

Student Handbook



2011 - 2012



KIMBALLUNION
A C A D E M Y



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Mission Statement

Kimball Union Academy prepares students for the challenges of tomorrow's world by inspiring academic mastery, creativity, responsibility, and leadership.

Our core community values are:

- Respect for oneself and others
- Commitment to honesty and the highest ethical standards
- Concern for the environment

Honor Code

As members of a close and supportive community, the students, faculty, and staff of the Academy are guided by the principles of honesty, compassion, and mutual respect.

Kimball Union's Honor Code reflects these core values and serves the additional goal of promoting personal commitment in all aspects of the Academy's life. The code states:

As a member of the Kimball Union community, I promise to uphold a code of honor, to expect and to encourage the same of others, and to do so in all situations and in all places. This code of honor includes being honest in all matters, behaving with integrity, and demonstrating respect for myself and others.

Before matriculating each academic year, all students and their parents sign a statement verifying their acceptance of the Honor Code.

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Major Dates 2011-12

August	25 Thursday	Student Leaders and New International Students Arrive
	28 Sunday	New Student Registration
	29 Monday	Orientation / Camping Trip Departure
	31 Wednesday	Camping Trips Return / Returning Student Registration
September	1 Thursday	Classes Begin
	3-5 Sat.-Mon.	Campus Weekend
	22 Thursday	Mountain Day
October	14-15 Fri.-Sat.	Family Weekend and Homecoming
	17-18 Mon.-Tues.	Fall Long Weekend (College Visit Days)
November	12-13 Sat.-Sun.	Campus Weekend – Reading Period
	14-17 Mon.-Thur.	Fall Trimester Exams
	17 Thursday	Thanksgiving Vacation (after 10:00 a.m. exam)
	18 Friday	Residence Halls Close until 11/27
	27 Sunday	Residence Halls Open – Boarders Return by 7:30 p.m.
	28 Monday	Winter Trimester Begin
December	3-4 Sat.-Sun.	Campus Weekend
	15 Thursday	Winter Vacation begins after class day (noon)
	16 Friday	Residence Halls Close until 1/2
January	2 Monday	Residence Halls Open – Boarders Return by 7:30 p.m.
	3 Tuesday	Classes Resume
	28 Saturday	Winter Long Weekend – No Classes or Games
	30 Monday	Winter Long Weekend – No Classes
March	2 Friday	Spring Vacation begins after class day (noon)
	3 Saturday	Residence Halls Close until 3/20
	20 Tuesday	Residence Halls Open – Boarders Return by 7:30 p.m.
	21 Wednesday	Spring Trimester Begins
April	30 Monday	Spring Long Weekend – No Classes
May	25 Friday	Baccalaureate and Awards
	26 Saturday	Graduation
	26-27 Sat.-Sun	Campus Weekend
	28-31 Mon.-Thur.	Final Exams
	31 Thursday	Summer Vacation begins after AM exam (10:00 a.m.)
June	8-10 Fri.-Sun.	Reunion Weekend

Please note: When making vacation plans, please do not schedule departures prior to the last scheduled obligation. Exams must be taken during the designated class block. All requests for early departures or late returns must be approved well in advance.

Academic Life

The purpose of Kimball Union is to prepare students for college and for life. This preparation will take place both within and outside the classroom. However, we recognize that the foundation of college preparation is a sound and comprehensive academic education. This section explains the processes and structures in place at Kimball Union to further each student's academic achievement.

Course Requirements and Credits

Course Requirements: Kimball Union requires each student to take five core courses per trimester. All students must take English as one of the five, and each student must select the remaining four courses from history, language, mathematics, science, or a specified art course. Each student must accumulate a minimum of 19 credits in order to be a candidate for graduation. In addition, seniors are required to earn a passing grade in each of their courses for both the year and the final trimester as well as complete all required work to qualify for graduation. Specific course requirements are listed in the section directly below and constitute 16 credits of the minimum needed for graduation. Of the remaining credits, 3 must be earned in advanced-level courses in at least two or more departments. A credit is awarded for a one-year course meeting three times a week, or its equivalent. Credits will be granted for courses taken at other institutions if, in the judgment of the Dean of Faculty and Academic Affairs, those courses correspond to the Kimball Union curriculum and the student has earned satisfactory achievement.

