly defined responsibilities, a shared commitment to collaboration, open lines of communication, mutual respect, and a common vision of the goals to be achieved. To that end, Cheshire Academy will make every reasonable effort to work with parents/guardians.

To assist in creating the most effective partnership, Cheshire Academy expects that parents and guardians will observe the tenets listed below.

Share in the Academy's vision by:

- Supporting the mission and core values of the Academy
- Understanding and supporting the Academy's policies and procedures

- Supporting the Academy's disciplinary process, including an understanding that the Academy's authority in academic, behavioral, and disciplinary matters is final

Stay informed and engaged through active communication by:

- Regularly reviewing all school communications, including emails from faculty, staff, and administrators, as well as official notes, newsletters, and announcements sent home or posted through the Academy's communication platforms
- Ensuring that contact information on file with the Academy is current and accurate so that important communications are received in a timely manner
- Acknowledging and responding to school correspondence promptly when a response is requested
- Discussing school communications, expectations, and updates with their student so that the entire family remains informed and aligned with Academy policies and events

Participate in the establishment of a relationship built on communication, collaboration, trust, and mutual respect. All members of the community must support the Cheshire Academy mission by:

- Providing a home environment that supports positive attitudes toward the school
- Honoring the Safe & Healthy Homes Pledge (see 1.5.1)
- Treating each member of the school community with respect, assuming good intent, and maintaining a collaborative and understanding approach should conflicts or challenges arise
- Building and maintaining a positive school environment, including not participating in or tolerating gossip or disparaging words
- Maintaining tact and discretion with regard to confidential information
- Respecting the school's ability and responsibility to make decisions for the benefit of the entire school community
- Supporting the school's effort to empower and encourage students to address challenges and concerns independently, to be self-advocates, and be prepared to face a dynamic and challenging world
- Striving for continuous community improvement by resolving problems, making suggestions, and securing information through appropriate channels
- Supporting the Academy's attendance policy, including scheduling non-emergency appointments and family trips, events, and vacations around the school calendar
- Engaging in the school community when possible through attendance at athletic and arts events, Family Weekends, special community activities, and volunteerism
- Sharing with the school any religious, cultural, or relevant medical or personal information that would allow Cheshire Academy to best serve its students and the school community
- Understanding and supporting the school's Acceptable Use Policy

Please note: Because the Academy relies on timely and consistent communication to support student success, parents and guardians are responsible for staying current with all official school correspondence. Claiming unawareness of information communicated through official Academy channels — including email, the parent portal, and written notices — does not exempt families from the expectations or policies outlined in those communications.

The Academy reserves the right to discontinue enrollment or deny enrollment or reenrollment of a student if the Academy concludes, in its sole discretion, that the actions of a parent/guardian, family member, or other adult involved with the student interfere with the constructive and positive relationship or with the Academy's ability to accomplish its mission.

1.5.1 Safe & Healthy Homes Pledge

To create a partnership between Cheshire Academy and the parents/guardians of our students to encourage healthy decision-making regarding drug, alcohol, and nicotine use, parents/guardians are asked to read and honor this Safe & Healthy Homes Pledge. We encourage Cheshire Academy parents to communicate with each other regarding hosting Cheshire Academy students, and to understand the expectations set forth in this Student & Family Handbook.

In honoring the Safe & Healthy Homes Pledge, we as parents/guardians of a Cheshire Academy student commit to:

- Speaking with our children about the importance of making healthy decisions regarding substance use
- Supporting Cheshire Academy's goal of encouraging students not to use illegal and/or unhealthy substances, such as nicotine, alcohol, drugs, or other controlled substances
- Confirming that Cheshire Academy students staying in our home will be under adult supervision while in our care
- Giving permission to Cheshire Academy to share our contact information with the families of students we host, to encourage open lines of communication regarding expectations
- Making direct contact with the hosted student's family prior to or at the start of the hosting period, ensuring both families are aligned on expectations and that the student's parents remain an accessible point of contact throughout the stay
- Not knowingly allowing hosted students to use nicotine, alcohol, drugs, or other controlled substances, or to attend unauthorized gatherings — including those involving alcohol, drugs, or inadequate supervision
- Communicating directly with the student's family when the authorization of any event or activity is unclear, before allowing a hosted student to participate

1.6 Civil Discourse Policy

Cheshire Academy's diversity is one of its greatest strengths. Developing the ability to show respect for others—even those with whom we disagree—helps to create a more inclusive climate. We believe that the capacity to listen to others with opposing viewpoints builds empathy, understanding, and awareness. With this in mind, we encourage engagement in conversations where diverse viewpoints can be shared — also known as civil discourse. When engaging in civil discourse, all members of the Cheshire Academy community are expected to be respectful as they dialogue with one another. Demonstrating mutual respect and regard is especially warranted when engaging on subjects such as race, sex and sexual orientation, gender, ethnicity, religious affiliation, political affiliation, ability, socioeconomic status, and other aspects of a person's identity. Those engaging in civil discourse are expected to do so in ways not disruptive to the school or our programs and not interfering with the school's educational mission.

Our community is committed to combatting bias, racism, and prejudice in all forms, including in speech. Words can have the power to harm others. While we encourage civil discourse, Cheshire Academy prohibits any speech that harasses, discriminates, attacks, disparages, demeans, intimidates, or deliberately mischaracterizes an individual or group for any reason, particularly if due to a characteristic protected by law. This includes in-person speech, or speech that occurs off campus, in remote classrooms, by phone/text/email, or via social media. Speech that violates our civil discourse expectations can take many forms, including but not limited to identity-based terms used in the pejorative; ethnic, racial, religious or gender-based slurs; and derogatory stereotypes and epithets.

Aligning with the core value of belonging, our school strongly promotes allyship. Therefore, we encourage all members of our community to identify incidents of speech that violate this policy or any school policy when they occur. We also recognize that not everyone may feel comfortable doing so. Any member of the community who would like to report an incident of speech that violates this policy should utilize the Academy's Bias Incident Reporting procedure described in Section 4.3.3.

1.7 Communication Tools and Expectations

All students are **required** to download, enable necessary notifications, and actively monitor the following tools for communication:

- Teams (Microsoft 365)
- Orah
- Email (Microsoft Outlook)
- The MyCheshire portal (Blackbaud).

All students are mandated to receive emergency communications issued by the school. These notifications, which may be disseminated via text message, email, or telephone call, are a compulsory component of the institution's safety protocol and cannot be declined or opted out of.

All international students **must** have a registered and active American phone number. Emergency calls and texts can only be sent to American phone numbers.

1.7.1 Cell Phone, Smart Glasses, and Headphone Use Policy

While students are permitted to bring cell phones to school, their use is restricted in certain areas. Cell phones, smart glasses, and headphones/earbuds are prohibited in all academic settings unless explicitly allowed by the teacher. Students are expected to place their phones in designated caddies in each classroom upon arrival to class and put away smart glasses and headphone/earbuds. Students may may not retrieve them until the end of the period. Regarding smart glasses, students are reminded here that recording someone else without their awareness and permission is a violation of school rules.

Cell phones, smart glasses, and headphones/earbuds are also prohibited at official school gatherings like morning meetings, all-school events, and community weekend programs. Cell phones or other technology may generally be used in the Dining Commons outside of official community gatherings. During mealtimes, however, community members are encouraged to engage with one another in face-to-face conversation.

Students who violate the Academy's Cell Phone, Smart Glasses, and Headphone Use policy are subject to consequences, which may include confiscation of these devices. Also, it is important to note that the use of cell phones or recording devices is strictly prohibited in the disciplinary process.

1.7.2 Social Media Policy

Cheshire Academy recognizes that social media is a growing part of our society that, when used appropriately, serves as a mechanism for connecting with others, sharing resources, creating educational content, enhancing learning experiences, and providing opportunities for networking both within and outside of the school community. However, the school also understands that the lines between acceptable and unacceptable social media conduct can often be blurred.

At Cheshire Academy, students are expected to use social media in a responsible manner that upholds the school's values. Conduct in the virtual world is subject to the same rules as conduct in the real

world; therefore, students can be disciplined for social media conduct that violates school rules, even if the conduct occurs outside of school hours or off campus.

Prohibited conduct includes, but is not limited to: bullying, harassment, and discrimination; posting inappropriate, offensive, or unkind content; sharing confidential or private information; and promoting or participating in illegal activities.

Students may not create any account that depicts school life, references Cheshire Academy, or could be associated with the school in any way — including accounts that include a disclaimer such as "not affiliated with Cheshire Academy." This applies to accounts representing departments, clubs, teams, classes, or any other aspect of Academy life. Any official affiliated account requires written approval from the Marketing & Communications Office; see below for how to submit a request.

Social Media Guidelines

When engaging on social media as a member of the Cheshire Academy community, students should keep the following in mind:

- Use social media in a way that reflects the school's mission and values
- Never share confidential, proprietary, or personally identifiable information about other students, faculty, or staff
- Respect copyright and fair use rules and regulations
- Do not make official statements or communicate on behalf of the school; all official communications go through established school channels
- Always obtain consent before posting images or videos of others

The full social media policy is available in the MyCheshire portal on the Marketing & Communications Resource Board. Violations may result in disciplinary action, up to and including dismissal from the school.

Submitting an Affiliated Account Request

Students, clubs, or teams seeking to create a Cheshire Academy-affiliated social media account must first complete the Social Media Account Request form in the MyCheshire portal. Requests are reviewed and approved by the Marketing & Communications Office. Approved accounts must provide Marketing & Communications with account credentials for future use, transfer, or archiving. All affiliated accounts must be run by a Cheshire Academy faculty or staff member. Before submitting a request, consider whether the account will meaningfully inform, engage, or educate the community; whether a similar account already exists; and whether you have sufficient content and capacity to maintain the account on an ongoing basis. An account request does not guarantee approval.

2 Academic Program and Services

2.1 Academic Program Overview

Cheshire Academy aims to provide the best (anywhere) education for global citizenship. To accomplish this, our academic program: (1) prioritizes 21st-century skills and capacities; (2) delivers transformative educational experiences; (3) develops self-awareness, empathy for others, and global perspective; and (4) fosters the active pursuit of individual and collective wellbeing.

2.1.1 The International Baccalaureate Program

Cheshire Academy became an IB World School in 2011. Recognized as the leader in international education, the International Baccalaureate® (IB) Programme cultivates the knowledge, skills, and attitudes that enable students to excel at the university level.

Students in grades 11 and 12 may choose to pursue the full IB Diploma or, as most students do, take some IB courses based on their interests and the appropriate level of challenge. While placement in higher level (HL) IB courses is by department chair approval, standard level (SL) IB courses are accessible to all students.

Pursuing the IB Diploma in addition to a Cheshire Academy diploma is the most academically rigorous path a student can follow. The course of study for the IB Diploma is a challenging and balanced program of education that prepares students for success at the university level and life beyond. IB Diploma students must choose one subject from each of five groups (1 to 5), ensuring breadth of knowledge and understanding in their best language, additional language(s), the social sciences, experimental sciences, and mathematics. For the sixth subject, students are strongly encouraged to choose an arts subject from group 6; however, upon approval, a student may choose a second subject from groups 2 to 5. At least three—and not more than four— subjects are taken at higher level (HL), while the other subjects are taken at standard level (SL). To earn the IB Diploma, students must also complete the Extended Essay (EE), the Theory of Knowledge (TOK) course, and the Creativity, Activity, & Service (CAS) component.

Students who are fluent in Mandarin Chinese or who receive approval to take an online IB-accredited course in another IB-approved Group 1 language, may also attempt to earn the even more prestigious IB Bilingual Diploma. For details on this course of study, students should speak with the IB Coordinator.

Students in all IB courses, **regardless of whether they are pursuing the IB Diploma**, take written examinations at the end of their IB courses which are marked by external IB examiners. Students also complete internally graded assessments during their IB courses, some of which are either initially marked by teachers and then moderated by external moderators or sent directly to external examiners.

2.1.2 Global Citizenship Diploma Distinction

Another pathway available to students in grades 11 and 12 is to earn a distinction on their diplomas and transcripts in global citizenship (GC), a hallmark of the school's mission and academic vision. Students who opt into the GC diploma distinction pathway are essentially declaring a 'major' or 'concentration' in global citizenship. Many courses across the curriculum have a GC badge appended to them. These courses focus on goals, content, and assessment, on some combination of service, sustainability, leadership, and DEIJ.

In order to earn this distinction on their diplomas, students must take a mix of GC-badged courses form across departments, must maintain a cumulative GPA of at least 3.0, with no grade lower than a B- (2.67) in any of them, must take the half-credit course SEM 410: Global Citizenship Seminar in grade 11, and must complete a capstone project in grade 12. For full details on this program and its requirements, both for IB diploma candidates and non-IB diploma candidates, please see the GC Diploma Distinction guide.

2.1.3 Course Selection

Students of all grade levels are expected to carry at least five 0.5 credit classes each semester, with six 0.5 credit classes as the typical maximum. A student may enroll in seven 0.5 credit classes in any semester in which they are enrolled in a seminar course.

Returning students make their course selections for the following school year in the second semester with the assistance of the Academic and College Counseling Offices. New students who complete the enrollment process make their initial course selections in the spring or summer with the Academic and

College Counseling Offices. Schedules are finalized over the summer, and the Academic Office consults with families as needed. Please note that all official transcripts from previous schools must be submitted prior to classes for the school year or before their first class for midyear students.

Students in grades 9 and 10 select classes based on interest and prior learning, in a curriculum that builds a broad foundation of skills across subjects through integrated, differentiated, thematic based courses. Students in grades 11 and 12 may choose to pursue the full IB Diploma Programme or take a combination of IB, non-IB, and GC-badged courses based on their own interests and the level of challenge they find appropriate. Postgraduate students are thoughtfully advised by the College Counseling Office to select classes that set them up for an appropriately rigorous transition from high school to college.

2.1.4 Language Placement Policy for English-Language Learners

Cheshire Academy provides a robust program of support for students for whom English is not their primary language. Our international student office, residential and community life offices, and the academic office work together to ensure English language learners enhance their English fluency. We provide specific resources through the library, our college counseling office, and each student's advisor and teachers. Beyond this, we offer two levels of ELL classes in our academic program.

ELL Writing, Composition, and Expression is offered at the Intermediate and Proficient levels. It is focused on language output (writing and speaking), with reinforcement of language input skills (listening and reading) through immersion in the classroom. Placement in ELL Writing, Composition, and Expression is determined by the Academic Office, based on a review of the student's file and prior academic record.

2.1.5 Add/Drop and Schedule Changes

We are limited in our ability to change students' schedules once they have been set, but Cheshire Academy strongly believes in the importance of students learning at the right level of challenge. If a course change is warranted to move a student into a more appropriately leveled class, we will work with that student to make the change happen during a two-week add/drop period at the start of each semester.

If a student is concerned about their placement, they are instructed to talk to their teacher and/or advisor about their concern. The teacher or advisor may direct them to speak with the department chair for additional insight into their options. If a change is warranted, the student will be referred to the Academic Office for a schedule adjustment. For students in grades 11, 12, or PG, approval by a college counselor is required for all course changes. Parents/guardians are notified of all course changes after the start of a semester.

After the two-week add/drop period, a student can expect a "Withdraw" to appear on their permanent transcript to indicate any course that was started but not completed. The exception to this would be a student who is recommended for a level change after the two-week add/drop window has passed.

2.2 Academic Program Requirements

2.2.1 Graduation Requirements

The distribution requirements listed below are minimums for earning a diploma or, in the case of postgraduate students, a certificate of study. In general, it is work done beyond these requirements that qualifies a student for acceptance to colleges. Students in all grade levels, including those in their postgraduate year, are required to take a minimum of five 0.5-credit courses for letter grades per semester.

The basic requirements for a diploma, completed from the start of the student's 9th grade year, include:

- 4 credits of English, including both semesters of English during 12th grade
- 3 credits in mathematics (through the successful completion of Algebra 2 or Integrated Math II), including both semesters of math during 12th grade
- 3 credits in history or social sciences
- 2 credits in lab sciences
- 2 credits in foreign languages (must reflect second year proficiency in one language; ELL classes may be counted toward this requirement)
- 1.5 credit in fine or performing arts
- 4 other credits of a student's choice
- Successful completion of a required 0.5 credit grade-level seminar for 9th grade students and postgraduate students
- Successful completion of three seasons of the afternoon program each year

A minimum of 20 academic credits are required for graduation; of these credits, five must be earned in 12th grade, including one in English. The Academic Office must approve transfer credits not earned at Cheshire Academy that are submitted for graduation requirements.

The basic requirements for a postgraduate certificate of study include:

- 1 credit of English
- A minimum of 4 additional credits from the following subject areas:
    - An appropriately leveled math course is strongly recommended
    - An appropriately leveled science course is strongly recommended
    - A fine or performing arts course
    - A history and social science course
- Successful completion of a required 0.5 credit PG seminar
- Successful completion of two seasons of afternoon activities

In addition, 12th-grade and PG students must pass all courses, both semester and year long, and all courses during the second semester to qualify for a diploma or certificate. Any student who fails a course will receive no credit for that course. In other words, 12th-grade students must earn a minimum of 5 credits, and PG students must earn a minimum of 5.5 credits, while also meeting the requirements above to qualify for a diploma or certificate.

A 12th-grade student or PG who fails or otherwise does not receive credit for a course required for graduation will receive their diploma or certificate upon successful completion of a Cheshire Academy course or an approved accredited summer course elsewhere. The course must be approved in advance by the Dean of Academics, and any associated expenses are the responsibility of the student.

A student must remain in good standing through graduation to be eligible to receive a diploma. Students may have their diploma withheld if disciplinary proceedings are not resolved prior to graduation.

2.2.2 Promotion Requirements

Students must pass the second semester of a foreign language and achieve a minimum of C- for the year to move on to the next course in the sequence. Students must pass the second semester of Integrated Math I and achieve a minimum of C- for the year to move on to Integrated Math II; the same standards apply to Integrated Math II before moving on to take Integrated Math III.

Students who fail a course that is required for graduation or fail to meet promotion requirements for continuing a course sequence may be asked to repeat the course at Cheshire Academy the following

year, complete additional approved work to be promoted, or take an approved credit-granting course during the summer. The Academic Office must approve all arrangements in advance.

All records of current or former students of Cheshire Academy, as well as those of applicants for admission to the school, are the property of Cheshire Academy. Access to such records may only be granted with the permission of the Head of School subject to the provisions of applicable laws, if any.

2.2.3 Reclassifying

It is common for students to repeat a grade when they first matriculate at Cheshire Academy for an additional year of growth and maturation on the path to college. However, Cheshire Academy does not allow currently enrolled students to reclassify and repeat a grade, except in rare circumstances and only with the final approval of the school's administration. Any enrolled student who might wish to reclassify should contact the Faculty Council to discuss their request.

2.3 Grades, Reports, Assignments, and Assessments

2.3.1 Report Cards and Comments

Cheshire Academy's academic year is divided into two semesters. Interim reports are available to students and parents through the MyCheshire portal roughly midway through each semester. Interim grade reports show a letter grade average only, or a P/F for a pass/fail class, corresponding with the student's average in each class on the interim date. Interim grades are not included in a student's GPA and do not appear on a student's transcript.

Grades are reported by the faculty to the Academic Office at the end of each semester. As soon as grades are recorded and verified, and personalized comments are written by each teacher for each student, semester report cards and comments are available through the MyCheshire portal. Semester grades are included in a student's GPA and appear on a student's transcript.

Parents/guardians can access additional information about their student at any time via the parent login to the MyCheshire portal. Specifically, the tab entitled "Progress" under a student's name provides access to a student's class pages, open gradebooks, attendance records, and report cards and comments from previous semesters. The tab entitled "Schedule" provides access to a student's daily schedule. The communication platform entitled "Official Notes" provides access to personalized communications from a student's teachers and other faculty supporters throughout the year.

2.3.2 Grade Point Average Scale

Grade	GPA	Grade	GPA	Grade	GPA
A+	4.33	C+	2.33	F	0.00
A	4.00	C	2.00	P	Pass
A-	3.67	C-	1.67	INC	Incomplete
B+	3.33	D+	1.33	W	Withdrawn
B	3.00	D	1.00		
B-	2.67	D-	0.67		

2.3.3 Final Demonstrations of Learning

Students complete a final demonstration of learning at the end of each course that is summative of the course goals. Final demonstrations take varied forms, including but not limited to seated exams, presentations, performances, and/or written assessments. Grades from final demonstrations are factored into the semester average. The scope and weight of each assignment is determined by the

teacher in collaboration with their department chair. Students in IB and AP courses should also expect to complete a teacher-designed final demonstration of learning in each course.

Special schedules are implemented at the end of each semester to allow for final demonstrations that require longer class meetings. Time is allotted for students with an extended time accommodation on file. Examinations must be taken at the scheduled times. Alternative arrangements can only be made with prior approval by the Academic Office. Requests for altering a student's examination schedule to accommodate transportation needs will not be honored.

2.3.4 AP and IB Exams

Students in AP or IB courses are expected to sit for the standardized AP or IB exam in the testing year for the course. Registration for these exams is completed in the fall semester for the spring exam session. There is a fee associated with each registration that may change each year, as determined by the College Board (AP) and the International Baccalaureate Organization (IBO). Families are responsible for AP and IB registration fees.

Requests to opt out of registration must be approved by the Academic Office by a specified date. Students who request to opt out of registration are still accountable for all internal assessments and assignments required for their Cheshire Academy grade. Additionally, students who request to opt out of registration for an AP or IB exam are required to take a teacher-assessed final examination in that class. Teacher-assessed exams are for Cheshire Academy credit only, count toward a student's grade in the class, and do not qualify a student for an IB diploma or certificate.

Additional specific requirements for students who are registered for IB exams are as follows:

- Any IB student (Diploma Programme or course) who does not submit a required internal assessment, extended essay, Theory of Knowledge assessment, or other IB requirement by the deadline will not be eligible for the Honor Roll, regardless of GPA.
- Any student who does not submit a required internal assessment for an IB course will no longer be eligible to earn a certificate from the IBO (International Baccalaureate Organization) for that course. The student remains registered for the course and is expected to sit for the end-of-course exam. The family remains responsible for any associated IB fees. Final transcripts will be held until all IB fees are settled.
- Students or parents/guardians who take issue with IB results or any element of the IB program as implemented by Cheshire Academy should contact the IB Diploma Programme Coordinator to raise their concerns.

2.4 Academic Honors

2.4.1 Academic Honor Roll

An Academic Honor Roll is published at the conclusion of each semester for students who have attained First or Second Honors. Students earn First Honors by earning honors designations in at least 66% of eligible courses, a minimum GPA of 3.67 (A-) across all other courses, with no grade below a 3.33 (B+). Students earn Second Honors by earning honors designations in at least 50% of eligible courses, a minimum GPA of 3.33 (B+) across all other courses, with no grade below 3.00 (B).

A student receiving an “Incomplete” in any course at the end of a marking period will not be eligible for academic honors unless the incomplete was due to illness or extenuating circumstances approved by the Academic Office.

Any student who violates the Academic Integrity Policy will not be eligible for Honor Roll that semester, regardless of GPA.

2.4.2 Academic Awards

The Academy recognizes outstanding effort and achievement by naming recipients of various academic awards for excellence in fields of study at the end of the year.

The Valedictorian and Salutatorian awards consider cumulative GPA and rigor of course

load from the first semester of grade 11 through the interim of the second semester of grade 12. In addition, academic integrity, overall accomplishments, and contributions to the school are taken into account.

Graduation Honors of the First Rank are awarded based on a graduating student having earned honors designations in at least 66% of eligible courses in grades 11 and 12, while maintaining a cumulative GPA of at least 3.67 or better across all other courses. Graduation Honors of the Second Rank are awarded based on a graduating student having earned honors designations in at least 50% of eligible courses in grades 11 and 12, while maintaining a cumulative GPA of at least 3.33 or better.

Any student who has a second or third violation of the Academic Integrity Policy in their graduating year will not be eligible to earn Honors of the First Rank or Honors of the Second Rank at graduation.

2.5 Academic Attendance Policy

See Academic Attendance Policy in Section 5.3.

2.6 Academic Dress

See Dress Code in Section 3.2.

2.7 Academic Difficulties

2.7.1 Incomplete Work

Any student who misses work or instruction because of absence from class due to illness or another excused reason is responsible for making up the work. Unexcused absences from an academic class result in a student receiving grade reductions per class or department policy. The student is also responsible for any missed material.

Students who expect to be out of school for longer than one day are expected to use the My Cheshire portal to see class assignments that they have missed, in addition to communicating with their teachers. In the case of a medical leave, arrangements are made with the Academic Office, and teachers provide assignments to be completed while the student is out of class.