Curriculum: The Academy curriculum has been designed to provide a foundation in the liberal arts as well as to allow concentration in areas of interest. Descriptions of specific courses can be found in the Online Course Book on the Academy's website. Departmental requirements are as follows:

English:	Four credits.
History:	Three credits, which must include United States History. Sophomores take or should have taken European History or an equivalent survey course.
World Language:	Three credits/levels in one language.
Mathematics:	Three credits: Algebra I, Geometry, Algebra II, and one year of math after Algebra II.
Science:	Two credits, one of which must be in biology and the other a lab-based science course, or the equivalent from a previous school.
Arts:	One credit, including one trimester of a music or visual arts course and one trimester of a dance or theater course.

Evaluation of Academic Performance

Grading System: The most visible aspect of traditional education is its reliance on grades. The Academy believes that a well-designed grading system serves a number of important purposes. First, it provides useful information to students and their parents about individual educational development. Second, it enables teachers to identify student academic needs so that teachers' instruction and assistance can be well-directed. Third, it allows the Academy to communicate important information to colleges about a student's progress at Kimball Union.

Course grades are reported using a letter grade system. Each letter grade carries a grade-point equivalent according to the following table; the average of the grade-point equivalents is called the grade-point average (GPA).

Letter Grade	Grade-Point Equivalent	Letter Grade	Grade-Point Equivalent	Letter Grade	Grade-Point Equivalent
A	4.0	B-	2.67	D+	1.33
A-	3.67	C+	2.33	D	1.0
B+	3.33	C	2.0	D-	0.67
B	3.0	C-	1.67	F	0

Effort Grades: As an additional means of measuring academic performance, effort grades are given by classroom instructors. Such grades are used in part to determine privileges and impose academic sanctions.

5 = Outstanding 4 = Strong 3 = Satisfactory 2 = Weak 1 = Unacceptable

5 – Outstanding

Performs above standard expectations
Articulates leads in class discussions and is truly engaged
Demonstrates clear signs of intellectual curiosity and passion for the material
Thinks creatively and independently
Works perceptively and thoroughly
Serves as a catalyst to learning and as a role model
Prepares for class without exception
Seeks additional depth and knowledge outside of class

4 – Strong

Completes virtually all assignments on time
Responds alertly in all class activities
Participates fully and volunteers opinions enthusiastically
Demonstrates knowledge of assignments willingly
Remains on task
Contributes to positive classroom dynamics
Pursues extra help when needed
Works independently consistently

3 – Satisfactory

- Meets expectations for the class
- Completes almost all assignments on time
- Contributes when called upon—attentive in class
- Cooperates with class activities and remains focused
- Participates when called upon
- Accepts extra help when needed
- Prepares for class on almost all occasions
- Works well under supervision

2 – Weak

- Fails to turn in some assignments
- Completes assignments with little care or diligence
- Performs with lack of attention to specific requirements
- Exhibits a negative attitude or indifference
- Participates inconsistently with uneven results
- Distracts or disrupts other students or class process
- Needs frequent reminders to accomplish tasks
- Seeks help only when required

1 – Unacceptable

- Resists classroom expectations
- Neglects to turn in or complete many assignments
- Works in a rushed, irrelevant, or inappropriate way
- Prepares for class infrequently
- Requires constant supervision for effort and behavior
- Misses classes or appointments for extra help
- Disengages from teachers, students, and class material
- Impairs educational environment and hinders learning

Trimesters: The school year is divided into three trimesters. Class comments will be written approximately two weeks prior to the end of each trimester and term grades determined at the conclusion of each trimester. At the end of each trimester there will be an exam period, and the results of the trimester exam will be reflected in the grade earned for a specific trimester. Final course grades are based on a mathematical average of the three trimester grades in year-long courses.

Written Evaluations: Along with the trimester comments, interim reports will be written for all students in the fall trimester and periodically throughout the year for new students and students experiencing difficulty.

Honor Roll and Academic Privileges

Honor Rolls are announced and published at the end of each trimester. They include all those students with Honors (a GPA of 3.0 to 3.49 and no grade below a “B-”), High Honors (a GPA of 3.5 or above and no grade below “B”), and Effort Honors (an average effort grade of 4 or above).

Evening Study Status: All students are expected to use the evening study period for completing or reviewing schoolwork. Those students with privileges may study in appropriate places such as designated classrooms, the Campus Center, Coffin Library, or the Flickinger Arts Center.

Academic Support Systems

Faculty Support Sessions: All teachers are available in their respective classrooms or offices for student support several times a week during “office hours” as noted in the Plan Book and by appointment. In addition, teachers are generally available in the evening when on duty.

The Advisor System: Advisors are responsible for providing students with academic guidance and support. Together with the Dean of Faculty and Academic Affairs, students and advisors will make decisions about the student’s academic program. All Honor Roll students on academic privileges should be aware that at the discretion of the advisor or the Dean of Faculty and Academic Affairs, any student who begins to demonstrate declining achievement or effort can be assigned to a structured daytime study regardless of academic privileges. (Please see The Advisor System on page 22 for more information.)

Daily Study Hall: Placement in a daytime study hall during an unscheduled class period is designed to support academic preparation. All freshmen and new sophomores begin the year in a daytime study hall. At the end of the fall trimester, all new sophomores in good academic standing and any freshmen on the High Honor Roll will be exempt from a daytime study hall. At the end of the winter trimester, freshmen on the High Honor, Honor, or Effort Honor Roll will be exempt from the daytime study hall for as long as they remain on the Honor Roll. On the recommendation of the Dean of Faculty and Academic Affairs, a student’s advisor, or the request of parents, students may be assigned a daytime study hall for one or more trimesters to support their academic progress.

Supervised Evening Study Hall (SESH): In addition to evening study halls which are monitored in the student residences, the Academy proctors a study hall for all freshmen and students who are in academic difficulty or are in need of more direct supervision in the school’s Dining Commons.

Center for the Advancement of Learning: The Learning Center offers a variety of academic support services. Some of these services are available on a drop-in basis, while others are offered for an additional fee and require advance registration. The academic skills instruction offered in the Learning Center serves to promote and develop proficiencies that can be applied during a student's education at Kimball Union, during the college career, and beyond.

Structured Study Tutorial (by arrangement with the Director of Studies; additional fee required)

This tutorial aims at providing individualized support to students in a small group (maximum of 4 students) who are in need of temporary assistance with organization and/or general academic skills. The tutorial meets during a class period (three times per week) in a small, teacher-led group to help students develop the skills necessary to complete the regularly assigned work of the classroom. Assignment is for a trimester, but it can be extended beyond this upon agreement among student, parent, and advisor.

Writing Center (drop-in basis)

The Center for the Advancement of Learning hosts the Kimball Union Writing Center. Writing tutors, who are volunteers from the junior and senior honors and Advanced Placement English classes, staff the Writing Center nearly every class period of the day. Students are welcome to visit the Writing Center for assistance with any aspect or phase of the writing process.

Peer Tutoring (by arrangement with the Director of Studies)

Students who have excelled in a particular course or academic field volunteer to serve as peer tutors for other students who desire additional support in that area of course work. A peer tutor meets with his or her student on a weekly basis; additional time can be scheduled on an as - needed basis, depending on the availability of the tutor.

Academic Support Tutoring (by arrangement with the Director of Studies; additional fee required)

Kimball Union maintains a relationship with a limited number of adult tutors who offer one-on-one assistance to students in specific academic subjects. Scheduling is dependent on student and tutor availability and can be tailored in terms of frequency each week and the number of weeks.

Writing Tutorial (by arrangement with the Director of Studies; additional fee required)

For students who require additional support to develop stronger writing skills, they may elect to work one-on-one with an adult writing tutor. The student and tutor will meet for a one hour tutorial each week.

English Language Tutorial

Students for whom English is their second or third language often struggle initially with the intricacies of the English language. In a small group setting, this tutorial aims at providing support to international students who wish to

improve their expressive (oral and written) English language skills. The tutorial meets for three classes per week. Students will be helped to improve their language skills in order to better contribute to classroom activities, complete assignments, and function in an English-speaking environment. Assignment is for a trimester, and can be extended beyond this upon agreement among student, parent, and advisor.

SAT Preparation Course

The course will consist of approximately twenty hours of instruction, half of which will be dedicated to the verbal realm and the other half of which will involve review and practice of the quantitative aspects of the SAT. Those enrolled will study each portion of the test, complete practice questions, discuss strategies, and review the basic math and English skills required. Given sufficient enrollment, the course will be offered in the fall to members of the graduating class. The course that is offered in the spring is designed for the junior class.

The Kimball Union School Plan Book The Plan Book is provided to facilitate time management and organizational skills. It contains the school's daily schedule in a weekly format. Its daily use is required of all students. All students are provided a Plan Book at the beginning of the year and it will be charged to the escrow account.

Response to Academic Difficulty

Assessment of Academic Standing: The Academy's expectation is that students will work to their ability. Small classes and peer support provide some of the means to this end. At the same time, minimum standards must be set so that a diploma from Kimball Union carries a clear value.