If a student receives an Academic Office approved "Incomplete" at the end of a semester, the student is given a finite timeframe within which to complete missing assignments. If the student does not complete the missing work, the work will receive no credit and will be factored into the student's semester grade as a zero.

2.7.2 Students of Concern

When any teacher, coach, advisor, or other adult is concerned about any aspect of a student's attendance, performance, or wellbeing, they may notify an administrator on the Student Support Team. The team will gather additional information from the student's teachers and other supporters and review to determine the appropriate steps to be taken to respond to the concern and support the student.

2.7.3 Academic Warning

The Academic Office reviews the academic records of all students at the end of each semester. Students with a grade of "F" in any course, or two or more grades in the "D" range, are placed on Academic

Warning. An Academic Warning Letter is sent to officially place the student on warning until the end of the following semester. Students on Academic Warning may be offered additional structured academic interventions to support their improvement. Students on Academic Warning may subsequently have their records reviewed by the school and, if sufficient improvement is not noted, may be required to withdraw from the Academy.

2.7.4 Academic Probation

If a student's record does not improve in the semester following their placement on Academic Warning, the student is placed on Academic Probation. This status indicates that the student is in danger of being required to withdraw from the Academy at the end of that semester. If a student is placed on Academic Probation after the first semester, they can expect that their reenrollment contract for the subsequent year will be placed on hold until improvement is shown. Students on Academic Probation may be required to engage in additional structured academic interventions to support their improvement. A student who remains on Academic Probation for two consecutive semesters can expect to be required to withdraw from the Academy.

2.7.5 Required Withdrawal

At the end of each semester, the school reviews the academic, attendance, and behavioral records of students. If, at the recommendation of the administration, the Head of School determines that a student is unable or unwilling to meet the academic or community expectations, the Academy, at its discretion, may decide not to invite a student to return for the next semester. In such cases, the student's departure will be classified as a withdrawal from the Academy.

2.8 The Academic Integrity Policy

2.8.1 Overview

Academic integrity is central to learning. We can be trusted to do our own work independently, we respect the work of others as their own, and we are responsible for all that we do, including completing our work carefully and on time.

Cheshire Academy's policy on academic integrity is further based on the following three principles:

- Students attend Cheshire Academy in order to prepare for college, and to develop the character, critical thinking skills, and confidence necessary to maximize their potential and thrive as global citizens.
- Academic assessments, assignments, and grades exist for the sake of that first principle.
- All work completed and all grades earned must result from honest, good-faith efforts. Otherwise, the work and the grades are meaningless.

Broadly, academic integrity means:

- Doing your own work, thinking, and writing on any assignment
- Citing all sources from which you took words, ideas, or graphics
- Receiving only authorized and appropriate help
- Keeping your work to yourself unless collaboration is allowed

2.8.2 Violations of Academic Integrity

Cheating

- Copying or looking at another student's work
- Sharing/seeking information about an assessment with/from other students

- Using or looking at any unauthorized source of information on an assessment
- Falsifying information or inventing data

Plagiarism

- Intentionally representing another's work as your own
- Using quotes, phrases, or ideas of another person without citation, even just as background
- Using even brief or altered phrasing from a source without citation
- Paraphrasing without citation
- Giving your work to others to use
- Citing sources that you did not use
- Self-plagiarizing by resubmitting your own work from another class

Inappropriate Collaboration

- Working with other students on an assignment when not allowed
- Claiming credit for group work when the work was done by others
- Getting unauthorized/too much help* from a tutor, relative, or outside source
- Providing unauthorized/too much help* to another student
- Reading an abridged version of a book or relying on an unauthorized online help site without permission

Inappropriate Use of Generative Artificial Intelligence

- Getting unauthorized/too much help* from generative artificial intelligence as defined by our traffic light policy

*For purposes of the Academy's policy, the definition of "too much help" is derived from guidance provided by the University of Oklahoma and means that, unless permission has been granted otherwise, "it is assumed that all work submitted will be the product of the student's own understanding, and thus expressed in the student's own words, calculations, computer code, etc. When a student's work is identical or very similar to someone else's at points where individual variations in expression would be expected," or when a student's work deviates substantially in quality or content from that which a teacher has come to expect, "it is reasonable for a teacher to conclude that academic misconduct has occurred."

2.8.3 Traffic Light Policy

The traffic light policy promotes clear communication and language regarding the acceptable use of generative artificial intelligence for each assignment. All assignments will be clearly coded as one of the following: red, yellow, or green. The default for all assignments is red.

Red: Use of generative artificial intelligence is not permitted.

Yellow: Use of generative artificial intelligence is permitted. The teacher will define the ways and the extent to which generative artificial intelligence is used.

Green: Use of generative artificial intelligence is permitted.

2.8.4 Consequences for Violations of Academic Integrity

Violations of academic integrity may occur regardless of a student's intent. Concerns about academic integrity will be reviewed by the Academy, and violations are determined by Cheshire Academy after consideration of all facts, regardless of student intent or professed innocence.

Work Lacks Integrity: Education

Students who violate our academic integrity unintentionally, unknowingly, or if there is insufficient evidence will face consequences which may include but are not limited to:

- Grade deduction as determined by the teacher, department chair, and the academic office
- Retake or redo the assignment for credit
- Reflection paper
- Scheduled meetings with one or more faculty members
- Dean's Office Official Note

Work Lacks Integrity: Violation

Students who violate our academic integrity policy are ineligible for the Honor Roll at the end of the semester. Students who receive two or more Work Lacks Integrity violations during their graduating year are also ineligible to earn Honors of the First Rank or Honors of the Second Rank at graduation. In addition, they will face consequences that include, but are not limited to:

- Hearing before the Academic Integrity Board
- Consequences determined by the Academic Integrity Board
- Placement on Academic Warning or Academic Probation
- Recommendation to the Head of School from the Academic Integrity Board, which may include dismissal from the Academy

The Academy reserves the right to deviate from these usual consequences for egregious violations or when circumstances warrant as determined by the school.

Consider that the person most hurt when you violate academic integrity is you:

- You do not develop the skills needed to succeed in the future
- You cannot receive meaningful, personalized feedback on your work to help you improve
- Your reputation may be harmed
- Your GPA will go down
- You become ineligible for Honor Roll
- You may have trouble getting your teachers to write recommendations
- You jeopardize your standing at Cheshire Academy

2.8.5 Academic Integrity Board

The Academic Integrity Board is a group of faculty that meets to review student academic integrity violations that have been investigated by the Academic Office. If it is determined that an academic integrity violation has occurred, the case will be referred to the Academic Integrity Board by the Academic Office and the Academy will notify the student and their parents or guardians. The role of the Board is to meet with the student, listen to the facts and evidence that has been gathered through the Academic Office's investigation, and make recommendations for consequences resulting from the violation(s). An Academic Dean oversees the committee meetings but does not vote or make recommendations for consequences.

Before the Academic Integrity Board convenes, the student will be asked to invite their advisor or another trusted faculty member to attend the Academic Integrity Board hearing with them. The student will also be asked to prepare a written reflection regarding the violation(s) that they may share with the Board during the meeting.

The Academic Integrity Board will listen to the factual findings and evidence presented by the Academic Dean during the meeting and may ask questions of the student or others present at the meeting.

After hearing all relevant information, the Board will excuse the student from the meeting, deliberate, and make recommendations for consequences and/or restorative actions.

The recommendations of the Committee will be shared with the Dean of Faculty & Academic Life who, with the exception of recommendations of suspension or dismissal (both of which are the sole purview of the Head of School), has the authority to adopt, reject, or modify the recommendations of the Board.

The Dean of Faculty & Academic Life or their designee will notify the student and their parents/guardians of the final decision, and the student will receive written notice of the decision. Final decisions are not subject to appeal.

The proceedings of the Academic Integrity Board are confidential. Information from the meeting is generally not shared with parents or other non-participants except for the Dean of Faculty & Academic Life for the purposes of rendering a final decision on the matter. Phones are not permitted to be in an Academic Integrity Board hearing space. Parents or legal counsel are not permitted to be present at an Academic Integrity Board hearing, and students who attempt to record or disclose information from the Academic Integrity Board hearing will be immediately dismissed.

2.8.5 Written Work Policy

All submitted student-written work that is not handwritten must be completed according to the following guidelines in order to be accepted for a grade other than zero:

- All written work must be completed in a Google Doc
- The Google Doc must be created and shared with the teacher with editing access **the day the assignment begins**
- All work on the assignment must be done **in the Google Doc**
    - Students may not work in Microsoft Word, Notes, Pages, or any other app or word processing platform and copy their work into the Google Doc
- Any outlines, planning work and revisions must be completed and/or documented in the same Google Doc
    - Students may use the “Tabs” feature in their Google Doc to delineate drafts, outlines, revisions, etc.
- Unless permission is explicitly provided in writing from the teacher, the only account that should appear in the “version history” is that of the student(s) completing the assignment

2.9 Academic Services

2.9.1 Extra Help

All Cheshire Academy full-time faculty members are available to students during designated extra help periods during the academic day and at other times by appointment. Students can also access support during the academic day through the Center for Writing and Math Lab, with or without an appointment, to work with peers and faculty members in those subject areas.

Although extra help may be initiated by a teacher, an advisor, or a parent, in the best-case scenario, it will be initiated by the student who actively asks for assistance. Students should be aware of the following with respect to extra help:

- Extra help appears on a student's schedule most days, and students are encouraged and expected to attend extra help sessions at Cheshire Academy. This enables students to plan appropriately to utilize extra help.
- Students should come to extra help sessions with questions on a given topic or assignment, having prepared independently beforehand.
- Extra help for an assignment or assessment is best when it occurs well in advance rather than the day before it is due.
- When working independently, students can email teachers with questions or to let the teacher know that they need to visit for extra help, but teachers may not respond that same day or evening.
- A teacher can require a student who is struggling to come for extra help as an expectation for an assignment or their class.

2.9.2 Library

The mission of the Cheshire Academy library is to provide a welcoming, dynamic environment and services that promote a culture of inquiry, inspire students toward lifelong learning, and strengthen our global community. The library is available to students throughout the school day, after classes, and during evening and some weekend study hours. Hours are published on the library's page on the MyCheshire portal.

The library contains over 20,000 books and other resources and subscribes to online databases in a variety of subjects. These databases are available through the library's page on the MyCheshire portal. The Cheshire Public Library is also available to Academy students and is within walking distance of campus.

Overdue notices for print resources not returned will be sent to students and advisors on an ongoing basis. Students will be charged the replacement cost and a service fee for each item not returned or lost.

2.9.3 Accommodations

To meet the needs of a wide range of learners, including those with learning disabilities or other exceptionalities, Cheshire Academy provides reasonable accommodations and modifications to its policies, practices, or procedures consistent with the Americans with Disabilities Act (ADA), unless such changes would fundamentally alter the nature of the Academy's programs or create an undue burden on the Academy.

To request an accommodation, up to date (recency approved by the Director of Roxbury Center for Learning & Leadership) documentation must be provided from a qualified professional, such as a licensed psychologist or medical provider, that indicates a physical or mental disability that substantially limits a major life function, such as concentration, learning, or health-related impairments. Supporting documents should be current, typically within the past three years, and should adequately describe the impact of the disability on daily functioning and demonstrate a link between functional limitations and requested accommodations. Please note that Cheshire Academy does not conduct formal evaluations or testing for the identification or reevaluation of learning disabilities, ADHD, or other exceptionalities. Upon request, the Director of Roxbury Center for Learning & Leadership can provide more information to families regarding potential evaluators and the accommodation process.

Cheshire Academy does not provide special education or related services or implement Individualized Education Plans (IEPs). However, the Academy will support students with a personalized and collaborative approach to designing a student's academic plan, reasonable accommodations, and academic advising.

Requests for accommodations should be made to the Director of Roxbury Center for Learning & Leadership, who reviews such requests, along with supporting documentation, in consultation with other relevant faculty or administrators and parents. Decisions regarding accommodations are made on an individual basis following an interactive process that may include seeking additional information from outside providers. Learning Accommodation Plans are developed for eligible students and are reviewed with teachers, advisors, students, and families by the Director of Roxbury Center for Learning & Leadership and Educational Services or their designee. Accommodations for each student are determined based on their unique profile of strengths and areas of challenge.

Cheshire Academy also supports students seeking accommodations for standardized testing such as the PSAT, SAT, ACT, AP exams, and IB exams. More specific information regarding documentation guidelines for standardized testing is detailed by ACT, College Board, or IB, respectively. Families seeking accommodations for college testing are encouraged to review this information carefully before obtaining evaluations or other forms of documentation.

The Director of Roxbury Center for Learning & Leadership or their designee advises and supports students and families seeking standardized testing accommodations. Students and families must keep in mind, however, that all decisions regarding accommodations on standardized tests are made by the respective testing agency.

Families can contact the Director of Roxbury Center for Learning & Leadership for more information regarding accommodations in the classroom and/or for the PSAT, SAT, ACT, AP exams, or IB exams.

2.9.4 Professional Tutors

There may be times when a student has academic needs greater than what can be addressed through reasonable extra help. In such cases, students and their families may wish to engage a private tutor to provide individual instruction.

Families seeking tutoring instruction for a student must arrange this privately. On-campus tutors must register with the Academy by completing necessary background check forms. Families are responsible for contacting the tutor, arranging appointments, and paying the tutor directly.

Only tutors who have registered with the Academy by completing necessary background check forms can work with students on campus. Parents or guardians looking for tutors may contact the Academic Office for more information. Tutors may reserve small conference rooms in the library for conducting tutoring sessions during times permitted in our weekly schedule.

Students are prohibited from scheduling time with tutors that conflicts with other Cheshire Academy requirements, including, but not limited to, classes, check-ins, afternoon activities, scheduled athletic competitions, advisory, or class meetings. Tutorials may not take place after lights out or soft lights in the dorms.

2.9.5 Outside Classes

Students should not register for classes, courses, private instruction, or other non-Cheshire Academy academic work without discussing their plans in this regard with the academic office or their Cheshire Academy college counselor.

It is prohibited for students to take outside classes that conflict with Cheshire Academy requirements, including, but not limited to, classes, check-ins, study hall afternoon activities, scheduled athletic competitions, advisory, or class meetings. Tutorials may not take place after lights out or soft lights in the dorms.

2.10 Roxbury Center for Learning & Leadership

2.10.1 Roxbury Program Overview

The Roxbury Center for Learning & Leadership is a fee-based, supplemental program that enhances student growth. Powered by brain science, the Roxbury Center is a signature program, unique to Cheshire Academy, designed to enhance student learning and growth toward the school's mission of generating purposeful global citizens.

To achieve this goal, we utilize a signature, research-based, one-to-one and small-group academic coaching model. The Roxbury Center operationalizes the science of learning—integrating neuroscience, psychology, and pedagogy into every level of school life. Through multiple pathways of coaching, community, and collaboration, Roxbury supports both students and teachers in understanding how the brain learns best. Students develop as resilient, self-aware learners who recognize and apply their own learning strategies across academic, athletic, and leadership pursuits, while teachers grow as reflective, adaptive practitioners skilled in implementing Mind, Brain, and Education principles. Together, they create a culture of curiosity, connection, and growth—where every member of the community has tools to learn effectively, think critically, succeed comprehensively, and flourish far beyond Cheshire Academy.

Those students who enroll in one of the Roxbury Program's Signature Pathways receive an even more robustly enhanced experience through one-to-one or small-group coaching sessions tailored to each enrolled student's pathway to success.

2.10.2 Roxbury Enrollment and Pathways

Enrollment through the admission process may occur by expressing interest. Additionally, placement of current students is considered based on requests or feedback from parents, teachers, and administrators. If there is available space in the program, a student may enroll in Roxbury at any time during the school year with permission of parents/guardians and approval by the Academy.

Academic Excellence

This pathway is designed for our top scholars and students striving to be our top scholars. Whether that means you are a full IB Diploma student or are aiming to be, or whether you are enrolled in the Global Citizenship Diploma Distinction, or whether you are charting your own rigorous path through our curriculum, the Academic Excellence pathway will serve your needs through executive coaching, managing stress, executive functioning, and task prioritization strategies. Work with your Roxbury

instructor either one-on-one or in a small group to push yourself to the top of the highest level of challenge for which you are ready.

Offered at Premier, Signature, Collaborative, and Classic levels

Student Athlete

This pathway is designed for our scholar-athletes who are either elite performers in a particular sport for which they may or may not be a college recruit or who are multi-sport varsity athletes. This pathway will serve your needs through a focus on sport psychology and managing the dynamics of being a highly driven athlete in an academic environment. In addition, the Student Athlete pathway focuses deeply on Roxbury's long-standing emphasis on healthy habits of body and mind, time-management, and stress-reduction.

Offered at Premiere and Signature levels

Aspiring Leader

This pathway is designed for current and emerging leaders. Our mission's focus on purposeful global citizenship draws many of our students to be problem solvers and leaders, and demands of them judgement, ethical decision making, and analytical discernment. In addition to providing guidance for balancing academics and leadership, the Aspiring Leader pathway focuses on executive coaching, relational dynamics, and complex decision making in mixed validity environments.

Offered at Premiere, Signature, and Collaborative levels

Executive Function & Cognitive Strengthening

This pathway serves the purpose the Roxbury Program had at its core for its first 25 years: helping those students who want or need dedicated academic coaching support to help reach their potential as students. Our signature five-point, high-touch model is the core of the Academic Support pathway, with feedback from teachers and reports home at the appropriate cadence for each student's needs. This pathway is focused on executive functions, habits of mind, and the development of transfer skills and real-life learning and success strategies. There is also a heavy emphasis on social-emotional learning and confidence building.

Offered at Premiere, Signature, Collaborative, and Classic levels

English Language Learners

This pathway has all the benefits of the executive function and cognitive strengthening pathway but is designed specifically for those students are still developing their English skills.

Offered at Signature, Collaborative, and Classic levels

2.10.3 Roxbury Levels

To provide each student with the most appropriate attention, Cheshire Academy offers several levels of Roxbury support.

Premier

This is the highest level of Roxbury we provide. Students meet one-on-one for coaching sessions with their Roxbury instructor the same number of hours as for a full-credit course. Students receive regular feedback from each of their teachers, coaches, advisors, dorm parents, or deans depending on which pathway they are enrolled in, and reports home at an appropriate cadence to support student growth. The Roxbury instructor serves as the student's personal coach for the pathway in which they are enrolled.

Signature

At this level, students meet for their one-on-one coaching sessions with their Roxbury instructors one-to-two times per week depending on that week's schedule rotation. Like the Premier Level, the Signature level includes regular feedback and reports home, and the Roxbury instructor serves as the student's personal coach for their Roxbury pathway.

Collaborative

This level offers students enrolled in certain Roxbury pathways the opportunity to collaborate with other students along with their Roxbury instructor. Groups meet one-to-two times per week depending on the schedule rotation and are capped at 3 students. Feedback home at the Collaborative Level comes in the form of quarterly progress reports sent home by the Roxbury instructor.

Classic

This level provides students the most freedom and flexibility within the pathways for which it is offered. A student in the Executive Function & Cognitive Strengthening or ELL pathway may not enroll directly in the Classic level but must be recommended for it as a step-down from the Signature or Collaborative level. Students in the Academic Excellence pathway may enroll directly in the Classic level. At this level, students meet with their Roxbury instructor generally once per week, with feedback from faculty and reports home every other week.

2.10.4 Roxbury Scheduling

Roxbury sessions are scheduled as part of a student's regular academic day for the entire year. Attendance is taken for Roxbury just as it is for any other part of a student's academic day. On time and consistent attendance is a community and program standard.

2.10.5 Student, Parent/Guardian, and Instructor Roles and Responsibilities

Students commit to attending all scheduled Roxbury sessions on time to the best of their ability. In sessions, students have needed materials and are willing to work on and show progress to their instructor.

Parents/guardians encourage students to follow through on work completion outside of sessions, read and discuss Roxbury reports with students, and share any academic concerns or questions. Regular communication between students, instructors, and parents/guardians is a shared responsibility.

For additional information about Roxbury Center for Learning & Leadership, details, fees, and contact information, please see the Roxbury section of the Cheshire Academy website or the Roxbury resource board on the MyCheshire portal.

2.10.6 Roxbury Attendance

Absences are unexcused for reasons such as family vacations, travel arrangements, health issues not evaluated or sanctioned by the Health Center, routine appointments that can be scheduled outside of scheduled school hours/days (i.e. regular weekly appointments or check-ups), and any skipped commitment. Every effort should be made by parents/guardians to avoid appointments and travel that conflict with scheduled days of sessions, and for students to attend all scheduled days of sessions.

Unexcused absences from a Roxbury session, whether the Academy is notified in advance or not, will result in the following consequences on a per semester basis.

Unexcused Absences without Prior Notification from Parents/Guardians (Skips):

- **2 Skips:** The Director of the Roxbury Center for Learning & Leadership will meet with the student followed by an Official Note
- **4 Skips:** Placement on Dean's or Academic Warning; Meeting with the Dean of Academics and Director of the Roxbury Center for Learning & Leadership.
- Additional skips may result in a hold on the student's reenrollment contract or removal, without refund, from Roxbury

Faculty members are not able to make adjustments to a student's attendance record. If a student believes an unexcused absence has been recorded in error, they should address the matter with the Dean's Office within two days; otherwise, absences remain on the student's attendance record.

2.11 College Counseling

Cheshire Academy's college counseling program supports and guides students toward discovering their talents and strengths, overcoming challenges, registering for standardized tests, meeting with college representatives, visiting college campuses, writing application essays, completing applications, and submitting recommendations to the colleges of their choice. The Academy's college counselors build relationships with each student, so they can highlight a student's educational history, activities, contribution to school and community life, and potential for making a difference at their chosen colleges. Their roles are multifaceted—they are counselors and confidants, and a source of information from the onset of the testing process all the way to financial aid and final college selection.

College counselors take a holistic approach to finding the best fit for each student; while many students enter the office with an idea of what schools they would like to attend, part of the college counselor's role is to encourage them to read about, explore, and evaluate a larger range of well-matched colleges. Through a hands-on college counseling process, counselors inform and support students and families during this important life milestone. Families are involved in the process and are invited to attend sessions held both in person and virtually throughout the year.

For additional information and details about college counseling, including session details, timelines, and contact information, please see the College Counseling section of the Cheshire Academy website or the College Counseling resource board on the MyCheshire portal.

2.11.1 External Consultants and Advisors

Our College Counseling Office has a level of expertise in college placement students are unlikely to find elsewhere. Families are expected to partner with our College Counseling Office throughout the process. If a family is working with external consultants, domestically or internationally, Cheshire Academy expects that good-faith partnership to extend to those consultants and advisors. Cheshire Academy is not responsible for any individual college or university's decision about a student's acceptance, financial aid package or enrollment. We expect, however, students and families to trust our process and to work with our counselors: external consultants or advisors should collaborate with our team to ensure consistency of messaging and direction.

2.11.2 Standardized Testing

In mid-October, all 10th-grade students sit for a practice standardized examination, and all 11th-grade students sit for the PSAT (preliminary SAT) examination. The date is determined by the ACT and the College Board and typically falls on a Wednesday. Students do not need to register for these tests, and fees charged will be added to the student account. The PSAT taken in the junior year is the entry for the National Merit Scholarship Corporation series of programs and scholarships. For more information about either test visit www.act.org or www.collegeboard.com, respectively. Details of the National Merit programs and criteria are available at www.nationalmerit.org.

Cheshire Academy is an official test site for the SAT examination. Cheshire Academy assists with registration for and provides transportation to designated off-campus sites for the ACT examination. Details on the ACT and SAT, including registration and preparation materials, are available at www.act.org or www.collegeboard.com and questions can be directed to the College Counseling Office. More information about the TOEFL exam is available at www.ets.org/toefl and questions can be directed to the International Student Office about registering for an online TOEFL or any test of English proficiency that might be required for college admission.

2.11.3 Standardized Test Preparation

While the Academy's academic program prepares students for the standardized tests required by most colleges, we acknowledge the desire of many families to take advantage of programs specifically targeting "test prep" strategies. To that end, the Academy provides fee-based test preparation sessions on campus when there is sufficient demand. Information about test prep sessions can be found on the College Counseling resource board.

2.11.4 Discipline Reporting

The common application does not currently require disclosure of school disciplinary actions, but individual colleges may ask for disclosure of this information during the admission process. Students are expected to be honest during the application process and self-report disciplinary infractions. When requested by outside schools, the Office of the Dean of Students will respond truthfully and disclose infractions of Cheshire Academy rules that result in disciplinary actions, including but not limited to suspensions and dismissals. Students may seek assistance from their college counselor in advance of reporting disciplinary consequences to colleges.