Measures Taken in Response to Academic Difficulty: The faculty meet weekly and at the end of each trimester to discuss the academic progress of the student body. Appropriate recommendations will be made for students failing to meet minimum requirements, unable to maintain a satisfactory effort average, or identified by the Dean of Faculty and Academic Affairs and the faculty as having academic difficulty. Listed below are those measures used most frequently:

Faculty Support Sessions: Required support sessions in courses causing difficulties.

Study Hall: Assignment to a supervised daytime study hall.

Interim Reports: Provision of periodic interim reports.

Academic Review: Students placed on an academic review at any time during the year will receive interim reports and be required to attend daytime study hall for a minimum length of one term or as long as the review continues.

Academic Sanction: This is a first-level academic review recommended by the faculty when a student's academic performance is less than satisfactory. Sanction can also be used as an interim stage for a student working his or her way off Academic Warning. Sanction is normally recommended when one or more of the following conditions exist:

- General decline in academic performance
- Grades below C in multiple courses and/or GPA that is at or below 2.0
- Low effort grades or teacher concerns that a student is working below his or her potential
- Lack of engagement in the learning process

Students placed on Academic Sanction remain on review for a minimum of one trimester. The faculty will discuss a student's progress at the end of the trimester following placement on review and determine if sufficient progress has been made to remove the student from review or if conditions warrant a continuation of Sanction or a move to Academic Warning.

Academic Warning: This is a formal notification recommended by the faculty when a student's academic performance endangers continued attendance at the Academy. Normally, warning is recommended when one or more of the following conditions exist:

- GPA that is at or below 1.8
- Failing grades in one or more courses
- Multiple low effort grades and low course grades
- Lack of progress from previous sanctions

In an effort to support students placed on warning, they will be assigned a daytime study hall in lieu of a free period. In addition, students placed on warning may be subject to withdrawal of privileges.

Students can be removed from Academic Warning if they can demonstrate to the faculty at the end of the next marking period that they have addressed the concerns that placed them on warning and that, in the opinion of the faculty, they are likely to remain in good standing. Finally, students who remain on warning over several marking periods or who return to warning after working their way off warning are at risk for dismissal from the Academy.

Academic Absence Policy: As stated in the Fundamental Values and Major School Rules section of the Handbook, the Academy values attendance as a key ingredient to the growth and success of every student. Absences and lateness compromise the educational experience of both the individual student and his or her peers. The Academy assumes that students with patterns of absences lack the seriousness of purpose expected of students at Kimball Union and jeopardize their own mastery of subject matter.

The Academy reserves the right to deny credit in a given course if the student's total absences (excused or unexcused) total more than 15% (6) in any trimester course or 10% (12) in any full - year course. Academic work missed as a result of an unexcused absence must be completed.

All commitments at Kimball Union are treated equally. Students are expected to attend all of their classes, tutorials, required office appointments, study halls, sports practices, job meetings, assemblies, and required meals. Students must monitor their portal where absences are noted daily.

- If an absence has been inappropriately recorded, students have 48 hours to clear the absence. Following that time, all absences will stand as noted. The Student Life Office, in cooperation with the faculty member in charge, will determine if an absence is excused or unexcused. Student appeals to faculty members regarding missed commitments should be limited to possible errors (the student was actually in attendance) and not based on favors or special considerations. Special or unique circumstances should be brought to the attention of the Student Life Office.
- The following protocol has been implemented. Absences are cumulative for the year. Each week at noon on Thursdays attendance violations will be tabulated.
 - 1st Absence: The student will attend a mandatory, monitored Saturday night Study Hall.
 - 2nd Absence: The student will attend a mandatory, monitored Saturday night Study Hall and lose all weekend privileges. (Boarders will be restricted to campus and Day Students will be restricted from campus except to fulfill their Study Hall obligation.)
 - 3rd Absence: The student will be placed on Attendance Warning. He/She will meet with the Dean of Students and the Dean of Faculty and Academic Affairs. A letter will go home advising the parent of the sanction. The student will also attend a mandatory, monitored Saturday night Study Hall and be restricted to their dorm room except for meals.
 - 4th Absence: The student will serve an in-school suspension. The student will attend academic obligations and otherwise be restricted to their room.
 - 5th Absence: The student will serve an out-of-school suspension.
 - 6th Absence: The student will meet with the Academy's Honor Board, resulting most likely in a recommendation of separation.