When there is a change of status for a student at the Academy due to a disciplinary violation (e.g., suspension, dismissal) or withdrawal, it is the expectation that students will report this change in status to colleges at which they have active applications or offers of admission. Students may seek assistance from their college counselor in advance of reporting changes in disciplinary status to colleges. If it comes to the Academy's attention that a student has been dishonest or misleading in reporting a disciplinary action and/or a change in status, the Academy will clarify the misinformation and may disclose further

information regarding the circumstances of the disciplinary action and/or change in status with the college. The Academy will affirmatively notify colleges if a student is dismissed or withdraws but will give the student a reasonable amount of time to first notify the colleges whenever possible. The Academy's policies regarding disclosures to college also apply to situations where a student may be applying to another secondary school.

2.11.5 College Visits

Please refer to the Attendance Policy in Section 5 for specific details regarding both on- and off-campus college visitation policies. These expectations apply to all students.

2.12 Remote Instruction

The Academy, at its discretion, may implement a period of remote instruction for all students when warranted by circumstances and approved by the Academy.

2.12.1 Remote Instruction Due to Campus Closure

In the event campus closes for an extended period of time, the Academy may, but is not required to, implement a remote instructional program for all students. Information regarding Academy plans in the event of an emergency or campus closure is communicated by the Head of School or designee.

During any period in which remote instruction is provided, Academy rules and expectations remain in effect. Students are held to the same academic standards as in face-to-face instruction, and subject to Academy policies on academic integrity and all other conduct. Students are also expected to follow any additional instructions or modifications to programming as communicated to our community. Only enrolled students are allowed to enter and participate in remote live classes, and students are prohibited from sharing course links or passwords with others. For all live sessions, students are expected to participate in an appropriate environment and be appropriately dressed.

2.12.2 No Remote Access for Individual Students

The Academy does not provide remote instruction or access to classes for students who are, for any reason, unable to attend class when the Academy is operating on an in-person basis. Students who are sick, injured, or not well enough to engage with school should take the time necessary to rest, recover, and heal.

3 Community Life

In accordance with the mission of Cheshire Academy, all students should strive to maximize their potential by developing the confidence, character, and critical-thinking skills that allow them to flourish in our shared community and thrive as global citizens. The community standards outlined in this section of the handbook apply to all members of the student community and are intended to guide student interactions with one another, as well as with faculty, staff, outside guests and visitors, and the physical spaces that comprise our campus. Students are expected to know and uphold the core values and guiding principles of the Academy and to aspire to follow them in word and deed.

3.1 Community Life Vision

Community Life at Cheshire Academy is grounded in the belief that every member of the Cheshire Academy community shares a sense of responsibility for nurturing an inclusive, supportive, and engaged environment that prioritizes growth, creating a space that everyone is proud to call home.

3.2 Dress Code

Our gender-neutral dress code is meant to make students comfortable in their academic environments and their own bodies. All students should follow and meet these requirements as part of their normal routine of attending school at Cheshire Academy. Appropriate Academic Dress is required on all weekdays while school is in session, with the exception of designated Formal Wear and Spirit Wear days.

At no time at school or at school-sponsored events may a student wear:

- Clothing decorated with messages expressing derogatory references
- Clothing decorated with messages advocating or advertising violence, alcohol, or drugs
- Clothing expressing obscenities or displaying inappropriate graphics or logos
- Clothing expressing messages that are contrary to our school values and/or otherwise violate school rules

Appropriate Academic Dress: All clothing should be clean and in good condition with full coverage from underarm to mid-thigh. Tops must have straps or sleeves. Clothing should also allow students to participate fully in all academic activities.

Formal Wear (on designated days): Gray dress pants, white button-down dress shirt, white blouse, gray skirt, or gray dress. All students are required to wear a navy-blue blazer with the Cheshire Academy school patch affixed to the left side. A Cheshire Academy school tie or bow tie should be worn with a white dress shirt. All clothing should be clean, without holes, and in good condition.

Not Permitted on Formal Wear Days: white T-shirts, white polo shirts, white sweatshirts, gray jeans, gray leggings (unless worn under a skirt or dress), gray yoga pants, gray sweatpants, slippers, rubber flip flops/slides, or Crocs.

If a student or parent/guardian is concerned about school dress or unsure whether certain attire is permissible under Appropriate Academic Dress or Formal Wear, please contact the Dean's Office before wearing questionable attire to school.

3.3 Visa Information for F-1 Students

To enter the United States, a student will need an I-20, an F-1 visa issued by a U.S. consulate, a valid passport, and their SEVIS fee receipt. Citizens of Canada and Bermuda do not need U.S. visas but will present all other documents at the port of entry, including proof of financial resources to meet the tuition and living expenses stated on their enrollment contract.

Students must check in with the International Student Coordinator immediately after arriving at Cheshire Academy to register in the SEVIS database. Students will do this at international student registration.

The International Student Coordinator and/or Principal Designated School Official (PDSO) will store students' passports and I-20s in a fireproof cabinet for safekeeping. Students are required to submit a request for these documents to the International Student Coordinator three days prior to needing these documents for purposes such as travel, testing, bank account setup, or in other instances where these documents are necessary.

Please read page 3 of the I-20 carefully. When a student signs the I-20, they certify that, "I have read and agreed to comply with the terms and conditions of my admission." A student's sole purpose for entering or remaining in the U.S. is to pursue a full course of study. Please also note that a student may not enter the U.S more than 30 days prior to the program start date on their I-20.

To maintain lawful F-1 nonimmigrant status, students must:

- Be in good standing and make progress toward their academic goal—their diploma
- Maintain full-time enrollment during the academic year

- Enroll in a minimum of 10 credit hours per academic year
- Understand that U.S. federal regulations significantly limit the number of online and distance learning classes that F-1 students may take for credit while studying in the U.S.
- Keep their passports valid at all times. Their passport must be valid for at least six months on the day to return to the U.S. from a trip abroad
- Update their current and permanent address information within 10 days of moving
- Attend classes. Do not stop attending class, or return late from a vacation, without notifying the International Student Coordinator. Failure to report for two weeks or more will result in being reported as "out of status."
- Adhere to all school rules, as suspension or dismissal or any other similar action which affects enrollment may change their nonimmigrant visa status
- Inform the International Student Coordinator of any status changes
- Meet financial obligations. Failure to meet financial obligations by Feb. 1 will be reported as "out of status."
- Transfer to a U.S. college or university 60 days after completion of program. They must provide a letter of acceptance at the new school prior to release of their I-20
- Obtain the appropriate travel signature on their I-20 one week prior to travel
- Comply with all Cheshire Academy, State of Connecticut, and U.S. rules and regulations

Any questions about maintaining a student's F-1 status should be directed to the International Student Coordinator, the PDSO (Principal Designated School Official) or a DSO (Designated School Official).

3.4 Food Services

The Gideon Welles Dining Commons is unlocked from the time the Dining Commons opens at 7:30 a.m. on weekdays until the end of dinner each weeknight. Attendance at meals is anticipated for all boarding students. Lunch is provided for all students and day students are welcome at breakfast and dinner. Students are required to clear their tables after meals, using the appropriate receptacles and leaving their table better than they found it. It is not the responsibility of Flik Dining Services to clean up after students.

3.4.1 Meal Schedule

The typical meal schedule is shown below. Mealtimes may be adjusted around departure and return from breaks or other school events. Special meal schedules are communicated through email as needed.

Weekday Meal Schedule:

- Breakfast: 7:30-9 a.m. (Daily)
- Lunch: 11:25 a.m.-1:15 p.m. (Daily)
- Dinner: 5-7 p.m. (Mon-Fri)

Weekend Meal Schedule (Saturday and Sunday):

- Brunch: 10:30 a.m.-12:30 p.m.
- Dinner: 5:30-6:30 p.m.

3.4.2 Snack Bar

The Snack Bar, on the second floor of the Harwood Student Center, serves hot selections from the grill, snack foods, and cold drinks. Hours of operation are posted in the Student Center.

3.4.3 Food Delivery Policy

To maintain a safe and orderly campus environment, Cheshire Academy restricts external food deliveries during the academic day and after evening dorm check-in. All approved deliveries must be made to the kiosk at 84 Woodbury Court, across from the Triplex (between Markin Hall and Motter Hall); delivery drivers are not permitted to enter campus buildings. Students are responsible for coordinating delivery timing, paying for their orders, and tipping delivery personnel appropriately. The Academy is not responsible for lost, stolen, or spoiled items and is not liable for disputes between students and vendors.

Delivery is not permitted during the following times:

Academic day

- Monday, Tuesday, Thursday, Friday: 8 a.m.–3:35 p.m.
- Wednesday: 8 a.m.–1:10 p.m.

Evening

- Sunday–Thursday: after 8:15 p.m. (through the month of September); after 9:30 pm (October – June)
- Friday–Saturday: per weekend residential check-in guidelines (see Section 6.2).

Violations will result in progressive disciplinary action, up to and including confiscation and disposal of food, loss of delivery privileges, and referral to the Citizenship Committee. For the designated delivery location and the complete disciplinary schedule, see the full Food Delivery Policy on the MyCheshire Portal.

Students are expected to know and follow this policy. Parents and guardians are expected to support its enforcement.

Designated Delivery Location: All deliveries must be made to designated on-campus locations. Delivery drivers are not permitted to enter campus buildings. Students are responsible for communicating pick-up times to vendors, collecting deliveries promptly, and paying for all orders including gratuity. The Academy is not responsible for lost, stolen, or spoiled items, nor liable for disputes between students and restaurants or delivery platforms.

Consequences for Violation: Violations will be recorded in Orah. Repeated violations may result in confiscation and disposal of delivered items without refund, loss of delivery privileges, and referral to the Citizenship Committee.

Students are expected to adhere strictly to this policy; parents and guardians are expected to support the school in its enforcement. The full policy can be found in the MyCheshire Portal.

3.5 Vehicles

3.5.1 Vehicle Policy for Student Drivers

All student drivers must abide by state and federal laws, including laws regarding speed limits, safety belts, cell phone use, reckless driving, and all driving laws enacted by the state of Connecticut. Please note that the speed limit on campus is 10 mph. State information on teen driving may be found on the CT Department of Motor Vehicles website.

Day students are granted the privilege of using cars to travel to and from school only. Students may not sit in parked cars by themselves or with others at any point in time.

To park cars on campus, students must register their vehicle(s) and obtain an official Student Parking Placard. The placard must be prominently displayed so that it is clearly visible from the front of the car. Student vehicles that are not registered and/or do not display a parking placard may be towed at the owner's expense.

Use of cars is restricted to transportation to school in the morning and from school after a student's last commitment. Similarly, on weekends, cars are to be used only for transportation to and from campus. Once cars are on campus, they are to be parked only in a student's assigned parking space. Once parked, the student driver may not use the car again until the student departs campus at the end of the school day following their final commitment. Car use during free time during the school day is NOT permitted.

Students may not transport other students in their vehicles without appropriate pass permissions, prior written permission from the parents/guardians of the driving student and the parents/guardians of the transported student and an approved Orah pass. The Academy takes no responsibility for students transported in any personal vehicle.

Please note that lots are not equipped with charging facilities for electric/hybrid student vehicles, and the Academy takes no responsibility for the charging of students' electric/hybrid vehicles.

Failure to adhere to the Vehicle Policy will result in the following disciplinary actions:

- Warning: Email sent to student by a member of the Cheshire Academy Security Team
- 1st violation: Official note sent to the student, their parent(s)/guardians, and Advisor
- 2nd violation: Relegation to a specified campus parking space by the Facilities Building for five days
- 3rd violation: Loss of student driving privileges for a time determined by Security and the Dean's Office

If a student who loses driving privileges for a specified time disregards the school's response, they will lose the privilege of driving to and from campus indefinitely and will be referred to the Citizenship Committee.

3.5.2 Morning Student Drop-Off

There are two student drop-off points on campus. One drop-off location is in front of the Arts Building, across from the Library and Humanities Building. The second drop-off location is in front of Arthur Sheriff Field House. Students should not be dropped off in any other location on campus, nor should cars block traffic. Students who fail to abide by Drop-Off policies may be subject to disciplinary action.

3.5.3 Bicycles, Skateboards, and Scooters

Students can have non-motorized bicycles, scooters, and skateboards on campus. When riding to extended campus, students are reminded to exercise caution and follow the rules of the road. Students riding bikes, scooters, skateboards, or any other transportation device must wear helmets and other appropriate protective equipment on and off campus. Failure to do so may result in the loss of this privilege. All bikes must be in good condition and properly stored in designated areas. For fire and safety

reasons, bicycles may not be stored in dorms. Under no circumstances may bikes, scooters, or skateboards be used inside campus buildings.

3.5.4 Uber and Other Rideshare Companies

Cheshire Academy recognizes the policies of rideshare companies such as Uber. Any parent/guardian who chooses to allow an underage student to utilize the services of Uber or any other rideshare company in violation of the company's policy takes full responsibility for the health and safety of the student upon his or her departure from campus.

3.6 Leaving Campus

3.6.1 Campus Boundaries

All Cheshire Academy students are expected to know and abide by both immediate and extended campus boundaries. At designated times, students must remain inside immediate campus boundaries, and at other designated times, students may travel, on foot, within extended campus boundaries. Students may reach their destination on extended campus only by walking on sidewalks or appropriate pedestrian paths, especially pedestrian crosswalks. Students may not ride in cars to extended campus.

Immediate Campus Boundaries

- THE EAST: Woodbury Court, from O'Connor House to the Field House
- THE WEST: Route 10 (Main Street)
- THE NORTH: Sheriff Drive, the campus road alongside Simosa Field
- THE SOUTH: Route 68/70 (Academy Road)

Students are not to be in the back fields after dusk. This includes all school-owned property beyond the Lower Simosa parking lot.

Extended Campus Boundaries

- THE SOUTHEAST: Students should not go further southeast than campus on Route 68/70, as there are no sidewalks on this road
- THE WEST: Along West Main St. as far as the Post Office on Maple Ave. and Pop's Pizza on West Main Street; Please note that access to the Farmington Canal Heritage Trail is prohibited. Students wishing to access the Trail MUST have an approved Day Pass entered in Orah
- THE NORTH: Along Route 10 to Stop & Shop (students who use Wells Fargo Bank may walk past the Stop & Shop to that bank)
- THE NORTHEAST: On Academy property, the tennis courts beyond the pond up to the edge of the woods
- THE SOUTH: West of Elm Street along Route 10 as far as Dunkin' Donuts

3.6.2 Leaving Campus

From the start of the academic day until the conclusion of their final commitment, 9th and 10th grade students must stay within the immediate campus boundaries. They may not leave the immediate campus boundaries until the academic day is over, and they have completed their final commitment.

Eleventh grade, 12th grade, and PG students have permission to visit extended campus boundaries on foot during the academic day, and all students have this permission between their final afternoon commitment and the first evening dormitory check-in. Students must not miss any obligations when using this privilege, must be in good behavioral standing, and must properly sign out using Orah. If this privilege has been revoked for a student due to failure to meet standards, this will be indicated in Orah and the student will be "gated," or prevented from signing out with this pass.

Students must be back on campus no later than 7:30 p.m. on nights when study hall or residential programming is being conducted (Sunday-Thursday), and 10 p.m. on Friday and Saturday nights.

3.6.3 Signing Out

Cheshire Academy places great importance on knowing the whereabouts of its students. Therefore, whenever a student is not in a scheduled class or activity and not located within the boundaries of immediate campus, they should be signed out with the appropriate pass in Orah. Please note that students are not permitted to miss weekend meal check-ins to go to extended campus. It is incumbent upon students to learn and completely understand the procedures for signing out using an Orah pass. Students must not forge permissions nor lie about their intended whereabouts in an Orah pass. Students found in violation of this policy will incur disciplinary consequences for dishonesty, absent without leave (AWOL), and for putting themselves and our community at risk. Students must be certain to activate their passes prior to leaving campus and end their passes immediately upon their return to campus.

3.6.4 Optional Leave Permissions

During registration, parents/guardians of boarding and day students have the option to sign a variety of permission forms for their children. Optional permission forms give parents/guardians the opportunity to provide more wide-ranging permissions for their students with regard to campus leaves. These forms, however, do NOT negate the need of students to enter Orah passes and have them approved by the school prior to leaving campus. Please note that:

- Boarding students must enter an Orah pass and have it approved by the school whenever leaving campus
- Day students must enter an Orah pass and have it approved by the school whenever leaving campus during the school day and/or afternoon program
- Parents who grant permissions via these forms assume all risks associated with them
- Permissions are considered a privilege and can be rescinded for failure to meet school expectations

3.7 Emergency Response Procedures

For all campus emergencies, including fire alarms, lockdown orders, evacuation orders, and shelter in place orders, students must follow the appropriate emergency response procedures. Emergency response procedures will be reviewed and practiced with students throughout the year.

3.7.1 Student Emergency Procedure

1. If a student experiences an emergency that requires immediate attention, the student in need or another student should:
2. Call 911 first
3. Contact the appropriate emergency resource based on the time of day:
    a. **8 a.m. – 3:30 p.m.:** Call Security at 203-439-1147
    b. **All other times:** Call the AOD at 203-627-0145
4. Contact an available faculty member in the building/area

3.7.2 Fire Prevention and Safety

Any time, day or night, when a fire alarm sounds in any building on campus, everyone is required to vacate the building immediately. Failing to vacate a building in which a fire alarm is sounding is a school

rule violation and may result in a disciplinary response. Students must never attempt to put out an active fire.

Students are expected to exit through the nearest door, proceed to the appropriate gathering location, remain quiet as they wait so that attendance may be taken and instructions may be heard, and return to the building only after the "all clear" signal is given by school administration.

At no time may a student have a lit flame inside any building on the Cheshire Academy campus, nor should students tamper with fire safety equipment including, but not limited to, extinguishers, smoke detectors, fire alarms, or sprinklers.

3.8 Personal Belongings in Common Areas

To ensure the smooth functioning of the school environment and to maintain clear expectations, the following policy regarding personal belongings left in common areas is hereby established:

The school and its staff assume no responsibility for any personal items left unattended in common areas of the school building or on school grounds. Common areas include, but are not limited to, hallways, cafeterias, gymnasiums, libraries, restrooms, auditoriums, music rooms, practice rooms, and outdoor spaces. Students are solely responsible for the security and safekeeping of their personal belongings at all times. This includes, but is not limited to, textbooks, notebooks, electronic devices, clothing, bags, lunch items, musical instruments, and any other personal possessions. Items left unattended in common areas may be moved by school staff for safety, cleaning, or organizational purposes; however, the school does not guarantee the return or condition of such items.

Students are strongly encouraged to:

- Keep their personal belongings with them at all times
- Store valuable items securely in their lockers or designated storage spaces when not in direct use
- Clearly label all personal belongings with their name and grade
- Promptly retrieve any items they may have inadvertently left behind

Lost and found procedures may be in place for items that are turned in. However, the school is not obligated to actively search for or recover lost items. Students who have lost an item should check the designated lost and found area. Items remaining in the lost and found for an extended period may be donated or discarded. By being a member of the school community, students and their families acknowledge and agree to the terms of this policy. This policy is in place to promote student responsibility and to ensure a clean, safe, and orderly school environment for everyone.

4 System Conduct and Discipline

At the core of our community, Cheshire Academy strives to uphold the values of belonging, collaboration, engagement, and growth. These values shape our shared school experience. Our students are expected to always behave in accordance with the core values of the Academy and with the policies, rules, and expectations set forth in this Handbook.

The following section of the Handbook is not a comprehensive list of rules and policies but serves as a foundation for the conduct and behaviors that we expect our students to live by. As with all our expectations, students are required to adhere to these policies and rules at all times while enrolled at the Academy, particularly when a student is involved in any school activities, whether on or off campus, including but not limited to school trips, weekend activities off campus, and all travel on school-provided transportation. Students may also be subject to discipline for off-campus or online misconduct, particularly when such actions involve other students, violate the law, are contrary to our core values,

infringe on the rights of others, disrupt our community, or compromise the health, safety, and well-being of others.

In determining consequences for student misconduct, the Academy will consider the totality of the circumstances including, but not limited to, the severity of the offense, the impact of the offense on others, and a student's academic and disciplinary record. Disciplinary sanctions may include a range of consequences up to and including dismissal.

4.1 School Rules

General Conduct Statement

Students are expected to meet their commitments to the school and actively contribute to a healthy, engaged, and inclusive school community. Students are also expected to use good judgment and to conduct themselves in a manner consistent with the expectations of the school. Behaviors that negatively impact the school community or the school experience for the student or others, or which violate any expectations, can result in school interventions and/or disciplinary consequences. Additionally, students who choose to remain in the presence of others who are violating school rules, regardless of the level of their participation, may also be subject to a disciplinary response.

The Academy generally characterizes rule violations based on the severity of misconduct into three tiers of behavior. Below is a non-exhaustive list of the types of offenses the Academy typically considers to fall within these three tiers. However, in all cases, the Academy reserves the right to deviate from these classifications at its sole discretion to respond appropriately to student behaviors. More specifically, the Head of School (or their designee) always has the discretion to forgo the usual disciplinary process, including the convening of the Citizenship Committee, and investigate and/or make a disciplinary decision at an executive level if deemed appropriate.

4.1.1 Tier 1 Violations

Tier 1 violations are considered major violations of community expectations. Because these violations jeopardize the potential health and safety of the community, they warrant the strongest response from the Academy and therefore the likely response, even for a first offense, is typically dismissal. Tier 1 violations will generally be referred to the Citizenship Committee.

- **Dishonesty to the Citizenship Committee**
- **Open Flame in a School Building:** Burning or lighting of matches, candles, incense, cigarettes, or other flammable material in a campus building
- **Possession or use of Weapons:** Possession and/or use any item or instrument that could reasonably be considered a weapon under the circumstances, including firearms, certain knives, or ammunition of any sort
- **Sale or Distribution of Controlled Substances, Drugs, and/or Alcohol:** See Section 4.2
- **Serious Violations of Harassment/Discrimination Policy:** See Section 4.3.1 for specific details regarding Cheshire Academy's Harassment/Discrimination Policy
- **Sexual Misconduct:** See Section 4.4 for specific details regarding Cheshire Academy's Sexual Harassment and Misconduct Policy
- **Theft:** On-campus, off-campus, or in an online setting

4.1.2 Tier 2 Violations

Tier 2 violations, while considered serious violations of our core values, consider the potential for learning and growth central to any school mission. These violations warrant a strong response from the

Academy, and even a first offense may be considered a dismissible offense. Tier 2 violations will generally be referred to the Citizenship Committee.

- **Absent Without Leave (AWOL):** Leaving a dormitory after check-in or before 6 a.m. without faculty permission and/or leaving campus without a pass approved by the Academy. This includes using a pass with a destination discrepancy
- **Acceptable Use Violations:** Violations of rules that govern how students can access and use the Cheshire Academy network. See Section 9.1 for specific details regarding prohibited activity under Cheshire Academy's Acceptable Use Policy
- **Accumulation of Tier 3 Violations**
- **Bias Incidents:** See Section 4.3.3
- **Dishonesty:** Severe or pervasive acts of dishonesty
- **Disobedience:** Deliberately disregarding the instructions of an Academy faculty or staff member
- **Dorm Visitation Violations:** Entering a dormitory to which one is not assigned outside of visitation hours without permission from the dorm parent on duty in that dorm or allowing a non-resident of that dorm into the dorm outside of open visitation hours
- **Failing to Adhere to Fire Alarm Evacuation Procedures:** See Section 3.8.2 for details on Fire Alarm Evacuation Procedures
- **Interpersonal Misconduct or Other Unkind Behavior:** Egregiously unkind behavior towards another person regardless of whether it may be related to a protected class
- **Possession and/or Use of Alcohol, Drugs, and/or other Controlled or Illegal Substances:** The possession and/or use of drug or alcohol products or paraphernalia, including illegal substances and/or unauthorized prescription drugs. Student use of medication is only allowed at the direction of the Health Center. See policies in Section 4.2 and Section 8.3
- **Possession or use of a car by a boarding student**
- **Reckless Endangerment:** Acts which threaten or pose a risk of harm to the health, safety, or well-being of self or others
- **Repeated Violations of Academic Dishonesty:** See Section 2.7 for specific details regarding Cheshire Academy's Academic Dishonesty Policy
- **Threats**
- **Unauthorized Access to School Vehicles:** Including golf carts without permission
- **Unauthorized Recording of a Community Member:** Unauthorized photographic, audio or video recording and/or sharing of a community member in a manner that compromises privacy or in a situation where the other individual would not expect to be recorded or for which the individual has expressly denied consent
- **Vandalism:** Intentional damage to school property or the property of others
- **Violations of Fire Safety:** Tampering or playing with fire safety equipment, including fire extinguishers, smoke detectors, and/or fire alarms; this includes possession of incendiary devices

4.1.3 Tier 3 Violations

Tier 3 violations, while less significant than Tier 1 or Tier 2 violations, are still a breach of school rules and are likely to warrant a disciplinary response at the discretion of the Dean's Office. Tier 3 violations will be considered and treated in a more serious manner if there are multiple violations of the same rule or a pattern of Tier 3 violations.

- **Repeated Absences or Tardies from Required Community Commitments**

- **Disrespectful or Disruptive Behavior in any Community Spaces**
- **Dress Code Violations**
- **Minor Technology Use Violations**
- **Accumulation of Orah Infractions**
- **Possession of Matches or Lighters**
- **Parking Violations**
- **Possession of Unauthorized Appliances or Cooking Devices in the Dorm:** See Section 6.3.3 for details on prohibited appliances in the dorms
- **Unauthorized Possession or Use of School Keys**
- **Dishonesty:** Dishonesty to faculty or staff members in the community
- **Driving Permissions:** Driving or riding in cars without permission or disregarding policies surrounding the use of vehicles. This includes ensuring that appropriate driving details and host permissions are included in Orah passes. See Section 3.6 for details on Cheshire Academy's Vehicle Policy
- **Travel Violations:** Failure to follow appropriate leave procedures before or after a travel period
- **Unauthorized Access or Being in an Unauthorized Space:** Presence, access or attempt to access areas of campus or other locations where a student does not have permission to be; Please note that accessing high liability areas may be considered a Tier 1 or Tier 2 violation
- **Unauthorized Student Room Access:** Being in the dorm room of another student without being directly hosted by the student and/or their roommate in accordance with dorm rules or without gaining the appropriate permissions from the dorm parent on duty
- **Violation of Tobacco and Smoking Policy:** Sale, use and/or possession of tobacco products including e-cigarettes and vaping devices or vaping paraphernalia. See Section 4.2.2 for details on Cheshire Academy's Tobacco and Smoking Policy

4.2 Substance Use Policy

4.2.1 Alcohol, Drugs, and Other Illegal or Controlled Substances

The Academy prohibits students from using, possessing, selling, distributing or being under the influence of alcohol, drugs and/or other illegal or controlled substances. The Academy also prohibits the possession of any drug or alcohol-related paraphernalia. For purposes of this policy, unauthorized possession, and/or use of, or misuse of any medication, may also be considered a violation of this policy. When circumstances are such that members of the community are put at risk through the actions of one or more students, the consequences are more severe. The sale or distribution of these substances is therefore considered a Tier 1 violation. Students found in possession of quantities of alcohol, drugs or other such substances that suggest an intent to provide or supply such substances to others may also be subject to Tier 1 consequences.

Students who violate this policy jeopardize their place at the Academy and are subject to consequences, up to and including dismissal, even for a first offense, depending on the severity of the offense. Students determined to be under the influence of any of these substances may also be required to leave campus immediately, pending a final disciplinary decision.

Students suspected of violating this policy may be required to undergo a breathalyzer test, a drug test, and/or a room search at the discretion of the Academy without prior notification of families. Students will be supervised in the Health Center where the drug/alcohol test will be administered. Families will be notified of the test outcome. Refusal to take a drug/alcohol test will result in disciplinary consequences.

While a student is in the Health Center for a drug/alcohol test, they will not be permitted access to their cell phones or other devices. Students who are determined to have violated the Academy's policies concerning alcohol, drugs, and other illegal substances should expect to be suspended and must be cleared by the Academy's Health Center before returning to campus or school activities.

Depending on the severity of the offense, students may also be subject to more serious consequences, up to and including dismissal. While the Academy reserves the right to require a student to undergo drug or alcohol testing, such testing is discretionary, and a positive test is not required in order to reach a conclusion that a student has violated school rules regarding drugs and alcohol.

Students found in the presence of alcohol, drugs, and/or other illegal substances are typically referred to the Citizenship Committee and should expect to receive the same disciplinary response as those who are under the influence of such substances.

Students not dismissed from the Academy for a first offense are typically required to meet certain conditions established by the Administration. These conditions will be defined in a disciplinary letter and may include, but are not limited to:

- Submitting to a drug/alcohol assessment by a substance abuse professional
- Meeting with a counselor at no expense to the Academy
- Complying with any counselor recommendations, including attending follow-up sessions as determined by the Health Center staff
- Submitting to a drug test upon the student's return to school at the family's expense, the results of which will be used to determine whether additional supportive care is needed and/or
- Participating in random drug testing at the discretion of the Administration and at the family's expense

4.2.2 Tobacco and Smoking

Cheshire Academy is a tobacco, vaping, and smoke free campus. Students, regardless of age, are not permitted to use or possess tobacco, nicotine, or any smoking or other tobacco products. This includes, but is not limited to, cigarettes, cigars, chewing tobacco, vape pods or cartridges, electronic cigarettes, or vape pens. Any student found using or in possession of these products will typically be subject to the following consequences listed below:

- **First Offense:** The student will meet with the Director of the Richmond Health Center to assess student use of smoking and tobacco products, to discuss the inherent health issues associated with use of these products, and to address techniques for cessation use. If educational coursework is recommended, students must complete any assignments within the period designated by the Health Center.
- **Second Offense:** The student will have a follow-up meeting with the Director of the Richmond Health Center to discuss a pattern of use. The student will be required to complete specific online educational modules to address this pattern at the direction of the Health Center. The student will also be expected to comply with any recommendations for cessation of use set forth by the Director of the Health Center.
- **Third Offense:** The student will continue to meet with the Director of the Richmond Health Center for support in cessation of use. Outside resources may be recommended. The student will also be placed on Dean's Warning and assigned a disciplinary consequence.
- **Additional Offense(s):** The student should expect to appear before the Citizenship Committee for an accumulation of violations. Outside resources and/or follow-up nicotine testing may be required.

Smoking on school grounds or in any school building is illegal and a serious school rule violation. The same is true of any attempt to tamper with or disable a smoke detector, unnecessarily pulling a fire alarm, or intentionally setting off a smoke detector or fire alarm. Any fire, flame, or evidence of smoking in a building, including evidence of misuse of a smoke detector or fire alarm, may result in dismissal from the Academy.

4.3 Bullying, Hazing, Harassment, and Discrimination

4.3.1 Bullying, Hazing, and Other Unkind Behavior

The Academy expects all community members to treat one another with respect and prohibits all forms of unkind, disrespectful, intimidating, or retaliatory behavior, including bullying.

Bullying represents behavior that is more than merely being unkind or rude. It is typically associated with a power imbalance between or among students and is used to cause harm to another or impacts a student's ability to participate in school programs. For purposes of this policy, bullying is an action or speech (or series of actions/speech) that causes physical or emotional harm to another, causes reasonable fear of harm, or infringes on the rights or opportunities of another student. Unlike other unkind or prohibited behaviors, bullying is behavior that is severe, persistent, or pervasive. It may be direct, such as physically hurting another student, or indirect, such as persistent or pervasive belittling comments about or referring to another student. Bullying can happen in person, via text or phone, or on digital platforms or applications.

Hazing is considered to be any action or conduct which recklessly or intentionally endangers the health or safety of another student as part of an initiation into, or membership with, any student organization and is also prohibited by the Academy.

Students who experience bullying or hazing behavior or other similar unkind behavior, or who witness such behavior, are encouraged to report it to the Dean of Students or other appropriate administrator. Bullying, hazing or unkind behavior that involves bias, harassment, or discrimination may also use the Academy's Bias Incident Reporting Form described in 4.3.3 to report such behavior.

4.3.2 Anti-Harassment and Non-Discrimination Policy

Cheshire Academy's commitment to belonging means ensuring every student can participate fully in our community without fear of harassment or discrimination. Our approach centers on creating positive, inclusive experiences rather than merely preventing negative ones. Cheshire Academy is committed to maintaining a positive and safe environment for its students, faculty, and the community. The Academy does not tolerate any form of bias, harassment, or discrimination toward any member of our community based on an individual's perceived or actual protected characteristic, such as race, religion, sex, sexual orientation, gender identity or expression, national and ethnic origin, disability or any other category protected by law ("protected characteristic"). As applied to students, harassment is defined as unwelcome conduct on the basis of a protected characteristic that creates an intimidating, hostile or offensive environment that unreasonably interferes with, limits or denies a student the ability to effectively access or participate in school programs. Harassment may be verbal, non-verbal, or physical and may include online communications or conduct through cell phones or social media.

Students are encouraged to report any incidents of bias, harassment or discrimination to a faculty member or administrator of the Cheshire Academy community. Students may also report such incidents using the reporting procedures described below.

In all situations of alleged bias, harassment or discrimination, the Academy will investigate and respond in a timely manner. Cheshire Academy endeavors to conduct a prompt, thorough, and fair investigation.

If the Academy determines that a student has violated school rules, appropriate disciplinary action will be taken, up to and including dismissal. The Academy is not always able to publicly share the results of an investigation or subsequent disciplinary response.

4.3.3 Bias Incidents

To ensure all students experience genuine belonging in our community, we address not only harassment and discrimination but also conduct that undermines any student's sense of connection and safety. Bias incidents harm individual students and weaken our entire community's fabric.

Bias incidents are comments, aggressions, slurs, ethnic slurs, epithets, jokes, pictures, objects, threats, physical contact or gestures, intimidation, and other actions that display bias or prejudice towards others based on a real or perceived protected characteristic, such as race, religion, sex, sexual orientation, gender identity or expression, national or ethnic origin, ancestry or other category protected by law. Bias incidents are not aligned with our community values and Civil Discourse Statement and generally represent institutionally or culturally racist and biased policies, practices, and norms, and unequal treatment based on any of the categories of identity. Bias incidents may be intentional or unintentional, direct, or indirect.

Incidents of bias, harassment, or discrimination are prohibited whether they occur on or off campus, or online, consistent with the Academy's policies. Off campus incidents that come to the attention of the school, particularly when such conduct involves other Academy students, illegal conduct or behavior that is contrary to our core values, infringes on the rights of others, disrupts our school environment or compromises the health, safety or well-being of others, are subject to discipline.

4.3.4 Reporting Incidents of Bias, Harassment, or Discrimination

Anyone who believes they have been subjected to or witnessed an incident of bias or protected class harassment or discrimination is encouraged to report the incident promptly to a school administrator.

To help students and others make such reports, the Academy has also developed a Bias Incident Reporting Form accessible through a secure, third-party platform that permits the individual submitting the report to do so anonymously or with their name identified and receive communications back from the Academy as an anonymous or identified reporter. The incident reporting form is located on the MyCheshire portal under Resources. While individuals are permitted to make anonymous reports, it should be understood that no disciplinary action can be taken based solely on an anonymous report without further corroboration.

Parents/guardians may also use the Bias Incident Reporting Form to submit a report of alleged bias, harassment, or discrimination on behalf of their student. The form is intended for use only for incidents of bias, harassment, or discrimination related to current students.

This policy has been designed to facilitate investigations and resolutions of incidents so that all complaints related to alleged protected class bias, harassment, or discrimination are dealt with in a manner that is private, timely, fair, and consistent. In all instances in which a member of the community believes they have experienced an incident of bias, harassment, or discrimination, that member should complete an incident report. The Bias Incident Reporting Form is intended to report bias, prejudice, or harassment towards others based on a protected characteristic. This form should not be used to report instances of sexual misconduct. Please refer to Section 4.4.2 for reporting sexual misconduct.

All members of the campus community are encouraged to report potentially bias-motivated incidents. The Office of Community Life is available to support and guide students and others seeking assistance in determining how to handle potential incidents of bias, harassment, or discrimination.

Once a report of alleged bias, harassment, or discrimination has been submitted, the Office of Community Life is responsible for initiating a preliminary response that may include other administrators as appropriate. All investigations will include meeting with those involved or affected, collecting verifiable information relevant to the allegations, and generating referrals to appropriate administrators. Any student found to be responsible for an act of bias, harassment, or discrimination will be subject to disciplinary action.

Retaliation, including threats and intimidation, against a person making a good faith report under the Academy's reporting policies or involved in the investigation or implementation of this policy is unacceptable and will result in disciplinary or other consequences up to and including dismissal from the Academy.

4.4 Sexual Harassment and Sexual Misconduct Policy

As with other forms of harassment or discrimination, sexual harassment or any form of sexual misconduct is a breach of Cheshire Academy's core values. The Academy's policy on sexual harassment applies regardless of a person's sex, gender, sexual orientation, or gender identity. Any student who engages in sexual harassment or any form of sexual misconduct is subject to discipline, up to and including dismissal from school.

4.4.1 Definitions

Sexual Harassment

Sexual harassment is conduct that is unwelcome and sexual in nature and has the purpose or effect of denying or limiting a student's ability to participate in or benefit from an educational program or activity. Sexual harassment may be verbal, nonverbal, or physical and may include, but is not limited, to the following examples:

- Unwanted touching of a sexual nature
- Sexual remarks, or sexually suggestive slurs, jokes, pictures, or gestures
- Displaying, soliciting or sharing intimate photographs, videos, or audio recordings
- Unwelcome physical advances of a sexual nature or sexual propositions
- Stalking or cyberstalking
- Conduct that indicates that a student's submission to, or rejection of, sexual advances will affect the student's grade or other academic progress
- Sexual violence or sexual assault
- Any form of non-consensual sexual contact, including situations where one party is unable to consent

Sexual Misconduct

For the purposes of Cheshire Academy's policy, sexual misconduct is a broad term that encompasses egregious forms of sexual harassment, including, but not limited to, sexual assault, sexual abuse, sexual exploitation, dating violence, and any other form of non-consensual sexual contact.

Consent

For the purposes of this policy, consent means an active, clear, and voluntary agreement by a person to engage in sexual activity with another person. Consent can be verbal or nonverbal and may be communicated through words or actions that clearly express consent. Consent must be clearly expressed at every stage of a sexual encounter. Consent to some sexual activity does not imply consent to other sexual activities, nor does past consent imply present or future consent. Consent can be

revoked at any time and cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated, whether due to alcohol, drugs, or some other conditions.

Consent must be given freely and will not be inferred in the absence of a "no."

Importantly, there are some instances where, by law, a person is unable to consent to certain sexual activity, based solely on the ages of the individuals involved or when one of the individuals is in a particular position of authority or influence over the student (such as a teacher or coach). In Connecticut, a minor under 16 years of age cannot consent to certain sexual activity with someone more than 3 years older (or more than 2 years older, if the minor is under 13 years of age). The law also considers students unable to give consent to sexual activity with a school employee or coach.

4.4.2 Reporting Sexual Harassment or Sexual Misconduct

The Academy encourages anyone with concern regarding a possible violation of the Academy's sexual harassment/sexual misconduct policy to immediately report their concerns to the Office of Community Life or the Richmond Health Center.

Reporting sexual harassment or misconduct can be difficult and students who have experienced it or witnessed such behavior may experience a multitude of emotions when considering whether to report the conduct, especially if such a report involves serious behavior that may result in mandated reports to the police or other agencies. Anyone who has experienced or witnessed sexual harassment or misconduct is encouraged to prioritize their personal safety and physical/emotional well-being by seeking support.

Reports of sexual harassment or misconduct may be verbal or written. When reporting an incident, it is helpful for the person reporting the information to provide as much information as they recall and are comfortable sharing. Failure to disclose identifying information about the identities of the individuals involved or the facts and circumstances regarding the allegations (including the names of any witnesses) severely limits the Academy's ability to respond and remedy the effects of any potential misconduct.

4.4.3 Responding to Reports of Sexual Harassment or Sexual Misconduct

If the Academy receives a report of alleged sexual harassment, up to and including sexual misconduct, it will review the information and determine if further investigation is warranted. In some instances, sexual harassment reports and investigations will be handled through the standard disciplinary process (Section 4.5). However, with more egregious forms of sexual harassment, including allegations of sexual misconduct, the school may decide to follow the Sexual Misconduct Review Process detailed below. Decisions as to whether to use the discipline process or the Sexual Misconduct Review Process are at the sole discretion of the Head of School or designee, following consideration of the facts and circumstances involved.

Regardless of whether a school investigation occurs, the school will make reports to the Department of Children and Family (DCF) and/or the police as required by law or as the Academy determines is necessary. The Academy may defer its investigation if there is involvement by DCF and/or law enforcement. Following an investigation by law enforcement, the Academy retains discretion as to whether or not to investigate further.

The procedures set forth under the Sexual Misconduct Review Process may be modified by the Head of School or their designee if they determine that the circumstances warrant such modification.

Retaliation against someone for reporting or otherwise participating in an investigation into allegations of sexual harassment or sexual misconduct is prohibited and may lead to disciplinary action up to and including dismissal from the Academy.

4.4.4 Sexual Misconduct Review Process

If the Academy determines that a report of sexual harassment requires a process outside of the Academy's traditional disciplinary process, it may elect to use the Sexual Misconduct Review Process. Cases subject to the Sexual Misconduct Review Process may be investigated by an administrator from the Academy or an external investigator. The investigation will generally include interviews with the alleged victim ("Complainant") and the individual accused ("Respondent"), if possible. It may also include interviewing other witnesses and collecting relevant evidence.

The Complainant and the Respondent ("Parties") may be accompanied by an advisor and/or a parent/guardian during any interviews conducted by the investigator. The advisor and/or parent/guardian may not speak on the student's behalf during the interview or otherwise interfere with the interview. An advisor and/or a parent/guardian who does not comport themselves with these expectations or otherwise obstructs the Sexual Misconduct Review Process may be removed.

Students, faculty, and staff are required to cooperate with the investigation process. The required scope of participation will be determined by the investigator. During the process, the Academy may implement supportive measures for the health and safety of all involved, including changing classes or rooming assignments, implementing no contact orders, or placing the student(s) on a leave until the case is resolved.

Once the investigator has completed the investigation, the investigator will prepare a written summary of preliminary evidence to be shared with the Complainant and Respondent on the express condition that the Parties agree to keep the contents of the summary completely confidential. The Parties may share the contents of the summary with their selected advisor and/or their parent(s)/guardian(s). Once the summary is shared with the Parties, the Complainant and Respondent will have 7 business days to provide a written response to the investigator, should they wish to do so. The investigator will review the Parties' written responses, conduct any necessary follow-up investigation as determined appropriate by the investigator, and finalize the summary of findings in a final report. The investigator's final report and any evidence collected during the investigation (including any written responses) will be forwarded to the Parties and to the Head of School (or designee(s)). The Head of School or other administrator(s) designed to review the findings, will review the information, make a determination as to whether misconduct occurred in violation of school policies. In making this decision, the Head of School or designee(s) will apply the preponderance of evidence standard to determine if it is more likely than not the conduct alleged occurred. If misconduct occurred, the Head of School (or designee) will inform the Parties of the outcome of the investigation, including the findings. Any decision to impose discipline will be communicated in writing to the Respondent. The decision by the Head of School (or designee) is final and not subject to appeal unless there is clear evidence of newly learned or not previously available information that would have materially affected the outcome.

Informal Resolution

In addition to the formal Sexual Misconduct Review Process, the Academy makes available to students an informal resolution process as an alternative means of addressing issues concerning sexual harassment and/or sexual misconduct between students. This informal resolution process is not appropriate for addressing allegations involving school employees and may not be used in any instance where a report involves alleged misconduct by an adult.

The informal resolution process includes the involvement of a school administrator to mediate the issues between the Parties related to the complaint of sexual harassment/sexual misconduct.

Informal resolution is available at any time before the school reaches a final decision using the Sexual Misconduct Review Process. If, as a result of the informal resolution process, the Parties reach agreement as to how to resolve the complaint, their agreement will be reduced to writing. This process is entirely voluntary and must be agreed to in writing by both the Complainant and the Respondent.

Prior to reaching a written resolution, either party may withdraw from the informal resolution process and resume the Sexual Misconduct Review Process. If a satisfactory resolution is reached, however, the matter will be considered resolved. If efforts are unsuccessful, the more formal Sexual Review Process will resume.

4.5 Disciplinary Process

4.5.1 Restorative Philosophy of Student Accountability

To meet students where they are, we believe it is important to help students learn from missteps and develop the skills and aptitudes necessary to make good decisions. We also believe that we must be predictable and consistent in holding students accountable for their actions and missteps. Our boundaries reflect our core values and begin with respect for each other and responsibility for ourselves and others. We address missteps as teachable moments whenever possible and strive to help our students develop into people of good character. Students are asked regularly to reflect on their decisions, consider the impact of their actions on others, and take responsibility for themselves and for the people around them.

When students make mistakes, they are expected to demonstrate a clear and authentic attempt to make amends and grow beyond the difficulty that led to their mistake. Any student struggling with academic, emotional, or behavioral issues should be seen as making a concerted effort to improve, taking advantage of the interventions and supports the Academy provides. However, there are times when a formal disciplinary response, including dismissal, is appropriate and necessary.

4.5.2 Disciplinary Investigations and Searches

A student choosing not to live by the Academy's expectations and rules faces consequences for their choices. The Dean of Students or their designee is the administrator responsible for investigating, fact-finding, or overseeing all investigations of student misconduct. Students are not permitted to have their cell phone during any disciplinary meetings, although the student may request to have their advisor or another trusted Cheshire Academy faculty or staff member present.

Parents/guardians are not part of the Academy's disciplinary process but will be notified of allegations of serious misconduct. In the event the misconduct involves law enforcement, Cheshire Academy will have an administrator present if a student under 18 is being questioned and parents/guardians are not present.

The Academy believes that enforcement of school rules is important to the safety, security and welfare of students and our community. Therefore, the Academy reserves the right to search student dorm rooms, lockers, vehicles, backpacks, cell phones, electronic devices, or other personal belongings for evidence of a violation of school rules. The administrator conducting such a search will generally make an effort to do so with at least one other faculty or staff member present.

The Academy expects that all students will be truthful and cooperative in any disciplinary inquiry or investigation. The failure to do so may result in disciplinary consequences apart from any underlying misconduct, up to and including dismissal from the Academy.

4.5.3 Disciplinary Decisions

Following an investigation into reported student misconduct, the Dean of Students and/or Associate Dean of Students will make factual findings and conclude whether a student's behavior violates Academy rules. If a rule violation has occurred, the Dean's Office determines, based on the severity of the offense, whether the disciplinary matter will be referred to the Citizenship Committee in accordance with the Tiered Misconduct System outlined in Section 4.1. Matters not referred to the Citizenship Committee will either be handled by the Office of Community Life to determine an appropriate consequence or make a recommendation to the Head of School, who will be responsible for making the final decision as to the disciplinary consequence.

In determining an appropriate disciplinary response, the school will consider a student's prior disciplinary record. A student's disciplinary record is cumulative during their academic career regardless of the period of time between incidents. The Academy will try to take into account both the personal development and best interests of an individual student and the welfare of the entire community. This delicate and important balance is considered in all disciplinary decisions.

Disciplinary consequences for school rule violations may include all those responses defined in Section 4.5.5, up to and including Dean's Warning, Probation, Suspension or Dismissal. Students who are knowingly in the presence of a school rule violation can also expect to share in any disciplinary response.

A student who is on Dean's Warning or Probation and commits an additional rule violation should expect to appear before a Citizenship Committee. A student whose actions or behaviors cause them to appear before a Citizenship Committee multiple times should expect to be dismissed from the Academy or to have their reenrollment withheld for the next academic year.

The Head of School or their designee always has the discretion to forgo the Citizenship Committee process and investigate and/or make a discipline decision at an executive level if the Head of School deems it appropriate or in the best interest of the school, the student, or the community. In cases involving allegations of sexual harassment or sexual misconduct, or other matters that the Head of School deems to be of a highly sensitive nature, the Head of School or designee may also utilize an external investigator to assist in the investigation and disciplinary process.

4.5.4 Citizenship Committee

The Citizenship Committee is a group of faculty and students that meets to review student violations that have been investigated by the Dean's Office. If it is determined that a violation has occurred, the case will be referred to the Citizenship Committee by the Dean's Office for a decision regarding disposition. The Committee is generally reserved for situations in which a student has engaged in behavior that is a serious violation of a school rule (such as a Tier 1 or Tier 2 offense) or has had an accumulation of Tier 3 level offenses such that there is the potential for the student to be dismissed. A meeting with the Citizenship Committee is an indication that there is serious concern about a student's behavior and their future at Cheshire Academy. The role of the Committee is to meet with the student, listen to the facts and evidence that has been gathered through the Dean's investigation, and make recommendations for consequences resulting from the violation(s). The Dean of Students or Associate Dean of Students, or their designee oversees the committee meetings but does not vote or make recommendations for consequences. Please note that the administration reserves the right to modify the makeup of the Citizenship Committee or to release student committee members from participation in Citizenship Committee meetings in certain circumstances when deemed appropriate by the Academy's administration.