Other Academic Topics

Academic Use of Technology: Kimball Union Academy has an Acceptable Use Policy, which parents and students sign at the beginning of each school year. (Please see Acceptable Use Policy on pages 48-51 for more information). Some important points as they relate to academics are:

Cell Phones - Student use of cell phones is prohibited while in attendance in any class, school meetings, assembly or study hall.

Dishonesty or Deceitful Behavior: Dishonesty or deceitful behavior is unacceptable. Some examples of dishonest or deceitful behavior are attempts to access, use, or harm accounts or data belonging to others; plagiarism; or disregard for copyright laws.

Vandalism: Vandalism is unacceptable. Some examples of vandalism are attempts to harm or alter the functioning of KUA-Net; attempts to bypass restrictions; or deliberate abuse, misuse, or destruction of computer equipment; destruction of data or misuse of KUA-Net resources, failure to comply with rules or requests regarding the use of KUA-Net storage space or virus protection protocols. Use of an unauthorized wireless access point is considered a form of vandalism as it interferes with the proper functioning of the network.

Academic Tone on Campus: All members of the community have a shared responsibility for promoting a productive academic environment on campus. Therefore, all recreational activity is prohibited on the upper campus during the class day and during evening study hours. Participation in any recreational activity is restricted to the soccer/lacrosse field next to Chellis Hall and the fields at the bottom of the hill. Whether during the academic day or during evening study hours, all students should behave in a manner that is not disruptive to others. All students are required to be in class dress while on campus during the academic day.

Exam Periods: At the end of each trimester, students will sit for exams in most of their classes. Each exam period will provide a reading period to aid in student preparation. In order to maintain an academic atmosphere during exam periods, quiet conditions will be in effect at all times except when specifically designated by individual houses. All students must respect the quiet conditions that are necessary for full concentration when exams are in progress. All students must be in class dress when taking an exam. Quiet hours are in effect campus wide while examinations are being administered. Students are expected to take their exams at the appointed time. Students should not approach teachers to take an exam at an alternate time. Any exceptions must be approved by the Dean of Faculty and Academic Affairs.

Course Selections: Students and their advisors will discuss course selections together after the initial registration. Students may also want to meet with one of the college advisors or the Dean of Faculty and Academic Affairs for further advice. Course selection is very important, carrying with it implications for future study. Students should seek as much advice as possible. At the same time, course selection should be an informed expression of the student's own educational expectations.

Course Changes: Students may change courses for one week at the start of a trimester course, and for two weeks at the start of full-year courses, after consultation with, and approval by, the Dean of Faculty and Academic Affairs, or the Registrar, their advisor, and the two teachers involved. (Seniors must also check with their college advisors about the proposed changes.)

Absence of Teachers from Classes: Teachers occasionally will be detained by unforeseen circumstances. If a teacher is not present, students are expected to wait in the classroom for 10 minutes. After 10 minutes, one student should report to the Academic Office and then return to the class with instructions.

Questions: A student handbook can only hope to introduce students to the academic life of a school. Students will naturally have many questions as they are confronted with different situations, and they should not hesitate to take those questions to a proctor, a teacher, their advisor, the Director of Studies, or the Dean of Faculty and Academic Affairs. If students encounter difficulties in a course, it is especially important to see the teacher as soon as possible.

Academic Honesty

Honesty: Honesty is not only an essential condition for civilized society, but it is also an essential condition for an academic community. In all of the students' intellectual work honesty is expected—from homework to research papers, from quizzes to final examinations. A dishonest act compromises the goal of academic integrity and will result in disciplinary action.

Cheating may be defined as using another's work and submitting it as one's own. This includes completing tests, quizzes, homework, lab reports, or any academic work with unauthorized materials or unauthorized assistance.

Plagiarism is another type of cheating. The Oxford English Dictionary defines plagiarism as: "...the wrongful appropriation or purloining and publication as one's own, of the ideas, or the expression of the ideas (literary, artistic, musical, mechanical) of another." Then the rule on plagiarism includes the assumption that the presentation, whatever its form may be, is the student's own work. Examples of plagiarism and cheating include, but are not limited to:

- Copying, sharing answers, or giving information about homework, quizzes, tests, or laboratory reports and exams.
- Using cheat-sheets in exams, tests, or quizzes.
- Taking answers from another student's paper during a test or quiz.
- Taking answers from another student's homework assignment and presenting them as one's own.
- Sharing answers on a test or quiz.
- Using material or ideas that are not one's own without proper documentation or citation from any source, including the Internet.
- Quoting or paraphrasing material without acknowledging one's sources.