If the Dean of Students or Associate Dean of Students determines, upon review of the evidence, that a rule violation has occurred, the Academy will notify the student and their parents or guardians that their case will be referred to the Citizenship Committee.

The Citizenship Committee will be scheduled to meet as soon as practicable, and such meetings may take place during morning, after school, evening, or weekend hours as appropriate. The student's attendance at the Citizenship Committee is required even if the student is a day student.

Before the Citizenship Committee convenes, the student will be asked to invite their advisor or another trusted faculty member to attend the Citizenship Committee meeting with them. The student will also be asked to prepare a written reflection regarding the violation(s) that they may share with the Citizenship Committee during the meeting.

The Citizenship Committee will listen to the factual findings and evidence presented by the Dean of Students or Associate Dean of Students during the meeting and may ask questions of the student or others present at the meeting.

After hearing all relevant information, the Committee will excuse the student from the meeting, deliberate, and make recommendations for disciplinary consequences and/or restorative actions.

The recommendations of the Committee will be shared with the Head of School who has the authority to adopt, reject, or modify the recommendations of the Committee at their discretion and will issue a final disciplinary decision.

The Head of School or their designee will notify the student and their parents/guardians of the final decision, and the student will receive written notice of the decision. Final decisions are not subject to appeal. A student will not be permitted to withdraw from school once a final disciplinary decision from the Head of School or their designee is issued in writing.

The proceedings of the Citizenship Committee are confidential. Information from the meeting is generally not shared with parents or other non-participants except for the Head of School for the purposes of rendering a final decision on the matter. Phones are not permitted to be in a Citizenship Committee meeting space. Parents or legal counsel are not permitted to be present at a Citizenship Committee meeting, and students who attempt to record or disclose information from the Citizenship Committee meeting will be immediately dismissed.

4.5.5 Disciplinary and Non-Disciplinary Responses

Infractions | Please refer to the Residential Life Section of the handbook for information regarding Dorm Infractions.

Make-Up Time | Make-up time is a positive disciplinary approach designed to allow students an opportunity to re-engage with or reinvest in the community following missed community commitments. The times, locations, and durations of make-up time will be determined and communicated by the Dean's Office in advance to any student who has incurred this response. Absence from make-up time violates community expectations and may result in further disciplinary consequences.

Restorative Action Plan | A restorative plan is a strategy designed to address the harm caused by a negative incident or situation and to promote growth and reconciliation. It often involves a process of repairing relationships, rebuilding trust, and restoring a sense of community.

Early Check-In | If a boarding student earns an early check-in, they are expected to check-in with dorm staff at 7:30 p.m. on weeknights (Sunday–Thursday) and 9:30 p.m. on weekends (Friday and Saturday) and then go to their room for the remainder of the night. The student may not have anyone other than their roommate in their room.

Campus Restriction/Gating | Students on Campus Restriction are required to remain within immediate campus boundaries for the specified duration of the restriction. These boundaries do NOT include extended campus or the back field area. "Gating" is the term used within the Orah leave management platform to restrict a student's use of off-campus passes while on restriction. Determination as to whether a student may be allowed to leave campus while on restriction will be made by the Dean of Students or Associate Dean of Students, and such permissions will be granted only in very limited circumstances.

Weekend Restriction/Gating | When assigned a weekend restriction, boarding students are restricted to campus except for academic appointments or for participation in athletic events, and they lose their weekend privileges. During weekend restriction, students are required to remain within immediate campus boundaries. These boundaries do not include extended campus or the back field area. In addition, students must check in to the dormitory at 9:30 p.m. and then go to their room for the remainder of the night. The student may not have anyone other than their roommate in their room. Students on weekend restriction are "gated" in the Orah leave management platform. Determination as to whether a student may be allowed to leave campus while on restriction will be made by the Dean of Students or Associate Dean of Students and such permissions will be granted only in very limited circumstances.

Dean's Warning | As a disciplinary response to a rule violation or a pattern of minor violations, a student can be placed on Dean's Warning by the Dean of Students or Associate Dean of Students. While on Dean's Warning, the student may be required to follow the terms of a behavioral contract that outlines the specifics of what the Academy expects from the student for a period of time. Students generally meet regularly with their advisor, or another adult mentor selected with the Dean of Students or Associate Dean of Students during the warning period. While on Dean's Warning, students are held to a high standard of conduct and citizenship. This is a time when students must show their willingness and ability to live in accordance with all of the expectations of the Academy. Students who violate school rules and policies while on Dean's Warning should expect the consequence to elevate to the level of a Disciplinary Probation and/or to be called before the Citizenship Committee.

Disciplinary Warning | As a disciplinary response to a rule violation or a pattern of minor violations, a student can be placed on Disciplinary Warning by the Head of School at the recommendation of the Citizenship Committee. While on Disciplinary Warning, the student may be required to follow the terms of a behavioral contract that outlines the specifics of what the Academy expects from the student for a period of time. Students generally meet regularly with their advisor, or another adult mentor selected with the Dean of Students or Associate Dean of Students during the warning period. While on Disciplinary Warning, students are held to a high standard of conduct and citizenship. This is a time when students must show their willingness and ability to live in accordance with all of the expectations of the Academy. Students who violate school rules and policies while on Disciplinary Warning should expect the consequence to elevate to the level of a Disciplinary Probation and/or to be called before the Citizenship Committee.

Disciplinary Probation | Students found to have violated school rules may be placed on probation for a period of time, with or without other discipline. The student may be expected to follow the terms of a behavioral contract outlining expectations while on probation. During this period, students may be asked to meet regularly with their advisor or another adult mentor selected with the Dean of Students or Associate Dean of Students. Students may also have regularly scheduled check-ins with their grade level Class Dean. While on probation, students are held to a high standard of conduct and citizenship. Students who violate school rules and policies while on probation should expect to be called before the

Citizenship Committee, or to meet directly with the Head of School to receive a consequence. Dismissal from the Academy is a possible outcome for students who violate school rules while on probation.

In-School Suspension | A student who violates a school rule may be subjected to in-school suspension during which time they are separated from classes and activities and placed in a designated, monitored area within the school. Students will remain in this location from 8:30 a.m. – 4:30 p.m. after which time they should report directly to their room (or another assigned room) and remain there for the rest of the evening. A to-go dinner will be provided. Students are gated during the period of in-school suspension. While in-school suspension serves as a disciplinary consequence, the primary focus of this response is placed on reflection and behavioral change. As such, during in-school suspension, students will be required to complete coursework and/or restorative planning sessions. Students are responsible for catching up on missed work independently. Although suspensions are not recorded on student transcripts, they are part of a student's disciplinary record and are reportable to colleges if requested (see Section 2.11.4).

Suspension | A student who violates a school rule may be suspended, by which they are temporarily separated from school and required to leave campus. The time away reflects the seriousness of the wrongdoing and also provides an opportunity for reflection and reassessment. Students who are suspended are expected to leave campus as soon as reasonably possible. Parents/guardians are responsible for making arrangements for a student to leave campus. Any arrangements for the student to leave campus, whether to go to go home or another location, are at the expense of the family. During the suspension, students are not permitted on campus and are responsible for any missed academic material. Upon return to school, students will meet with the Dean of Students or Associate Dean of Students to discuss their re-entry to the school community. Although suspensions are not recorded on student transcripts, they are part of a student's disciplinary record and are reportable to colleges if requested.

Loss of Boarding Privileges | On occasion, a boarding student may lose their right to live in the dorms. This may take place if, among other reasons, a student cannot abide by the rules and regulations of the residential program. Also, if there are extenuating circumstances involving medical or psychological concerns as determined by the Health Team, a student may be required to move to day student status.

Failure to Thrive | There are occasions when permanent separation has been recommended, not for a specific incident, but because the student's whole profile indicates "failure to thrive." This means failing to cope with, or to benefit from, the academic or social aspects of the school community. Common signs include: poor academic performance, lack of interest, irresponsible behavior, substance abuse, and/or disrespect to self and others. The Head of School reserves the right to convene a Citizenship Committee meeting, dismiss, or require withdrawal of any student who has demonstrated a failure to thrive.

Dean's Leave | There may be occasions when the Academy requires a student to be placed on Dean's Leave. A Dean's Leave is a short term, non-disciplinary leave that may be required while a disciplinary or other investigation is pending, or if it is determined that the student's ongoing presence would pose a risk of harm or disrupt the school community. A decision to place a student on Dean's Leave does not reflect any conclusion by the Academy that any misconduct has occurred and is not a medical leave. In the event a student is placed on Dean's Leave, the School will work with the student, teachers, and the family to support the student's continued education to the extent possible while away from campus.

Withdrawal | A student may voluntarily withdraw from the Academy at any time upon written notification to the Head of School by a parent/guardian. If a student voluntarily withdraws from School, for any reason, the student's transcript will reflect that they have withdrawn and the date of withdrawal.

A student facing potential discipline will not be permitted to withdraw following a final written decision from the Head of School or their designee regarding any disciplinary violation. Students who withdraw from school remain responsible for any outstanding fees or other financial obligations to the school. Student records, including transcripts and recommendations, will not be released until all obligations, including financial, to the school are satisfied.

Dismissal or Non-Renewal of Enrollment | Students who are dismissed from the Academy are separated from the school, are expected to leave campus immediately, and may not return to campus or participate in school-sponsored events or activities without the permission of the Academy. Families are responsible for making arrangements for a student to leave campus, including the collection of student belongings. The Academy is not responsible for items that remain after a student leaves campus following dismissal.

Transcripts for students who are dismissed will note the grades and credits earned as of the date of dismissal and will document the dismissal and date of dismissal. Students may not complete further coursework for additional academic credit. Students who are dismissed remain responsible for any outstanding fees or other financial obligations to the school. Student records, including transcripts and recommendations, will not be released until all obligations, including financial, to the school are satisfied.

Effect of Dismissal or Withdrawal | Students who withdraw or are dismissed are no longer considered enrolled at Cheshire Academy. If the student is attending Cheshire Academy on an F-1 visa, their I-20 is marked "completed" or "terminated" at this time. A withdrawn or dismissed student's official academic transcript shows the date of withdrawal or dismissal, and the grades and credits earned as of that date. Withdrawn or dismissed, students may not be permitted to complete coursework for further academic credit.

A student who must depart campus due to dismissal or withdrawal must take all personal possessions with them upon their departure from campus.

PLEASE NOTE: Students are expected to report disciplinary violations to colleges in accordance with the policies outlined in Section 2.11.4. The Academy's policies regarding disclosures to college also apply to situations where a student may be applying to another secondary school.

5 Attendance

Cheshire Academy is a fully in-person New England independent boarding and day school. In that spirit and tradition, active presence is critical for students to achieve the school's mission. Attending Cheshire Academy includes agreeing to take part in all required aspects of the community.

Attendance is recorded on the student portal, which is accessible to parents/guardians. Errors in attendance must be reported to attendance@cheshireacademy.org within two school days to be corrected; otherwise, the recorded attendance stands

The following three sections lay out our specific expectations for attendance in community life, in our athletic and afternoon program, and in the academic program. Across all three programs, there are several categories of attendance terms to pay attention to:

- **Sanctioned absences:** these are absences which the school allows students to accrue without contributing to specific attendance consequence thresholds. Sanctioned absences include, but are not limited to, absences as a result of school-sponsored trips or competitions, approved college visits, family emergencies for which we agree to sanction the absences, official medical

leaves of absence, suspensions, dean's leaves of absence, and other school-initiated periods of separation.

- **Excused absences:** these are absences which the school provides permission for, with prior notification and/or confirmation from medical professionals, but which do count toward the attendance consequence thresholds outlined in the sections below. Excused absences are generally for individual sick days but may also be approved by the relevant office for a variety of reasons if properly communicated ahead of time.
- **Unexcused absences with prior notification:** these are absences which this school is made aware ahead of time, but which we do not excuse, and which therefore count more stringently toward the attendance consequence thresholds below, and which we track and monitor closely for patterns of truancy.
- **Unexcused absences without prior notification (skips):** these are absences where students miss commitments without prior notification or approval. These carry our highest consequences as outlined in the sections below and are tracked with extreme fastidiousness in order to prevent patterns of truancy.

5.1 Attendance Procedure

Day students:

- For all absences or tardies, parents/guardians must contact **attendance@cheshireacademy.org** in advance of the missed commitment.
- For all health and wellness-related absences or tardies, the health center or the wellness center staff may require medical documentation from an outside healthcare provider before the student can return to school. See section 5.4 for more information.
- For students who are on campus and are experiencing health or wellness concerns and need to leave campus must first be assessed by either the health center or the wellness center; absences for illness without prior health/wellness center assessment will be considered unexcused.

Boarding students:

- Boarding students who are on campus and miss commitments due to health or wellness concerns must first be assessed by either the health center or the wellness center; absences for illness without prior health/wellness center assessment will be considered unexcused.
- For all other absences or tardies, parents/guardians must contact **attendance@cheshireacademy.org** in advance of the missed commitment.

5.2 Academic Attendance Policy

Our attendance policy reflects our four core values of belonging, collaboration, engagement, and growth. To adhere to these values and to thrive as individuals and together, it is imperative that all members of the community are present and on time. Missed classes and tardiness disrupt the learning environment and negatively impact others. Therefore, all students are expected to be in the proper place at the proper time unless they have prior permission from the school. Students who miss required academic commitments will be subject to the consequences outlined below.

5.2.1 Attendance Record and Procedure

See section 5.1

5.2.2 Excused Absences

Absences from classes or other school commitments are generally excused for: a school-sanctioned activity, such as a field trip, athletic contest, approved college visit, or admission ambassador event; an illness or other health issue, as long as the absence is sanctioned by the Health Center; a necessary healthcare appointment that cannot be scheduled outside of school hours; weather-related safety concerns, or a religious observance.

Cheshire Academy respects the diversity of religious backgrounds within its student body and aims to support the spiritual lives of its students. Students or parents/guardians who wish for their student to participate in religious observances should communicate with the Attendance Office to seek prior approval to missing classes or other commitments. Pending this approval, the student will be excused from commitments and given the opportunity to make up any missed work without prejudice and with the support of faculty and staff.

On a case-by-case basis, other reasons for absence may be excused by a school administrator. These will be noted as excused with "Dean's Authorization" on a student's attendance record. Any student who misses work or instruction as a result of absence from class because of illness or another excused reason is responsible for making up the work.

During Final Demonstration of Learning (FDoL) special schedules at the ends of each semester, “Dean’s Authorization” excused absences will not be provided for college visits, athletic recruitment meetings, leisure travel, or other non-emergency reasons

5.2.3 Accumulation of Excused Academic Absences

It is understandable that circumstances may arise that necessitate a student being absent from school. However, experience teaches us that students learn best when they are present and participate in the learning activities designed by their teachers. Many of these activities are collaborative and discussion-based or project-oriented, requiring students to work together as participants and leaders in their learning. It is therefore important for students to be present for all classroom experiences.

A pattern of excused absences, whether or not a student makes up work, will result in a negative effect on the student's grade, either through the class's community of learners rubric, participation/engagement requirements, or syllabus attendance policy.

For this reason, any student who is absent for 20 percent or more of any single class's meeting times during a semester will have their attendance record reviewed by an Academic Dean.* Both excused and unexcused absences will be reviewed, as well as tardiness, in order to determine an appropriate health, academic, and/or disciplinary consequence, if one is needed. Consequences may include a required medical leave, loss of credit for the class in question for that semester, or a required withdrawal based on failure to thrive. Students who are absent – for any reason – for one third or more of the times a class meets in a semester are ineligible to receive credit for that class.*

Families and students should regularly check their attendance record on the MyCheshire portal and/or in Orah. Students and families will receive notifications from Orah if a student is approaching a threshold for an attendance board hearing or loss of credit.

**The only times exceptions to this policy can or will be made is under the specific terms of a student accommodation plan generated by the Director of Roxbury Center for Learning & Leadership or a specific medical leave letter/other documented school-approved leave of absence. Note well, however, that the language of all leave-of-absence letters include the school's ability to enforce the attendance policy above if it deems a student should not return from a leave or if it deems a student's accommodations are no longer reasonable for the school to support.*

5.2.4 Unexcused Absences

Absences are unexcused for reasons such as family vacations, travel arrangements, health issues not evaluated or sanctioned by the Health Center, routine appointments that can be scheduled outside of scheduled school hours/days (i.e. regular weekly appointments or check-ups), and any skipped commitment. Every effort should be made by parents/guardians to avoid appointments and travel that conflict with scheduled days of classes, and for students to attend all scheduled days of classes.

Unexcused absences from an academic class, whether the Academy is notified in advance or not, will result in the following academic consequences on a per semester basis. In addition, unexcused absences both with or without prior notification may also result in academic consequences in accordance with class policies and syllabi.

Unexcused Absences <u>without</u> Prior Notification from Parents/Guardians (Skips):

- **1 Skip:** the student's community of learners grade, participation/engagement grade will drop, either through the class's community of learners rubric, participation/engagement requirements, or syllabus attendance policy
- **2 Skips:** the student's semester grade will be reduced by 1/3 of a letter grade at the end of the semester by the Academic Office. The student's case will be brought to the attendance board
- **3 Skips:** the student will forfeit credit for the class and be placed on Academic Warning. The Dean of Academics will meet with the student and their family to discuss further steps following recommendations from the attendance board

Faculty members are not able to make adjustments to a student's attendance record. If a student believes an unexcused absence has been recorded in error, they should address the matter with the Dean's Office within two days; otherwise, absences remain on the student's attendance record.

5.2.5 Unexcused Tardies and Unexcused Absences with Prior Notification

Unexcused Tardies and Unexcused Absences <u>with</u> Prior Notification:

- **1-5:** The student's grade will drop, either through the class's community of learners rubric or syllabus attendance policy
- **6:** The student's semester grade will be reduced by 1/3 of a letter grade at the end of the semester by the Academic Office. The student's case will be brought to the attendance board
- **9:** The student will forfeit credit for the class and be placed on Academic Warning. The Dean of Academics will meet with the student and their family to discuss further steps following recommendations from the attendance board

Any student who arrives after the start of class without a pass from a teacher or administrator is considered tardy. A student who is tardy by more than 25 minutes will be considered absent. Such absences are considered unexcused absences unless the Health Center or Community Life Office has excused the late arrival through the attendance platform on Orah.

By being late to class, a student misses important learning activities and may incur zeros for any missed assignments or assessments. Teachers are not responsible for reteaching material missed due to habitual tardiness.

5.2.6 Off-Campus College Visits

Absences from school for college visits are considered excused absences only when these procedures are followed. Otherwise, any absence will be considered unexcused. This policy applies to both day and boarding students:

- Students must meet with their assigned college counselor before a potential college visit for the absence to be considered excused. For official recruiting trips, students must still meet with their college counselor before the visit for the absence to be considered excused
- When a student meets with their assigned college counselor, they should have the following information available: details of the trip, all air and ground transportation plans, and accommodations arranged, if applicable
- For the visit to be approved by the student's college counselor, the college must be one that the student is considering. Students are not permitted to accompany a friend who is visiting a college of their choice
- When the appropriate steps are taken for official college visits, students will be allowed to miss a total of five school days during the academic year but should aim to miss fewer. Students can take advantage of weekend programs and visits over school breaks, including Fall Long Weekend, Thanksgiving Recess, Winter Recess, Winter Long Weekend, and Spring Recess. Any absences beyond the allowed five school days will be considered unexcused absences
- Once a student's college counselor has given approval for an official visit, the student (day or boarding) must complete the appropriate leave request in Orah. The leave request requires final approval from the college counselor, the student's legal guardian, and the Community Life Office. With this complete, the absence will then be marked as excused in Orah

Please note that prior to any potential college visit during a community weekend, students are required to meet with College Counseling in conjunction with the Dean's Office at least one week in advance of the intended absence. Approval for visits during a community weekend is limited, and students and families should understand that only one such visit will be permitted per academic year.

5.2.7 On-Campus College Visits

This policy applies to both day and boarding students:

- Any 10th-PG student can attend college visits during free periods. Students must arrive at the Vanacore College Center on time for the visit. All college visits are scheduled within the school's daily scheduled periods
- Students must register through Naviance to attend a college visit in the College Center
- Only 11th-PG students may attend college visits during a class period when they have an assigned class. The student must have registered in advance, and, before the visit, the student must go to

class to inform their teacher that they will be attending an on-campus college visit. If this process is not followed, the student's absence from that class will be marked as unexcused

- All students will sign in at the College Counseling Office upon arrival. If necessary, late passes will be given when returning to class

5.3 Community Life Attendance Policy

Community Life Attendance Policy

The Community Life Attendance Policy is designed to foster a vibrant and supportive environment that embodies Cheshire Academy's four core values: belonging, engagement, collaboration, and growth. This policy is born out of a belief that a thriving community is one in which every member feels welcomed, connected, and empowered to participate, learn, and contribute to collective success.

The policy outlines the Academy's expectations for student involvement in all required community programs and provides a clear framework to encourage consistent engagement while also appropriately addressing instances of disengagement.

Please note that while the Orah Leave Management platform helps the Dean's Office track a student's whereabouts, an approved pass in Orah does not automatically constitute a sanctioned or excused absence from community obligations.

Tardies

Any student who arrives after the start of programming is considered tardy. Please note that three tardies to a community commitment equals an unexcused absence from that commitment and students will be subject to the disciplinary consequences outlined for missed commitments.

Categories of Engagement (Community Life)

Student engagement in Cheshire Academy community and residential programming is assessed using the following categories:

High Pass with Distinction: A student who serves as an exemplary citizen, consistently exceeding expectations and actively participating in all activities, thus serving as an embodiment of the core values of Cheshire Academy

High Pass: A student who consistently meets expectations and makes positive and respectful contributions to the spirit of the Academy community

Pass: A student who meets basic requirements for all Community & Residential Life components

Low Pass: A student who has not met key requirements, indicating a need for intervention and improved participation (please see the requirements and Low Pass Indicators below for more details)

Fail: A student who has demonstrated a significant lack of engagement, requiring a re-evaluation of their standing within the Cheshire Academy community

Community Life Engagement: Attendance Requirements and Low Pass Indicators

To determine a student's Category of Engagement, Community Life attendance is tracked in three key areas:

Advisory and Morning Meeting Programming

Expectation: Students must attend all scheduled Advisory and Morning Meeting sessions in a timely manner and engage respectfully

Low Pass Indicator: The accumulation of 3 unexcused absences per semester in this category

Community Programming

Community Programming consists of X-Block Programming and Special Programming including MLK Day, All School Read, and AAPI Heritage Month, Community Weekends, Community Dinners, and more.

Expectation: Attendance is mandatory for all events in this category. These events are crucial for fostering shared experiences, providing opportunities for collective learning, and building a cohesive school community. Please note that approval from the Office of Community Life must be secured at least 72 hours in advance of any missed Community Weekends, Community Dinners, and/or Special Programming.

Low Pass Indicator: The accumulation of 2 unexcused absences per semester across all events in this combined category.

Community Weekend Attendance: Missing 2 Community Weekends in a semester will result in an automatic Fail for Community Life for that semester, regardless of performance in other areas. The failing grade will be recorded in the semester in which the second missed Community Weekend occurs.

Community Life Engagement Assessment

A student's engagement category is therefore determined as follows:

High Pass with Distinction

- No unexcused absences in any Community Life components
- Actively demonstrates leadership and initiative (e.g., volunteering for roles, offering ideas)
- Receives positive feedback from advisor or facilitators regarding engagement and contributions
- Significant participation in additional, non-required community activities

High Pass

- No unexcused absences in any Community Life components
- Engages respectfully in all community activities
- Demonstrates commitment to the values of the Cheshire Academy community

Pass

- Meets basic expectations for attendance and participation
- Has no more than ***two total unexcused absences*** per semester across all Community Life components

Low Pass

- Meets any of the "Low Pass Indicators" as outlined above OR has accumulated ***3 or 4 total unexcused absences*** across all Community Life components per semester
- **Consequence:** Students receiving a "Low Pass" will meet with their advisor and the Associate Dean of Students to collaboratively discuss strategies or enact interventions for improved engagement
    - *Please note that a low pass assessment score may impact eligibility for leadership positions or privileges and/or may result in a loss of current leadership positions or privileges*

Fail

- Meets any two or more "Low Pass Indicators" as outlined above OR has accumulated ***more than 4 total unexcused absences*** across all Community Life components, demonstrating a significant and consistent lack of engagement

- **Community Weekend Attendance:** Missing 2 Community Weekends in a semester will result in an automatic Fail, regardless of performance in other areas. The failing grade will be recorded in the semester in which the second missed Community Weekend occurs.
- **Consequences:** Consequences may include loss of privileges, loss of or ineligibility for leadership positions, completion of mandatory restorative work, referral to the Citizenship Committee, and/or enrollment probation

For Residential Life Attendance, Engagement and Conduct, refer to Section 6.5.

5.4 Afternoon Program and Student Activities Attendance

5.4.1 Attendance and Medical Excuses

All students are required to attend their afternoon program activity each weekday afternoon and on Saturdays when required. In limited cases, a Sunday practice, rehearsal, or game may also be required.

Medical Excuses

If a student is absent from part or all of the academic day due to illness, the student must be cleared by the Health Center in order to participate in athletic contests or afternoon activity practices that day.

Other guidelines include:

- If a student misses a contest or practice without an appropriate excuse, that student may not be allowed to compete in the next contest
- If a student is persistently struggling academically, their eligibility to participate in practices/rehearsals and contests/performances may be jeopardized until they have taken advantage of offered supports to improve their academic performance
- Students who are excused from active participation due to a medical injury or non-contagious illness by the Academy's Health Center must still meet the afternoon program requirement by serving as a team manager, athletic department assistant, or by completing a rehabilitation program prescribed by a medical professional and implemented by the athletic trainer. Students may be required to report to the athletic trainer or Health Center for attendance in lieu of reporting to an activity, as dictated by their rehabilitation program

Academic Standing

If a student is persistently struggling academically, their eligibility to participate in practices/rehearsals and contests/performances may be jeopardized until they have taken advantage of offered supports to improve their academic performance.

Unexcused absences from afternoon program activities are regarded as seriously as failure to meet any other Academy commitments. Students are expected to successfully complete each season of the afternoon program requirement to be eligible for promotion to the next grade level. If a student incurs a pattern of unexcused absences from their afternoon program commitment, they may be brought to a Citizenship Committee hearing to evaluate their commitment to remaining a student at Cheshire Academy.

- **First Skip:** After the first "skip," the activity leader or coach will have a conversation with the student and include the student's advisor on an email communication
- **Second Skip:** After second "skip," an Official Note will be sent from the activity leader or coach

- **Third Skip:** After the third "skip" will result in a conversation with a member of the Athletic Department to determine the next steps moving forward. Some responses may include completing make up work, a parent conversation, finding a new activity
- **Additional Skips:** Any additional "skips" will result in a review by the Attendance Board

Please note that coaches may have additional responses within the framework of their team's expectations.

3 Tardies is the equivalent of 1 unexcused absence.

Excused or Pre-Arranged Unexcused Absences

If a student is going to miss certain days or commitments throughout the season, then this should be approved by the coach or activity leader and a member of the Athletics Department prior to the start of the season. For example, if a student has a standing outside commitment on a given day or misses certain weekends for outside commitments, the coach and/or Athletics Department will decide if they can still meet the requirements of the afternoon activity.

If an accumulation of excused absences occurs during the season, i.e. it is not pre-arranged, then the activity leader or coach and member of the Athletics Dept will decide if the student can continue with the activity or needs to be switched to a different activity.

Sanctioned Absences

Please see the top of Section 5 “Attendance” for a full definition of Sanctioned Absences.

5.5 Health & Wellness Center Call Out Policy

Reporting a Student Illness

- See section 5.1
- Messages sent solely to faculty, advisors, or other school offices will not be considered valid medical excuses and will be marked as unexcused

Allowance and Documentation

- After **five (5) parent-reported health-related absences per semester**, any additional health-related absences will only be excused if accompanied by **documentation from a medical or mental health provider** to excuse additional absences due to illness
- Documentation for absences must be received within 48 hours of return to school
- We encourage families to provide documentation for all health-related absences, when possible, even before reaching the threshold

Boarding Students

- Boarding students may not be called out sick by parents/guardians**.** Because they reside on campus and are under the school’s care, they must be seen and evaluated by Health Center staff

Discretionary Review

- The Health Center reserves the right to determine whether an absence is excused, even within the five-call-out limit, based on the nature of the report, pattern of absences, and student wellness concerns
- Absences that appear to circumvent school obligations or are inconsistent with reported symptoms may be marked as unexcused and referred to the appropriate office for follow-up

6 Residential Life

Cheshire Academy's residential life program provides a safe, inclusive, and supportive community that fosters students' physical, social, intellectual, and emotional growth. Through the experience of living together and building campus relationships, students develop confidence in expressing their authentic selves and gain knowledge of how their lives can impact the world around them.

6.1 Residential Health, Safety, and Security

6.1.1 Boarding Student Illness

The Richmond Health Center is open on school days from 8 a.m.-5 p.m. and on weekends 11 a.m.-1 p.m. Students who feel ill should go to the Health Center during these hours. If a student cannot physically walk to the Health Center, a nurse may come to the student, or an ambulance may be called, and the student may be brought to the hospital.

When the Health Center is closed, a Nurse on Call (NOC) is available. If a student becomes ill or is injured when the Health Center is closed, the student should contact the NOC (203-439-7280) to determine the care required. If there is a medical emergency overnight, the student should call the NOC who will contact the AOD and the dorm parent on duty should emergency care be needed.

6.1.2 Medication in the Dormitory

Boarding students should take special note of the medication policy found in Section 8.3. Any medication, either prescription or over the counter, must be brought to the Health Center immediately upon bringing it to campus. If the Health Center is closed, the student should contact the NOC (203-439-7280) for instructions. Students are not permitted to have medication, including medication that is prescribed to them, in their possession in their rooms or on campus without express permission from the Health Center.

6.1.3 Residential Fire Prevention and Safety

The campus fire prevention and safety policies can be found in Section 3.8. Dorm heads will review the specific emergency evacuation procedures by dorm during residential orientation.

When an alarm sounds in a dorm, or when fire is suspected or smoke is detected, students should:

- Close their windows
- Alert others and wake roommates (if applicable)
- Exit their room and close the door (but NOT lock it)
- Exit the dorm immediately through the nearest door
- Proceed quickly and quietly to the appropriate gathering location for each dorm listed below:
    - Horton Hall – Slaughter Field
    - VDP – Slaughter Field
    - Markin Hall – Steps of JJ White
    - Motter Hall – Sevigny Field
- Remain quiet as they wait with their dormmates so that attendance may be taken and instructions may be heard
- Return to the building only after the "all clear" signal is given by school administration

Dormitories are equipped with sprinkler systems. Students must never attempt to put out an active fire.

6.1.4 Dorm Access and Security

Each boarding student is issued one dorm room key each year and a keycard for the entirety of their time at the Academy. This card enables the student to access certain academic, residential, and other

campus buildings at appropriate times. In the event of a lost key or card, students should use the link on the portal to order a replacement key or card.

Propping open a dorm entrance door, leaving the dorm after final check-in, and allowing other students into the dorm outside of Open Dorm hours are all prohibited. These are serious school rule violations and will result in a disciplinary response (See Tier 2 Violations in Section 4.1.2).

Each day students will be assigned to a specific dorm as an affiliate of that dorm, and their keycard will allow them access to the dorm. Guests will be allowed to visit the dorms during designated Open Dorm hours when hosted by dorm residents or day student affiliates. All dorm rules must be followed by any student visiting a dorm, and residents and affiliates are responsible for the conduct of their guests.

6.1.5 Dorm Room Locks

For safety purposes, students should leave their dorm room doors unlocked while in the room. In cases where privacy is required for changing, students can lock their doors, but the expectation is that they will respond immediately and comply if a dorm parent or other faculty or staff member asks them to open the door. Students must leave their doors unlocked after lights out so that, in the event of a fire or other emergency, dorm parents can quickly assess if students are out of their rooms.

When students leave their dorm room and no one else remains in the room, they are expected to lock their doors and take their dorm room key and keycard with them and have it on them at all times.

Students may not loan their dorm room key or keycard to another student at any time. Students may not enter another student's room without their express permission and should always knock, state their name, and wait for acknowledgement before entering.

While the school takes precautions to secure dormitories, the Academy will not be responsible for items taken from dorm rooms at any time. All students are assigned and expected to use a battery-powered safe to store money and other valuables.

6.1.6 Money and Valuables

Upon arrival, students are advised to follow the directions on the safe to change the code and keep their safe locked. Students should never share the code to the safe with anyone else.

Families are advised to make sure that homeowner insurance policies cover any loss of personal items. Cheshire Academy does not carry property insurance on student belongings. The Academy and its insurance company do not assume responsibility for the security of money or the loss or damage of personal belongings and valuables, including but not limited to expensive items such as jewelry, cameras, electronic equipment, and computers.

6.2 Meal and Dorm Check-Ins

There are several mandatory check-ins throughout each day that help ensure student safety.

6.2.1 Meal Check-In Procedures

All boarding students who are signed in on campus during the weekend are required to check in during brunch and dinner on Saturdays and brunch on Sundays. This check-in must occur in the Dining Commons with the adult assigned to this duty. Dinner check-in is 5:30-6:30 p.m. and brunch check-in is 10:30 a.m-12 p.m. The student is responsible for waiting until the adult confirms that the student has been checked in. Visiting Extended Campus during check-in hours does not excuse students from reporting to the Dining Hall for meal check-ins.

6.2.2 Dorm Check-In and Lights-Out Procedures

Boarding students must check in with the dorm parent on duty at the required times. This check-in must occur face-to-face with the dorm parent on duty. The student is responsible for seeking out the dorm parent at check-in time and waiting until the dorm parent confirms that the student has been checked in.

For all lights out times, students are required to be in their room at the required time with all room lights and devices off. After this time, students are expected to remain in their rooms. The dorm parent on duty will go to each student's room to confirm that the student is present and that lights are out. Students who do not comply with check-in or lights out procedures will be issued appropriate consequences.

Sunday-Thursday Nights

For details on check-in times and evening hour expectations on school nights, see section 6.4 below.

After final check-in, students are required to remain in the dorm. Students may continue doing homework, socialize, relax, or use bathrooms/showers prior to lights out. Students in grades 9 and 10 must be in their rooms by 10:45 p.m. and in bed with hard lights out at 11 p.m. Upperclass students should be in their rooms by 11 p.m. and in bed with hard lights out by 11:15 p.m.

Late lights permission is a privilege that may be granted to students only at the discretion of the dorm parent on duty. Students who are granted late lights must have demonstrated a serious effort to accomplish all necessary work before the lights out time. With late lights, a student may have only a desk lamp on and must have all lights off by 12:00 a.m. If a student does anything to abuse this privilege, they jeopardize their ability to earn late lights permission in the future.

Friday and Saturday Nights

There is no study hall in the dorms on Friday and Saturday evenings. All students are required to check in with the dorm parent on duty at the following times: 10 p.m. for grade 9, 10:30 p.m. for grade 10, and 11 p.m. for all other grades. Lights out for all students is at 12 a.m. on Friday and Saturday nights.

Sunday Nights

While students are not typically mandated to return to campus on Sunday evenings, it is highly recommended to facilitate effective preparation for Monday's academic schedule. Those choosing to return on Sunday must arrive no later than 9:30 PM, with dorm check-in occurring between 9:30 and 9:45 p.m. Students returning on Monday must arrive on campus by the start of their first scheduled commitment and should diligently consider potential weather and traffic conditions when making travel arrangements, as late arrivals will generally not be excused. It is important to note that these return policies are subject to change during long weekends and will be clearly communicated by the Dean's Office.

6.2.3 Video Gaming

We encourage students to maintain a balanced life and thus encourage moderation when it comes to video gaming. While the use of in-room consoles and gaming computers is discouraged during the school week (Sunday evening through Friday afternoon), the use of such devices is prohibited during study hall hours and after lights out.

If video gaming is interfering with a student's own or another student's academics, healthy sleep, or other responsibilities, Cheshire Academy reserves the right to regulate wi-fi hours and/or confiscate gaming devices, including but not limited to personal and school computers, tablets, and cell phones.

6.3 Dormitory Life

Living away from home in a residential community requires that boarding students learn to adapt to a dynamic environment where they must consider not only their individual wants and needs but also those

of the larger community, including other students, faculty families, children, and pets. Students in the dorms should always be conscious of conducting themselves in ways that are appropriate and respectful to all in the community, especially in regard to behavior, attitude, cleanliness, attire, and language.

6.3.1 Dorm Common Spaces

Common spaces are available for all members of the dorm and day student affiliates for use during the academic and cocurricular day and on weekends, but common spaces are not to be used after lights out. Every member of the dorm should feel welcome, safe, and comfortable in these spaces. The spaces should be respected and kept clean/organized. Common spaces are not personal storage sites for boarding student possessions. Students found to have left a mess behind in a community space (including but not limited to bathrooms, dorm community spaces, the dining hall, or a classroom) will earn a consequence.

6.3.2 Dorm Room Cleanliness

A professional cleaning staff maintains dormitories by cleaning bathrooms and dorm floors and emptying trash bins in bathrooms and common areas. Students are expected to take responsibility for the following items in regard to keeping their dorm rooms tidy:

- Rooms should be neat and organized at all times.
- Floors must be free of garbage, clothing, and other personal items.
- Study areas should be clear.
- Beds should be neat and sheets, blankets, and comforters should be clean.
- Laundry must be in clothes baskets or bags.
- No open food or empty food containers should be present. Any food in a student's room must be in a covered container and/or properly stored to avoid attracting pests.
- When the room is vacant, all lights and electrical items should be turned off and room doors should be locked.
- The room should be odor-free and students are expected to minimize odors created by perfumes, food, unwashed laundry, and body odor.
- Trash cans that have reached capacity should be taken to the dumpster and emptied there.
- Students may wish to provide their own personal vacuum and cleaning supplies to supplement the dorm supplies that are provided for shared use.
- Students are not allowed to bring outside furniture into their dorm rooms. If an accommodation is required, please seek permission from the Dean's Office.

While dorm rooms are homes for boarding students, dorm rooms remain the property of the Academy. Students are responsible for the condition of their rooms. Those who struggle to maintain a clean room and effective study space may be assigned a disciplinary consequence.

Room Inspection

Rooms will be checked once weekly by a dorm parent on duty. Any student who fails a room inspection will be given an infraction and required to clean their room and pass a subsequent room inspection on the following night. Students who continually struggle to meet the expectations above will receive a disciplinary consequence in accordance with our Tiered System of Misconduct. In addition to weekly room inspections, the Director of Facilities and the Campus Security team conduct periodic inspections for the purpose of detecting fire hazards or other potentially unsafe conditions.

6.3.3 Dorm Room Decorations

To prevent damage to room surfaces, students must follow these general guidelines:

- Dorm room doors must be free from obstruction.
- Nails, tacks, and staples are not to be used on wooden surfaces or on walls.
- Only white sticky tack, damage-free command strips, or other products approved by the Director of Facilities, can be used on white walls.
- Stickers are not allowed on any surface in a room.
- Boarding students may be charged for removal costs of stickers and other damage to the doors, walls, windows, and furniture.
- Room decorations depicting tobacco, alcohol, drug use, and/or associated paraphernalia are prohibited. Images featuring profanity, nudity, sexually explicit material, violence, discrimination, bigotry, or racism are also forbidden.

Cheshire Academy prohibits the following in dorm rooms:

- Liquor bottles, beer cans/bottles, alcohol, tobacco, or any material promoting such
- Weapons of any kind
- Vaping products and/or drug paraphernalia
- Medications and vitamins/supplements (see Section 7.3)
- Aerosol products
- Lighters or matches
- Dehumidifiers/humidifiers
- Non-battery-operated candles
- Any type of pet
- Plug-in air fresheners or diffusers
- Appliances that consume an extraordinary amount of electricity; these include but are not limited to air conditioners and excessive computer accessories (unless specific permission is obtained from the Dean's Office)
- Wireless router and hotspots (unconfigured Wi-Fi signals interfere with dorm Wi-Fi and can cripple the wireless network for everyone)
- Screens or television monitors larger than 32"
- Free weights, dumbbells, kettlebells
- Hoverboards
- Non-surge protector power strips
- Non-USA extension cords or chargers
- Body piercing equipment: *Students are not allowed to have any body piercing equipment or supplies in the dorms*
- *Scales
    - *Students are required to receive approval to bring scales by the Health Center in advance
- Appliances with heating devices including, but not limited to:
    - Irons
    - Toasters
    - Hot plates
    - Coffee makers
    - Popcorn machines
    - Electric blankets
    - Rice makers

- Hot water pots
- Halogen lamps
- Immersion coils
- Heated foot baths
- Handheld clothing steamers
- Space heaters or air conditioners
- Non-LED "string" lights and LED strip lights
- Air Fryers
- Microwaves
- Diffusers

6.3.4 Dorm Furniture

Note the following guidelines about dormitory and dorm room furniture:

- Cheshire Academy dorm furniture may not be transferred from one dorm room to another, from a dorm common area to a dorm room or vice versa, or transported outside of the dorm.
- Students are not allowed to push two single beds together to create one large bed.
- Furniture within the room may only be rearranged with permission of the dorm head.
- Furniture arrangements must meet fire code standards at all times.

Mini-fridges are permitted in dorm rooms given the following parameters:

- Students are permitted one mini-fridge per room.
- All units must comply with Cheshire Academy safety standards and size restrictions. The fridge may not exceed 3.2 cu. ft.
- All units must plug directly into the wall (not a surge protector) per the fire code.
- All units must be kept clean throughout the year.

6.3.5 Roommates

Living with a roommate offers a unique opportunity to learn about one another's backgrounds and cultures, and potentially to form a bond of friendship that lasts a lifetime. At the same time, learning to share a common space can be a challenging experience. Differences between roommates are not uncommon as they seek to reach a perspective of mutual respect and honest communication. Recognizing this fact, the Academy's experienced dorm staff works diligently with our students to foster positive roommate relationships.

An initial period of adjustment is natural for any new roommate arrangements; therefore, the Academy generally does not consider or grant requested room changes until at least the end of the first semester. After Thanksgiving Break, a student may request a roommate change to the dorm head. This type of request should be a rare exception, and there is no guarantee that a request for a roommate change will be granted. In most cases, before any switch is considered, students must first work together in a roommate mediation process to see if they can resolve their differences.

At Cheshire Academy, newly enrolled students may matriculate throughout the year. Students may be assigned a new roommate at any point in the school year and should be prepared to have their room ready for a new roommate within 48 hours.

Roommate Assignments

Roommate assignments for returning students are based upon the in-person lottery system and requests made at the end of the previous school year on a roommate request form. New incoming students complete a roommate compatibility form prior to their arrival. Most students will be assigned a

roommate except when living in the few dorm rooms that house only singles. Single rooms are generally reserved for upperclass students.

Students may submit roommate choices and, in some cases, request a specific dorm. While Cheshire Academy will attempt to fulfill requests as best as possible, we cannot guarantee that all requests will be granted. In cooperation with the Community and Residential Life Offices, dorm heads will place those returning students not making a request in available room assignments. New students will be placed once returning students have been assigned rooms. On occasion, rare exceptions to these rules are made. While dormitory and room placements are usually fixed, a student's relocation from one dorm to another can occur in extraordinary cases where safety or behavior issues are concerned. In other cases, students may find themselves housed in a different dormitory than requested due to space issues, leadership positions, or age considerations. The Dean's Office approves all dorm reassignments, while respective dorm heads must approve all room reassignments.

While Cheshire Academy strives to keep students in their originally assigned rooms, circumstances may warrant a change initiated by the Academy. Cheshire Academy reserves the right to make these changes as needed.

Roommate Switches and Mediation Policy

People who live together occasionally encounter differences. Cheshire Academy believes that part of living and learning at boarding school is learning to work through conflict when it arises. The challenge, then, is how to resolve these differences positively through open communication.

Cheshire Academy employs a mediation process to resolve dorm-related conflicts that arise between two students. Students experiencing challenges with a roommate should contact their dorm head, who will schedule a meeting to discuss the reasons the switch is being requested and determine next steps.

With any student conflict, the dorm head, dorm parent, or the Associate Dean of Students, Director of Campus Life completes the mediation process before any other actions are taken. Sometimes, students are quick to assume that since there is conflict, they may switch rooms. Most room switch requests, if being considered, include a one-semester waiting period for evaluation and mediation. In the end, a switch can be approved or denied at the discretion of the dorm head and dorm parents.

6.3.6 Hosting Visitors

Hosting an Outside Visitor on Campus

Cheshire Academy students may host approved visitors to campus on weekends during the daytime only. In order to host a friend on campus, students must request permission from the Dean of Students or Associate Dean of Students, Director of Campus Life at least 48 hours prior to the visit. The student must make an appointment to meet with one of these administrators, discuss the reason for the visit, and complete a form providing details about the visitor. When an approved visitor arrives on campus, the host student must immediately contact the AOD to notify them of the presence of the visitor. The host student must also notify their dorm head or dorm parent on duty in order to get permission to enter the dormitory with their visitor. Students must always behave with visitors in a fashion that will reflect favorably on themselves and on the school. Visitors are not allowed during the weekend evening hours or on any weekday or weeknight without specific permission from the Dean of Students, Associate Dean of Students, and the AOD.

Hosting an Outside Visitor in the Dorm

Cheshire Academy dormitories are home for those who live in them. For that reason, unaccompanied persons should never be found in a dormitory without the consent of the staff of that dormitory. Any

student who expects to have an outside guest or visitor entering a campus dormitory, including family members, should get permission in advance from the AOD or dorm staff on duty.

Hosting a Cheshire Academy Student as a Visitor in the Dorm

Boarding students or day student affiliates may host other Cheshire Academy students in the dorm during designated Open Dorm hours. Visitors must be accompanied by their hosts at all times, and all students are required to follow the dorm rules. Hosts are responsible for ensuring their visitors respect the dorm space and its residents. Failure to follow rules or meet expectations will likely result in loss of visitation privileges for both the host and the visitor.

On weekdays (Monday through Friday), dorms are open to only dorm residents and day student affiliates from 7:30 a.m.-7 p.m. All residents and affiliates may visit in common spaces with one another or in rooms with permission of the residents of the room. On weekdays (Monday through Thursday) from 7-8 p.m., all dorms will have Open Dorm hours in dorm common rooms; all visitors must be hosted by a dorm resident or day student affiliate. Additionally, on Fridays and Saturdays from 7-10 p.m. and Saturday and Sundays from 1-4 p.m., all dorms will have Open Dorm hours in dorm common rooms; all visitors must be hosted by a dorm resident or day student affiliate. For Open Hours, residents or affiliates hosting visitors in the dorm must message the dorm parent on duty and receive permission to have visitors in the dorm. In-room, open door visitation is a privilege that may be extended to upperclass students/prefects in good standing after the first quarter of the year.

Students who wish to host a Cheshire Academy student overnight should make the request 12-24 hours in advance to the dorm staff on duty and the AOD. Students must also request permission from their roommate, where applicable. Only one overnight guest will be allowed. Approval for overnight guests is subject to the discretion of the AOD, the dorm staff on duty, and/or the Associate Dean of Students for Campus Life and Engagement.

All dorm visitors must respect the rules of the dorm space and treat the dorm and its residents with respect. Dorm residents must also communicate with roommates to gain permission to host visitors in their rooms and be mindful of their roommates' need for sleep, quiet, or alone time. Minor violations of the dorm visitation policy, including visiting common spaces outside of Open Dorm hours, may result in Orah infractions or suspension of visitation privileges for both hosts and visitors. Major violations of the dorm visitation policy, including unsanctioned in-room visitation, entering the dorm by means other than the front door, entering a dorm outside of Open Dorm hours without permission or allowing unsanctioned visitors into the dorm, using an emergency door, and overnight visitation, may result in a Tier 2 discipline consequence for both the host student and the visiting student. (See Tier 2 Discipline Violation in Section 4.1.2)

6.3.7 Residential Decorum

Expectations of Civility

Living in a boarding school community means conforming to the basic norms and expectations of that community. While students are encouraged to express their individuality, they are expected to do so while considering the sensitivities of those people with whom they live such as classmates, faculty, staff, as well as their families, and the wider Cheshire community. All community members are expected to strive to embody our school's core values in every word and action while on our campus and in our dormitories.

Appropriate Language

Students must be mindful when speaking in the dorms and around campus. Cheshire Academy is a multicultural community, so any languages or words being spoken should be appropriate for all age groups and respectful of our community's diversity. Profanity is prohibited in common spaces on campus.

Appropriate Attire

Students are expected to be diligent about having their dorm shades drawn when they are changing in their rooms. Students are expected to wear clothing that provides appropriate coverage in dorm hallways and common areas. On the way to and from the shower or bathroom, students should be fully dressed or wearing a bathrobe that provides full coverage; wearing only a towel is prohibited.

6.4 Evening Hours on School Nights

Students need to balance downtime with self-discipline around completing their schoolwork. To this end, after September, Cheshire Academy has a relatively open campus in the evening, starting after dinner, with several locations for students to either get their work done in environments conducive to study or to engage with each other in recreational and social time.

After September, across campus, on Sunday, Monday, Tuesday, Wednesday, and Thursday, final dorm check in, face-to-face, with the dorm parent on duty, is at 9:45 p.m. After this time, students may not leave the dorm, including for laundry or food deliveries. Students may check in, face-to-face, with the dorm parent on duty to the dorm at any time from 8 p.m. until 9:45 p.m. Once a student has affirmatively checked in, they may not leave the dorm again, including for laundry or food deliveries.

6.4.1 September Study Hours

For the month of September, to facilitate roommate and dorm bonding, residential and community life orientation, and good schoolwork habits, check-in, face-to-face, with the dorm parent on duty, for all students not in Structured Study Hall (see 6.4.2 below) is between 8-8:15 p.m. on school nights, followed by either in-dorm residential programming or an open-door, in-room study hall from 8:30-10 p.m. Starting the second week of classes, Structured Study Hall will begin and the library will open for students to sign out to after 8:15 p.m. dorm check-in.

6.4.2 Structured Study Hall

On Monday, Tuesday, Wednesday, and Thursday evenings, from 8:15-9:45 p.m. the following students are required to attend structured study hall (SSH) in either Richardson lecture hall or a designated classroom:

- 9th-grade boarders (for at least the first semester)
- New 10th-grade boarders (for at least the first semester)
- All students on academic warning or probation (duration set by the Academic Office)
- Any student placed in SSH by their family, advisory, the Student Support Team, Roxbury, or the Academic Office (duration set in agreement with the Academic Office)
- Any student who opts into SSH (duration set in agreement with the Academic Office)

SSH provides our newest young students and those students who most benefit from a dedicated time and space in which to complete schoolwork, under the supervision of faculty who can assist with either extra help or good habits of mind and work.

6.4.3 Evening Library Hours

Boarding and day students may use the library during the evening for quiet study or small-group work, or for meetings of clubs such as affinity/alliance groups. The library closes at 9:30 p.m. Day students must depart campus by 9:30 p.m., and boarders must check in at their dorms by 9:45 p.m. The library proctor reserves the right to send a student back to the dormitory if behavior is disruptive, as the atmosphere must be conducive to study.

6.4.4 Dorm Conditions During Evening Hours

From 7 p.m. until final check-in at 9:45 p.m., quiet hours prevail in the dorm. Conditions must be such that any student who wishes to quietly do their work or study must be able to do so in a distraction-free environment. Dorm heads and dorm parents maintain these quiet hours and enforce volume and activity restrictions as necessary. Infractions may be given for excessive volume or distraction in the dorm during these quiet hours. Consequences for accrual of infractions are spelled out in Section 6.5.

6.4.5 Other Campus Spaces

The following other campus spaces are open from 7 p.m.-9:30 p.m. to all students not in SSH or on other dormitory or room restrictions.

- The Field House courts
- The fitness center and strength & conditioning center (subject to faculty proctor availability)
- The student center and upstairs music room
- The Gideon Welles Dining Commons
- The Community Forum
- Other requested spaces (e.g. the art building) by approval of the A.O.D. on a case-by-case basis

Note well that weather conditions and/or staffing considerations may alter which spaces are or are not open on a given evening.

6.4.6 Dorm Visitation on School Nights

Dorm visitation is not available on school nights between the hours of 7:00 p.m. and final check-in at 9:45 p.m. Students are encouraged to work together and/or socialize in the other open campus spaces during those hours.

6.5 Residential Life Expectations

Cheshire Academy's residential communities are an integral part of our vibrant campus, where students are expected to uphold our core values of belonging, engagement, collaboration, and growth. Living in the dorms requires active participation and contribution to a positive and supportive environment. This includes, but is not limited to:

- **Punctuality and Presence:** Being on time and present for all dorm and meal check-ins
- **Lights Out and Quiet Hours:** Adhering to designated lights-out times and respecting quiet hours for the benefit of all residents
- **Room Standards:** Maintaining a clean and organized living space, consistently passing weekly room inspections.
- **Study Hall:** Following all rules for study hall, ensuring a productive academic environment
- **Respect:** Treating dorm common spaces and fellow residents with respect

- **Visitation Policies:** Upholding proper visitation policies
- **Orah Usage:** Correctly using the Orah platform for leaving and returning to campus, including submitting passes, securing proper approvals, and activating/ending passes

Meeting residential expectations is crucial for a thriving dorm environment. Failure to meet these expectations impacts the entire community.

Addressing Residential Life Disengagement

Persistent or significant violations of residential policies will be addressed in alignment with the **Community Life Attendance Policy**, recognizing that consistent engagement in dorm life is a key component of overall community participation.

- **Minor Infractions:** Minor lapses in meeting residential expectations will be recorded in Orah
- **Severe or Repeated Violations:** Severe or repeated violations of residential policies may incur disciplinary responses beyond standard infractions, consistent with the Academy's overall System Conduct (Section 4)

An accumulation of dorm infractions will be treated as an indicator of a "Low Pass" or "Fail" in the Residential Life Engagement Assessment, outlined below. Discipline issues in the dorms that are more serious than infractions also prevent students from earning a high pass.

Dorm Conduct Consequences

The consequence system for residential life infractions reinforces positive habits and ensures accountability. These issues will directly feed into the broader Residential Life Engagement Assessment.

Initial Guidance (First Two Weeks of School): During the first two weeks of boarding at Cheshire Academy, students will receive verbal warnings for minor dorm infractions, which will also be logged as “One to Grow On” notes in Orah. This initial period focuses on learning, adjustment, and support.

Ongoing Monitoring and Documentation: After the initial two-week period, each infraction will be issued verbally and logged in Orah.

Residential Life Assessment

The Residential Life Assessment grade is calculated each semester and is based on two components: dorm conduct and attendance at two sessions of Residential Life Programming.

High Pass with Distinction (0 Infractions)

- Demonstrates exemplary leadership within the residential community, actively contributing to a positive dorm environment (e.g., volunteering for dorm activities, consistently setting a positive example for peers)
- Receives positive feedback and/or earns substantial merits in Orah from dorm staff regarding their engagement and contributions to residential life

High Pass (0 Infractions)

- Consistently meets and exceeds all residential life expectations, engaging respectfully in all dorm activities and upholding community standards

Pass (1-4 Infractions)

- Meets the minimum expectations for residential conduct and participation
- Demonstrates an overall commitment to upholding dorm rules and respecting the community

- At 4 infractions, the dorm head will send an Official Note and schedule a conversation with the student and their advisor to create a plan for improvement

Low Pass (5-8 Infractions)

- This indicates a need for intervention and improved participation in residential life
- **Consequence:** Students earning a "Low Pass" for dorm infractions will meet with their advisor, dorm head, and the Director of Campus Life to collaboratively discuss strategies and/or enact interventions for improved engagement in the dorms
    - A "Low Pass" assessment score may also impact eligibility for prefect positions or dorm privileges, and/or result in a loss of current prefect position or privilege

Fail (9+ Infractions)

- This demonstrates a significant and consistent lack of engagement in and adherence to residential life expectations
- **Consequence:** Students earning a "Fail" for dorm infractions, along with their parents/guardians, will have a formal meeting with the Office of Community Life
    - Consequences may include loss of privileges, loss of or ineligibility for leadership positions, completion of mandatory restorative work, referral to the Citizenship Committee, and/or boarding enrollment review

Residential Life Programming

Expectation: Boarding students must attend all required residential programming activities and events. Residential programming enhances the living experience for boarding students, fostering a positive and supportive learning environment. Please note that approval from the Dean's Office must be secured at least 72 hours in advance of any missed Residential Programming.

Attendance at the required two Residential Life Programming sessions per semester keeps the Residential Life Assessment grade at the same level, whereas attending only one lowers the grade down one level, and attending zero results in a failing grade.

6.6 Campus Leaves

6.6.1 Campus Check-Out Procedures

For safety and accountability purposes, any time a boarding student is leaving campus they are required to enter a leave request in the Orah leave management platform. There are different types of leave requests to choose from such as Weekend Leave, School Break Leave, and Extended Campus Leave. Anytime a student leaves campus, they must enter the appropriate Leave Request in Orah. Once approved, a Leave Request becomes a pass. The student must wait until all necessary approvals are received on the pass (parent, host, and school) before leaving campus.

It is the student's responsibility to follow through with these check-out requirements. Boarding students should familiarize themselves with Orah leave procedures, available on the Resources board of the MyCheshire portal. During the school day, questions about leave passes should be brought to the Dean's Office. During weekday evenings and on weekends, questions about passes should be directed to the AOD (203-627-0145).

Students must not depart campus without a leave request that has been approved by the school. Failure to comply with this expectation is a violation of a school rule and may result in loss of privileges and other disciplinary consequences. (See Tier 1 and Tier 2 Discipline Violations in Sections 4.1.1 and 4.1.2.)

6.6.2 Weekend Leave

In order to secure permission from the Dean's Office on a weekend leave pass, boarding students must do all of the following:

Provide leave details and permissions using Orah, including the following information:

- Date, time, and method of departure from campus
- Persons providing transportation
- Contact information for drivers
- Name and contact information of hosts when applicable
- Address of the destination
- Plan for return date and time, including all necessary transportation details
- Submit passes by 12 p.m. on the Thursday prior to the weekend
    - Students who do not abide by this deadline will be gated and further weekend leave requests will be restricted
- Secure parent/guardian and host permission shortly after submitting the pass

When boarding students go anywhere other than home, both the hosting adult and the student's parents/guardians must authorize the leave. Boarding students must also verify that their weekend plans have been approved by Cheshire Academy before departing campus.

Students must return to campus on either Sunday evening by 7:30 p.m. or return Monday morning before classes. On Thursdays when submitting the weekend leave pass, students should indicate whether they will return by Sunday at 7:30 p.m. or Monday morning. If emergencies arise, students should call the AOD and request a change of return plans. Repeated violations of weekend leave procedures will result in weekend leave restriction and further conversations and consequences from the Dean's Office.

Please also note the following policies:

- A weekend leave pass may not be approved if a student has outstanding commitments to fulfill, including athletic contests, rehearsals, or other school activities
- If a student is on weekend restriction, passes will not be approved
- Parent/guardian calls do not replace an Orah Leave Pass
- Inappropriate use of Orah may result in disciplinary consequences up to and including referral to the Citizenship Committee
- Boarding students may not sign out to hotels, motels, inns, or other such accommodations unless they are with their parents/guardians or with an adult host who is at least 25 years of age, and students must secure all required permissions through Orah
- The Dean's Office or AOD reserves the right to deny a leave that is turned in late
- Failure to submit a weekend leave form on time or without all of the required information and permissions may result in losing the ability to travel on the next eligible weekend
- Departing campus without official approval is considered a violation of a major school rule and is considered Absent Without Leave

6.6.3 Vacation and Long Weekend Travel

All travel should be scheduled for after classes and/or final demonstrations of learning. When making travel arrangements, students and families should not make flight reservations that will prevent students

from attending their academic or cocurricular commitments. Any specific questions about vacation travel can be directed to the Dean's Office. All students are due back to campus by 7:30 p.m. on the day of their return.

Please note the following policies:

- Absence(s) from class(es) that immediately proceed or occur immediately after a school holiday or break are considered an unexcused absence(s)
- Students are not required to leave campus during long weekends
- Dorms are closed during Thanksgiving, winter recess, and spring recess – boarding students are required to leave campus during these breaks, with the exception of students in the International Program who may remain in the dorms during Thanksgiving and Spring Break if they register to do so in advance
- Boarding students must communicate their travel information and receive parent/guardian approval using Orah at least three weeks prior to breaks and two weeks prior to long weekends
- If a student is traveling instead of going home, permission must be received from both the host traveling with the student and a parent/guardian
- Boarding students may not sign out to hotels, motels, inns, or other such accommodations unless they are with their parents/guardians or with an adult host who is at least 25 years of age. Students must secure all required permissions through Orah
- Boarding students must verify that their plans have been approved before departing campus and activate their Orah Leave Pass upon their departure
- Failure to adhere to these policies will incur a Tier 3 disciplinary consequence (see Section 4.1.4)

6.6.4 Community Weekends

During four weekends throughout the year, Cheshire Academy hosts special community-building events. These are considered Community Weekends; all students are expected to remain on campus for the duration of those weekends.

6.6.5 Returning to Campus Times

When boarding students enter a Leave request, the time they will return must be included. For weekend leaves, all boarding students are expected to return to campus by 7:30 p.m. on Sunday unless they are returning Monday morning. This return time allows students to settle back into the dorm prior to the start of the week. If an emergency arises that interferes with a timely return to campus, parents should call the AOD (203-627-0145) who will direct them accordingly.

In general, return times must fall into the following windows:

- Sunday through Thursday: before 7:30 p.m.
- Friday and Saturday nights: before 10 p.m.

6.7 Expectations Regarding Separation From School

Boarding students who depart the Academy, either at the end of the school year or before the end of the school year for personal, medical, disciplinary, or other official reasons, are responsible for arranging the packing, shipment, and/or removal of all personal items within their dorm room before their departure from campus.

A student who must depart campus must take all personal possessions with them upon their departure from campus. If they are unable to do so, they must secure the following before departing:

- Complete packing and labeling of any and all possessions that will be shipped or stored

- Removal or proper disposal of any items that are not being shipped/stored from the room
- Scheduling of pick-up of items to be shipped/stored from campus
- Payment for all services that will be rendered

Any items that are left in the room, packed or unpacked, that are not scheduled for prepaid pickup for shipping/storage before the student departs campus will be donated to a local charity within seven days of the student's departure.

The school is not responsible for the packing, shipping, storing, cost, or damage regarding any items left in a student's room after their departure from the community.

6.8 Homestays

Cheshire Academy students are expected to live either with their parent or legal guardian or on campus as members of our residential program. Cheshire Academy does not have a homestay program that might enable a boarding student to live in a private home while school is in session. All boarding students live in on-campus dormitories.

If a parent or guardian wishes to transition their student from boarding to day student status in order to live locally with a family member or guardian, they must communicate with the Office of Admission. Note that permission may not be granted, and that once a boarding contract has been issued, there is no guarantee that the contract will be reissued with day student status.

7 Afternoon Program and Student Activities

7.1 Afternoon Program Requirements

The afternoon program is a cocurricular experience to our academic and community life program. Afternoon programs meet daily and encourage students to find or fulfill their passions, while contributing to our greater school community.

The Director of Athletics is responsible for the afternoon program, including all athletics and fitness as well as activities in the arts. Students can see the Director of Athletics with questions about afternoon activity options, requirements for each season, and specific athletic team and activity options.

All students are required to participate in the afternoon program for the entire school year, with the following competitive requirements:

- 9th- and 10th-grade students must participate in a competitive activity/athletic offering at least two out of three seasons. Moreover, all 9th grade and new 10th grade students are expected to participate in a competitive activity/athletic afternoon program in the fall season.
- 11th- grade, 12th-grade, and PG students must participate in a competitive activity/athletic offering at least one out of three seasons.

Cheshire Academy distinguishes afternoon activities between "competitive" and "recreational." Competitive refers to a competitive sports season where we compete against other NEPSAC schools. Some programs that fulfill the “competitive” requirement, but are not athletic in nature – such as Theatre, Robotics, Science Olympiad and Model UN. Recreational afternoon activities include sports offered out of season (i.e., recreational tennis in the fall, when the competitive season is in the spring) or any other afternoon activity that does not include interscholastic games, matches, or a seasonal performance (i.e. afternoon art). In addition, please note that students may only participate in "Fitness" for 1 of the 3 seasons.

A full list of available afternoon program offerings can be found on the Athletics & Afternoon Program resource board on the MyCheshire portal. Annually, offerings are subject to the availability of appropriate coaching staff or advisors, enough students to field a team, and appropriate facilities. Students are not guaranteed a place on any particular athletic team or in any particular program.

Students may be permitted to participate in an independent activity of their choice outside of the Academy (see Section 7.4). An independent activity does not count as a competitive activity to satisfy the requirements stated above, even if the student participates in a competitive activity or sport for their independent activity.

Full IB diploma candidates are allowed one season "off" during their senior year, with their additional schoolwork fulfilling their activity requirement that season. This is considered a non-competitive season and must be requested and approved by the Director of Athletics.

7.1.1 Attendance and Medical Excuses

Please see the Attendance Policy in Section 5.1.

7.2 Athletics

The Cheshire Academy athletic program is committed to excellence while complementing the educational mission of the school. The athletic program aims to provide a positive and competitive athletic experience that emphasizes our core values coupled with personal integrity, sportsmanship, wellness, and fulfillment of the student-athlete's potential.

Cheshire Academy is a member of the New England Preparatory School Athletic Council (NEPSAC). Because athletics are an integral part of the educational programs of member schools, affording young people innumerable opportunities for personal growth and development, NEPSAC is concerned with seeing that enjoyable and healthy interscholastic programs for students are provided.

7.2.1 Interscholastic Competition and Expectations

NEPSAC has its own Code of Ethics and Conduct, which attempts to define "proper conduct" and "good sportsmanship." Cheshire Academy's core values are aligned with the NEPSAC code, excerpts of which appear below:

Guidelines for Players

Players shall at all times represent themselves and their school with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged, but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries.

They shall comply fully with the rulings of the officials. In no way—either by voice, action, or gesture—shall they demonstrate their dissatisfaction with the decisions made.

Guidelines for Spectators

Spectators at Cheshire Academy athletic contests, whether students, Cheshire Academy community members, or family members/guests of opposing team players, are expected to exhibit our core values and support teams with proper conduct and good sportsmanship. Note the following expectations:

- Spectators should focus on cheering for Cheshire Academy and not against the other team.
- Offensive gestures, signs, and language are not permitted.
- Fans should not target individual players on another team.
- Under no circumstances should fans engage with opposing coaches.

Spectators who violate these standards should expect to be asked to leave the premises. Student fans who violate these standards may face a disciplinary response.

7.3 Theater and Music

Cheshire Academy has a long and proud history in the performing arts. We recognize that the performing arts provide many of the same lessons and opportunities that competitive sports do, including teamwork, communication and leadership skills, public performance, planning and practicing toward a goal, and the rewards of commitment and hard work. The Academy recognizes theater as a competitive activity offering, satisfying the competitive season requirement. Music ensembles meet for a shorter duration of time in the evenings and are not considered part of the afternoon program.

7.4 Independent Activity

Cheshire Academy encourages and supports students who demonstrate the commitment, passion, and desire to engage themselves beyond what the Academy's afternoon program offers. Any student desiring to pursue a program external to the Academy will need the approval of their parent/guardian, the athletic department, advisor, and a sponsor of their designated activity. The independent activity application form is available on the Athletics & Afternoon Program resource board on the MyCheshire portal. Some criteria for the approval process will include:

- If the proposed independent activity includes an active component throughout the season
- The specific goal that the student is working toward with the proposed independent activity
- The student's standing in other areas of school life such as attendance, academic standing, discipline history

8 Health and Wellness Services

The Richmond Health Center and the Counseling and Wellness Center work collaboratively to empower students to achieve optimal level of well-being by addressing their physical, emotional, and social health needs through a holistic lens. The Health Center is a licensed infirmary and is staffed by medical professionals. The Counseling and Wellness Center is staffed by licensed mental health professionals. While policies and guidelines are necessary to maintain safe and organized care systems, the Health and Wellness teams will care for each student as an individual. Cheshire Academy welcomes and values parent/guardian communication about student health and wellness at any time.

8.1 Health Center Hours & Information

Health Center Hours:

- M-F 7:30 a.m.-4 p.m.
- Sat/Sun 10:30 a.m.-12:30 p.m.

Staffed by the Health Services Director/ Family Nurse Practitioner, registered nurses, and consulting medical director. The health center provides 24/7 care for illness or injuries either in the office or on call to the students while school is in session. Students with chronic illness are managed in cooperation with their primary care provider or specialty provider.

There is no student charge for routine or minor medical care and treatment performed by the Health Center staff. However, fees may be charged for specialized diagnostic testing, specialized urine testing, or immunizations. Several tertiary care hospitals are located nearby for students if they require emergency care or hospitalization.

Illness Protocol

Students that are ill, must be evaluated by the Health Center staff PRIOR to classes or activities for an excuse to be provided for those classes or activities. Careful assessment by the Health Center staff is necessary to determine the treatment plan for a student. When the Health Center is closed, a nurse and counselor are on call and available to consult with residential faculty and administrators regarding the care of a student. If the health center staff deems it necessary, they will come to the campus to assess an ill student. The decision to admit a student to the infirmary for overnight medical care is determined by the Medical Director and the Director of the Richmond Health Center according to specific medical criteria.

Off-Campus Medical Appointments

The school will arrange appointments and provide transportation for off campus appointments related to medical issues that arise while at school. There is an hourly fee for this service. Payment for off-campus health care providers will be billed to students' medical insurance companies; however, any additional costs such as co-pays or fees must be paid at the time of service.

8.2 Records and Requirements

Medical Forms

Students are required to have all medical forms and consents completed, signed, uploaded, and approved in August Schools before arrival to campus. Students will not be able to remain on campus or attend classes or activities until the health registration process is complete.

All students are required to have a physical examination performed annually. A signed, updated Physical Examination/Tuberculosis Screening Form must be uploaded into August Schools each year. All students who have a high-risk factor on the Tuberculosis Risk Assessment Form must receive an annual TB skin or blood test.

You can log in to August Schools through the MyCheshire portal.

8.2.1 Communicable Disease Management & Exclusion Policy

To preserve the health, well-being and safety of our community and reduce the spread of highly infectious diseases, the school reserves the right to temporarily exclude any student with a communicable illness that poses a public health risk from classes, the dormitory, or sports. In the event of an outbreak, the school will coordinate with local health officials and the school's medical director regarding the need to exclude any student or member of the school community from campus or school programs.

Communicable disease may include, but are not limited to influenza, norovirus (or suspected norovirus), gastroenteritis, meningitis, and COVID-19. *Our full Communicable Disease Management Protocol can be found on the Health Center resource board on the MyCheshire portal.*

Exclusion Criteria

Any student with the following symptoms must remain out of classes and activities for at least 24 hours. Please contact the Health Center for guidance if your student is presenting with these symptoms.

- Fever (100.4) and above
- Active vomiting or diarrhea
- Suspected contagious illness
- A serious injury or appears obviously ill

Return to School Criteria

- Fever free for 24 hours without the use of fever reducing medicines AND other symptoms should be improving
- 24 hours free of vomiting and/or diarrhea
- Strep throat: on antibiotics for 24 hours and without fever

**After a fever + upper respiratory symptoms (cough, runny nose, chills, fatigue, headache, persistent sore throat, among others) with or without a positive test for flu or COVID-19, students will mask for 5 days upon return to help mitigate the spread of illness. This is especially important to protect people with factors that increase their risk of severe illness from respiratory viruses keeping in mind that you may still be able to spread the virus that made you sick, even if you are feeling better.

In the event of a medical illness or injury that involves isolation of greater than 24 hours or extended medical care, that student will generally be required to leave campus to medically recover with a parent/guardian or emergency contact. If the student cannot travel due to a medical condition, the parent/guardian or emergency contact will be required to travel to campus and care for the student off-site.

Immunizations

Cheshire Academy is legally obligated to comply with applicable Connecticut laws governing immunization requirements for students enrolled in schools within the State of Connecticut. Therefore, all students attending Cheshire Academy—both boarding and day students—must provide proof of immunization or have a valid state-recognized exemption. Compliance with these requirements is a condition of enrollment and continued attendance at the Academy.

Pursuant to Connecticut law, students are required to be fully immunized against certain diseases including:

- Diphtheria, Tetanus, Pertussis (DTP, TdaP)
- Poliomyelitis
- Meningitis (A, C, W, Y)
- Measles, Mumps, Rubella (MMR)
- Hepatitis A
- Hepatitis B
- Varicella
- Meningococcal disease (per the current DPH regulations: "Adequate immunization…Meningococcal disease. An individual shall be considered adequately protected against meningococcal disease if that individual is enrolled in seventh (7th) grade on or after August 1, 2011 and was immunized with at least one dose of meningococcal vaccine.")

In certain circumstances, the Academy may require additional immunizations, beyond those required by state law, in order to protect the health and safety of the school community.

Vaccination Against Influenza

The Academy requires that all students be vaccinated annually against influenza. Acceptable vaccines include those approved for use by the U.S. Food and Drug Administration. Documentation of vaccination against influenza must be provided each year to the Health Center on or before Oct. 31.

Proof of immunization should be recorded on an Immunization Form signed by a medical professional. A student with a qualified religious and/or medical exemption must provide the Academy with a Student Medical Exemption Certificate pursuant to Connecticut law. Medical exemptions must comply with the requirements of Connecticut General Statues Section 10-204a and any applicable regulations. Per Connecticut law, religious exemptions must be valid and on file prior to April 28, 2021, with a K-12 Connecticut school in which the student was enrolled at that time.

Students who do not meet Connecticut immunization requirements, or who do not have a valid exemption recognized under Connecticut law, may not attend classes, reside on campus, or participate in any Academy-related activities until compliance is achieved.

If there is a risk of a vaccine-preventable disease impacting campus or the community, the Academy may exclude non-immunized students, including those with valid exemptions, from school and all Academy-related programs and activities until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized against the disease. In determining whether there is a risk of a vaccine-preventable disease, the Academy may consult with appropriate medical professionals and agencies, including the Connecticut Department of Public Health.

Health Insurance

All students are required to be enrolled in an appropriate medical insurance policy that covers them in Connecticut. It is the responsibility of the parents to confirm that a student's health insurance is accepted, and they have adequate coverage in the state of Connecticut. A copy of this card must be submitted to August Schools prior to arrival. Both international and domestic plans are available for purchase through the school. All international students must be enrolled in our Cheshire Academy student medical insurance plan.

8.3 Medication Policy

To support student safety and proper medical care, all medications both prescription and over-the-counter must be managed through the Health Center.

- **Medication Storage & Administration** | All medications are stored and dispensed by the Health Center. Students may not keep medications in their rooms or backpacks unless explicitly approved. This includes all prescriptions, over the counter medications, herbal and vitamin preparations, supplements (including dietary supplements), and international medications. Athletic supplementation is included in this rule (See 8.3.1 for exceptions)
- **Exceptions** | Students may carry and self-administer prescribed inhalers, EpiPens, and insulin/glucagon. Limited, pre-approved medications (e.g., allergy medications) may be provided in weekly supplies when deemed appropriate.
- **Pharmacy Requirement** | To ensure safe packaging, labeling, and compliance, families are required to use the school's designated pharmacy for all prescription medications unless otherwise approved by the Health Center.
- **Authorization Required** | A completed Medication Authorization Form (submitted via August Schools) is required before any medication can be administered.

- **Student Responsibility & Compliance** | Students are expected to pick up and take medications as prescribed. Missed doses and patterns of non-compliance will be addressed by the Health Center in partnership with families and student support teams.
- **Communication & Coordination** | The Health Center collaborates with families, prescribing providers, and appropriate school personnel to support student health and safety.

See the full medication administration policy in the MyCheshire portal.

8.3.1 Athletic Supplement Policy

Students may not have any medications, including dietary supplements, in their possession or in their rooms without prior approval of the school. Any student seeking permission to have and use the following supplements on campus, whether kept in their rooms or in the Health Center, must complete and return the Supplement Authorization form and comply with all school policies related to medication and dietary supplements, including the requirements below.

- Protein: bars, shakes, and powders
- Creatine: pills and powder

Students who possess or use any medication, including supplements, without authorization or in violation of school policies, are subject to disciplinary consequences. *See full athletic supplement policy on the MyCheshire portal.*

8.4 Sanctuary Policy

The Academy is committed to student health, safety, and wellbeing. The use and abuse of alcohol and drugs can lead to serious health consequences. The Sanctuary Policy is a health-focused response designed to encourage students to seek help for themselves or others in situations involving alcohol, drugs, or other illegal or controlled substances without fear of disciplinary consequences. The primary goal of Sanctuary is to help ensure medical safety, promote early intervention, and reduce barriers to accessing care.

Scope and Eligibility

- Sanctuary applies only to situations involving alcohol, drugs, or illegal/controlled substances
- Sanctuary may be requested voluntarily by a student for themselves or another student
- Students who seek Sanctuary for another student in good faith will not face disciplinary consequences for requesting assistance, including for their presence in a location where substances or other rule violations may be occurring
- Sanctuary is not available if the Academy is already aware of or has reason to believe a violation may have occurred

Situations where Sanctuary might be invoked include when:

- Where is an immediate need for medical attention
- Where a student has already contacted emergency responders for immediate medical attention
- Where there is a concern about the ill-effects of recent ingestion of a banned substance or a student's past or chronic use of alcohol, drugs, or illegal substances

Whether a situation qualifies for Sanctuary is a decision that rests with the Academy. For instance, Sanctuary may be limited or denied in cases involving:

- Distribution or intent to distribute substances
- Repeated or noncompliant use of Sanctuary
- Situations that pose a significant risk to the community

How to Request Sanctuary

A student may invoke or call Sanctuary at any time by notifying:

- Any faculty or staff member
- A dorm parent or prefect
- The Health and Wellness Center
- The Administrator on Duty or a Dean

All Sanctuary requests are treated as confidential health and wellness matters and shared only on a need-to-know basis.

The full policy can be found on the MyCheshire portal Resource Board.

8.5 Sexual Intimacy Policy

Cheshire Academy recognizes that the desire for sexual intimacy is a normal part of adolescent development. At the same time, given the complicated personal, social, and emotional issues surrounding sexual intimacy, the Academy does not endorse or condone intimate activity among students. As the campus is a shared public space, there is no place on campus that is appropriate for Cheshire Academy for such activity. In addition to sexual activity, public displays of affection that are overly physical or explicit in nature are not appropriate in our school environment. Students must conduct themselves in a manner in which they are respectful of other members of our community. If students are discovered engaging in intimate sexual contact or if the circumstances imply intimate sexual contact, the Academy will respond by informing the parents/guardians of the students and requiring meetings with appointed faculty member(s) (e.g., advisor, Health Center staff, counselor, and/or administrator). The Dean's Office will be informed in order to determine if any disciplinary response is warranted.

8.6 Reproductive Health Policy

Although the Academy's expectation is that students abstain from engaging in sexual activity while on campus, the physical health and well-being of our students is paramount. Consistent with Connecticut state law, Cheshire Academy will uphold students' confidentiality regarding matters related to their reproductive health and care. Connecticut state laws protect the rights of minors to have access to reproductive health care without parental permission or notification. This includes contraception, reproductive health counseling and care, and assessment and treatment of sexually transmitted diseases.

Connecticut law has strict mandated reporting requirements to state authorities in certain cases of sexual relations among minors and in all cases of non-consensual sexual activity and sexual assault, which may also involve criminal proceedings by law enforcement. According to Connecticut law, a

person is guilty of sexual assault if they engage in sexual activity with a minor who is under sixteen years of age when the person is more than three years older than the minor.

8.7 Confidentiality/Disclosure of Health and Wellness Information

The Health and Wellness staff respects and protects the confidentiality of healthcare information. In order to provide a safe and comprehensive plan of care for our students, it is necessary that the Health and Wellness teams are aware of all relevant health concerns and needs, including physical, mental, emotional, and social. As stated in the Cheshire Academy Consent to Treat Form, the Health and Wellness staff may disclose a student's health information on a need-to-know basis to other individuals who may be providing care to that student, including deans, teachers, dorm parents, advisors, and coaches.

8.8 Medical Leave of Absence (MLOA)

The Academy recognizes that a student may experience a medical or mental health condition that prevents them from attending school or participating fully in the Academy's programs and cannot be adequately managed on campus, despite reasonable efforts. As a college-preparatory boarding school that is not therapeutic in nature, the Academy must balance individual student needs with its capacity to provide appropriate support within a residential academic community serving both boarding and day students. A medical leave of absence (MLOA) is intended to allow a student time away from the academic and residential environment to address health concerns in a focused and supportive way while protecting the wellbeing of the student and the broader community.

Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rest with the Academy. The Academy will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely at school. In the absence of a treatment plan that, in the Academy's opinion, meets these needs, the Academy may decline to grant a medical leave request, or reinstate a student following a medical leave, and instead require the student to withdraw or reapply at a later date.

See the full MLOA policy in the MyCheshire portal.

8.9 Counseling and Wellness Center

Counseling and Wellness Center Hours:

- M-F 8 a.m.- 5 p.m.

The Counseling and Wellness Center is staffed by a full-time Director of Counseling and Wellness, along with a team of counseling professionals. They provide crisis intervention, short-term counseling, wellness education, and referrals to external support services. A counselor is available 24/7 to offer immediate mental health crisis support.

Students can access the center for assistance with a wide range of personal challenges, including interpersonal conflict, anxiety, depression, homesickness, grief, and daily stressors. Students can schedule appointments with the Counseling and Wellness staff through the resource board on the portal or visit during free periods for walk-in support. If a student needs support beyond the short-term counseling model, the counseling staff will recommend external support services in coordination with parents/guardians (see 1.7 Parent/Guardian Partnership). Financial arrangements for these services must be coordinated by the parents/guardians directly with the external provider.

The Counseling and Wellness staff collaborate with teachers, administrators, residential staff, coaches, and outside providers according to our confidentiality policy (see 8.7 Confidentiality/Disclosure of Health and Wellness Information).

9 Technology and Information Services

The Cheshire Academy computing network and telecommunications facilities exist to provide services to the Academy in support of academic, community, and institutional activities. Within the limits of available resources, it is the intent and responsibility of the Academy's Technology & Information Services team to provide service to its users in an efficient and equitable manner and to support the goals, objectives, and educational practices of the Academy. In general, the use of computer and network resources at the school will be administered and used in accordance with our core values. The Academy retains control over the procedures for the proper use of these resources.

Computers and network services are provided with no guarantees at the sole discretion of Cheshire Academy. Improper use may result in revocation of access as well as disciplinary and/or legal action.

9.1 Acceptable Use Policy

The purpose of the Acceptable Use Policy (AUP) is to ensure that all members of the community understand and agree to the regulations the Academy imposes on the use of its technology services. In addition, this policy requires that all members of the community agree to abide by current local, state, federal, and international laws.

All members of the Cheshire Academy community agree to the following:

- Technology services are provided for educational or personal use only.
- Any content accessed, created, or transmitted must not be objectionable based on Cheshire Academy community standards.
- Email accounts are for legitimate, Academy-related communication purposes only.
- Personal devices connected to the network must be known (in good faith) to be free of any viruses, malware, or other cybersecurity threats, and must comply with all current security policies as determined by Cheshire Academy.
- Users must abide by the terms of all licensing agreements associated with Academy-provided software and services. Academy-provided software may not be installed or used on personal devices without authorization.
- Obey all rules of copyright law and give proper citation and credit for the use of any electronic material copied or referenced as part of academic work.
- All expectations of personal conduct described elsewhere in the Handbook extend to online and other electronic interactions, both internally and externally (e.g., via social media).
- Any suspicion of a compromised account, threat to cybersecurity, or AUP violations (detailed below) must immediately be reported to Technology & Information Services.

9.1.1 Prohibited Activity

The following list are examples of activities which are considered violations of the AUP and are strictly prohibited. At the Academy's discretion, other activities may be considered violations of the AUP.

- Sharing or use of shared account credentials
- Using hotspots, VPNs, or other services to bypass security measures and content restrictions put in place by Cheshire Academy

- Downloading, distribution, and/or usage of illegally obtained software or other copyrighted digital media
- Any activity which disrupts services or causes a significant reduction of network performance
- Any attempted modification or tampering of Academy-owned technology
- Connecting or installing any network equipment without authorization, including but not limited to routers, access points, and smart home devices
- Misuse of Academy technology to cause harm

9.2 Student Technology Requirements

All students must possess and bring to their classes a primary computing device, and they are responsible for ensuring it is functional and meets Academy standards. Supplementary computing devices do not satisfy the primary computing device requirement. Primary and supplementary computing devices are defined below.

9.2.1 Primary Computing Device

A primary computing device is defined as a modern (no older than 4 years) laptop running on either Microsoft Windows or macOS. Please note: Chromebooks, iPads, and mobile phones do NOT qualify as primary computing devices. The laptop must be capable of connecting to wi-fi, come equipped with a webcam and microphone, and have an active warranty or repair plan in case of damage or hardware failure. Students must also have administrative access to their device in order to install software required for their classes. It is expected that students will regularly install OS and software updates for the sake of security and compatibility.

9.2.2 Supplementary Computing Devices

Supplementary computing devices are any devices that do not satisfy the primary computing device requirements, including smartphones, tablets, and Chromebooks. Although these types of devices may offer similar functionality to laptops, this restriction allows class curricula to be built around a consistent technology standard while ensuring that software and network compatibility issues do not interfere with the learning experience.

Supplementary computing devices may be used as a substitute for a primary computing device for classes only under the following circumstances:

- Usage is permitted by a teacher for a specific class activity.
- A student requires accessibility accommodations via specialized technology.

Supplementary devices are permitted for general use outside of academic settings and community gatherings.

9.3 Services & Support

Cheshire Academy provides a variety of technology-related services and software to students as detailed below.

9.3.1 Microsoft 365

Students are provided with a Microsoft 365 identity that must be secured with both a password and an additional form of authentication. This identity is used to access Academy-related products and services, including the MyCheshire portal.

Account termination policy. Microsoft identities and all associated services are immediately deactivated and removed upon graduation/departure from Cheshire Academy. This action is permanent and irrecoverable.

Email. Students are provided with an email address for official Cheshire Academy communication. This address should not be used for important external communications (such as university applications) or to sign up for any third-party services, as these will become inaccessible upon graduation or separation from the Academy.

OneDrive. One terabyte of cloud storage is provided for each student to store school-related work and files.

Office Apps. The Microsoft 365 identity includes access to the Microsoft Office suite of applications (Word, Excel, PowerPoint, Outlook, OneNote, etc.). Students can access these via the web or as apps on their primary computing device.

9.3.2 Other Software

Google / Google Workspace. Some teachers may require the use of Google Cloud apps for certain class activities or assignments. To facilitate this, students are provided with Google accounts accessible through their Microsoft identity. Gmail is not available through Cheshire Academy and cannot be used to access Cheshire Academy email.

Adobe Creative Cloud. Students are provided access to the Adobe Creative Cloud suite of apps. These can be installed on up to two supported devices.

Curriculum-specific Software. Faculty may utilize additional software specific to their curriculum.

9.3.3 Troubleshooting & Repair Policy

Students are responsible for maintaining the working condition of their primary computing device, including hardware repair, virus/malware removal, and other troubleshooting. Students are welcome to contact the Technology Office with questions regarding the operation of their devices via email to support@cheshireacademy.org. Guides, FAQs, and other self-service resources are available via the Technology Help Center resource board on the MyCheshire portal.

9.3.4 Internet Access

Wi-Fi & Ethernet. Wi-Fi is provided throughout the campus inside all buildings, and Ethernet connections are available in dorm rooms. Ethernet-capable devices should be connected to dorm room wall jacks instead of Wi-Fi whenever possible. Device-specific instructions for connecting to the internet are located on the Technology Help Center resource board.

Prohibited Devices in Dorm Rooms. The following devices are not allowed in dorm rooms:

- Wi-Fi-enabled appliances such as light bulbs, voice-activated digital assistants (Google Home, Amazon Echo, etc.), and smart plugs/outlets.
- Networking equipment such as routers, switches, wireless access points, and Wi-Fi extenders.
- Any other type of device which broadcasts its own wireless network or requires the use of a smartphone app on the same network.

Content Filtering. In accordance with Cheshire Academy's Acceptable Use Policy, certain websites and traffic are filtered. Requests to access filtered content must first be approved by the Community Life Office.

Nighttime Shutoff. Internet access is automatically disabled at night in accordance with the lights-out schedule, though this timing may differ or be changed at any time with or without prior announcement. Students are responsible for ensuring ongoing work is saved before this time to avoid potential data loss.

Video Gaming. Console and PC gaming is permitted at the discretion of the Community Life Office. Due to firewall complexities and security standards, peer-to-peer (P2P) connectivity may be diminished or unavailable on certain devices (sometimes reported as "Restricted NAT" or similar). The hosting of local servers is prohibited, and specific online games may also be restricted. Technology & Information Services does not honor requests for port forwarding, static IP assignment, or the like.

9.3.5 Printing

Printing, scanning, and duplication services are available to students at the library at no cost. Library computers can be used to print, or students may utilize specially provided software to print directly from their own devices. Instructions for this can be found on the Technology Help Center resource board.

Student-accessible copiers are available in the following locations: The Library, Art Center, Community Life Office, and College Counseling. All other printer/copier devices are strictly for employee use.

Cheshire Academy is committed to sustainability, and students are strongly encouraged to be environmentally conscious by printing only what is necessary and avoiding paper waste. Printing large quantities of non-academic material or producing excessive paper waste is considered an abuse of this service and may result in the restriction of printing privileges.

10 Campus Services and Resources

10.1 Student Finances

10.1.1 Banking

Boarding students are encouraged to open an account in a local bank. Several banks are located within extended campus boundaries.

10.1.2 Business Office Services

The Business Office handles all of the business and financial matters of the Academy, including tuition payments and billing. Accounts payable and accounts receivable information is under the jurisdiction of the Chief Financial Officer. The operation of the food service and facilities and maintenance service is also supervised by the Chief Financial Officer.

10.1.3 School Store

The School Store in the Harwood Student Center is open Monday through Friday at scheduled times. The store carries assorted school supplies, toiletries, and a variety of clothing. Items may be charged to a student's My Kids Spending Account provided there is a cash balance sufficient to cover the item a student wishes to charge. Families can set up an automated debit account accessible at www.mykidsspending.com/Cheshire.

10.1.4 Allowances through My Kids Spending

Cash allowances may be drawn from a student's My Kids Spending Account at the school store during posted hours. It is the responsibility of the parent to set appropriate limits. If you would like your student to receive more than $50 in cash per week, please set up a local bank account.

10.1.5 Books

Students and families are responsible for purchasing their own required textbooks and/or access to digital books.

10.2 Press, Photography & Video

Cheshire Academy uses images and videos of its students in promotional materials, including viewbooks, brochures, *1794 Magazine*, the school website, and social media channels. Periodically, notices are sent to regional and local media outlets — including hometown newspapers — regarding student achievements, awards, and involvement in school events. Publication is at the discretion of the individual media outlet.

When preparing press releases and other media materials, the Marketing & Communications Office may feature particular students and may contact them or their families for quotations and background information. **Students are never asked to speak directly to the press without prior coordination and supervision by the Marketing & Communications Office.**

All media requests from any news outlet or publication — including newspapers, websites, magazines, and television — must be directed to the Marketing & Communications Office before any response is made. If any member of the CA community (faculty, staff, coach, or student) is contacted by a member of the media, please contact Director of Marketing and Communications at communications@cheshireacademy.org or 203-439-7328. If a member of the media reaches out to you directly by phone or in person, please direct them to the Marketing & Communications Office.

10.2.1 Opting Out of Promotional Materials

If parents or guardians require that the school not feature their student in promotional and/or editorial materials, a formal written request must be submitted to the Director of Marketing & Communications. Please note that not all requests may be honored, and the Academy cannot be held accountable for images, video, text, or other content produced outside of the Marketing & Communications Office.

10.3 Lost and Found

Found items should be turned in to the Community Life Office. All items turned in to the Community Life Office are posted to the Lost & Found Property resource board on the MyCheshire portal. Students who have lost or misplaced items that are not showing up on the Lost & Found Property list can stop by the Community Life Office and request help in tracking down their lost item.

10.4 Day Student Lockers

For the purpose of storing personal belongings that they might need for classes or afternoon activities, day students are assigned a locker with a school-provided lock and combination in the Arthur Sheriff Field House. The school reserves the right to search these lockers as detailed in Section 4.5.2.

10.5 Boarding Student Services

10.5.1 Laundry and Dry Cleaning

Cheshire Academy students are responsible for laundering their own clothes.

All dormitories at Cheshire Academy are equipped with laundry rooms. Washers and dryers in the dormitories are available to students and maintained by CSC Serviceworks. To use this service, students must download the mobile app CSC GO to their smartphone. From there, students load value into their CSC account using a credit card or U.S. bank account. Through the mobile app, students pay for use of the machines, check to see open machines, receive notifications when their rented machines have finished, and enter service requests or refunds from CSC. Dorm staff review laundry room etiquette with students at the beginning of each school year and through periodic reminders. Boarding students are expected to supply their own detergent.

Additionally, Cheshire Academy offers all boarding students the option of enrolling in E&R – The Campus Laundry service. E&R is a subscription service that provides pick-up and drop-off service on campus. They offer various levels of service; subscription fees vary depending on the frequency of service and which items are to be laundered. Specific information including prices for E&R can be found on the Boarding on Campus resource board on the MyCheshire portal.

10.5.2 Mail

Mail and packages that are addressed to students are delivered to the School Store located in the Harwood Student Center. Letters or packages sent to students should be addressed as follows:

Student's Name
Name of Student's Dorm
10 Main Street
Cheshire, CT 06410-2496

If letters or packages are not picked up by the student immediately, they will be notified via an email sent to their school email address to go to the School Store during normal operating hours. Cheshire Academy reserves the right to search packages addressed to students that are deemed suspicious. In such cases, a student will be asked to open the suspicious package in the presence of adults in the Community Life Office or another designee of the Administration.

If a student needs to send a letter or a package, they can receive assistance from the School Store, or they may visit the U.S. Post Office located within walking distance of the school at the corner of West Main Street and Maple Avenue.

10.5.3 Religious Services

Religious services of many denominations are offered within easy walking distance of the Academy. The churches and synagogue of Cheshire extend an open invitation to members of our community. In addition to regular worship services, many of these congregations have active youth groups in which our students are welcome. More information about the youth groups and their activities can be obtained from the respective church or synagogue office. Please contact the Community Life Office for help in identifying or locating a specific church or synagogue.

10.6 Travel

10.6.1 Train

Union Station in New Haven is a stop for both Amtrak and Metro-North Railroad. Amtrak has passenger service to Penn Station in New York as well as to Providence and Boston. The Metro-North line is a commuter line that runs from New Haven to Grand Central Station in New York.

10.6.2 Airline Reservations

Students who will be using commercial airlines for travel during vacations should make their own airline reservations. The most commonly used airports for Cheshire Academy students are Bradley International Airport (BDL) in South Windsor, John F. Kennedy International Airport (JFK) and the other New York airports, and Boston Logan International Airport (BOS). The school calendar is sent out to families well in advance so that travel reservations can be made with a clear understanding of when vacations begin and end.

10.6.3 Hotels and Motels

A list of hotels located near Cheshire Academy can be found online at www.cheshireacademy.org/visit. We encourage you to make reservations as soon as possible to ensure room availability.

11 Important Contact Information

Main Office: 203-272-5396 **| Community Life:** 203-439-7256 | **School Fax:** 203-250-7209 **| Athletic Office:** 203-439-7242 | **After-Hours Cell Phone (AOD):** 203-627-0145 **| School Store:** 203-439-7301 | **Student Health Center:** 203-439-7280 **| School Website:** www.cheshireacademy.org

All campus administrators may be found online using our Faculty & Staff Directory. The following is a list of people who you may need to contact in a variety of circumstances. Feel free to contact any of these people by calling the main school number at 203-272-5396.

Monday-Friday 7:30 a.m.-4:30 p.m. | After 4:30 p.m. on Friday, call 203-627-0145

FOR:	CONTACT:
Attendance/Absences	Barbara Wrzosek
Academic Policy	Marc Aronson
Admission and Financial Aid	Melissa Terrio
Advisory Program	Colleen Altenburger
Alumni and Development	Joe Long
Bias Incident Reporting	Alex Conaway
Business Office	Matthew Piechota
Athletics and Afternoon Program	Jim McCarthy
College Counseling	Madeleine Bergstrom
Computer Technology	Joseph Lorenzatti
Counseling and Wellness	Colleen Reynolds
Discipline/Community Life Program	Colleen Altenburger
ELL (English Language Learning) Program	Matthew Bender
Educational Services and Accommodations	Julie Kile
Finances	Lisa Jacques
Grades and Schedules	Young Kwon
Health Questions	Jennifer Searles
Library	Kate Daly
Music	Eunyoung DiGiacomo
Residential Life Program	Meg Melbourne
Roxbury Center for Learning & Leadership	Julie Kile
School Store	Becky Savino
Theater	Jennifer Guarino
Travel and Transportation	Colleen Altenburger
Website and Communications	Sarah LeBlond
Lost and Found	Amanda Bender
Weekend Permission	Amanda Bender

EMERGENCIES:

From 8 a.m.-4:30 p.m., Monday-Friday: 203-272-5396 At all other times: 203-627-0145