- Circulating papers, tests, exams, or laboratory reports between students.
- Downloading, buying, or selling essays or research papers.
- Submitting the same work for credit in more than one course.

Honor Code Pledge: In order to emphasize the Academy's expectation of honesty in all matters, students write and sign the following pledge on all tests and papers and specified quizzes:

"On my honor, I have neither given nor received unauthorized help on this work."

Recently developed consequences for academic dishonesty were developed by a student and faculty committee during the spring of 2010. Communication of the newly-adopted protocol will be done through a separate letter and added to our on-line handbook once completed.

Evening Study Hall Policy for Boarding Students:

Kimball Union's study hall policy, as outlined in the chart on page 14, operates under this principle: Demonstrated academic responsibility earns additional academic freedom. The Evening Study Hall Policy also keeps grade-appropriate development in mind. Campus study privilege allows a student to complete his or her work in a location outside the residence hall after checking out with the on-duty faculty member. Approved out-of-dorm study locations include Coffin Library, the Campus Center, and the Flickinger Arts Center.

Internet Policy:

The Internet is a powerful tool for education and other functions. Students sometime need help governing the amount of time spent online in various capacities. The advisor will work with the student and his or her teachers and other interested adults in individually crafting appropriate use expectations. Students in academic difficulty can expect to have their access more closely governed.

Evening Study Hours

Grade	1st Trimester	2nd Trimester	3rd Trimester
9th	Out-of-residence supervised study for all students.	Students on the High Honor Roll may study in supervised study in the residences.	Same as 2nd trimester.
10th	Supervised study hours in residences for all students except those on Academic Sanction or Warning who have out-of-residence supervised study.	Same as 1st trimester.	Same as 1st trimester.
11th	<ul style="list-style-type: none"> • Returning students on High Honor Roll have campus study privilege. • Supervised study hours in residences for all students except those on Academic Sanction or Warning who have out-of-residence supervised study. 	<ul style="list-style-type: none"> • Students on High Honor Roll have campus study privilege. • Supervised study hours in residences for all students except those on Academic Sanction or Warning who have out-of-residence supervised study. 	Same as 2nd trimester.
12th	<ul style="list-style-type: none"> • Returning students on any Honor Roll have campus study privilege. • In-residence supervised study for all others. 	<ul style="list-style-type: none"> • Students on any Honor Roll have campus study privilege. • In-residence supervised study for all others. 	<ul style="list-style-type: none"> • Students in good academic standing (not on Academic Sanction, Academic Warning or Attendance Warning) have campus study privilege. • In-residence supervised study for all others.
PG	Supervised study hours in the residences for all students.	<ul style="list-style-type: none"> • Students on any Honor Roll have campus study privilege. • In-residence supervised study for all others. 	<ul style="list-style-type: none"> • Students in good academic standing (not on Academic Sanction, Academic Warning or Attendance Warning) have campus study privilege. • In-residence supervised study for all others.

Residential Life

Governing Principles

Respect: An important aspect of community living involves the way students treat each other and interact in the residences. The Academy places a great deal of importance on conduct that exemplifies responsibility and concern for others. Students are expected to respect the rights and property of other students, faculty, and the Academy.

Boarding Life: Life in residence is what distinguishes boarding schools from all others. It is an area of great opportunity, where lasting relationships can be founded, where personal growth can be nurtured, and where the habits and pleasures of intellectual pursuits can be shared. It also can be an area of great temptation, where students make mistakes. It is necessary, therefore, to list the most important house rules. Students should heed the following stipulations to make residential life as safe and as productive as possible.

Residential Living

Students living in residences have a right to an environment conducive to study, personal safety, and positive social growth. Proctors and House Parents play an important part in providing such an environment, but they cannot do it all. Each resident must take an active part to ensure the smooth operation of the house.

The essential condition for study is quiet. Although some students may be able to tolerate noise, roommates or neighbors may not. Study conditions will be observed every evening (except Saturday) during the evening study hall, and quiet hours will continue to the conclusion of classes the next day or until 10:00 a.m. on Sunday. These quiet hours may be relaxed after evening study hall for a designated amount of time as determined by each Head of House on a house-by-house basis. Quiet hours resume at 11:00 p.m. on Saturday.

Quiet hours must be maintained in a manner that allows all residents to study or sleep without interruption. All potentially disruptive activities should be avoided during quiet hours, including inappropriate use of stereos and musical instruments. Misuse of such equipment will lead to its confiscation.

Formal Evening Study: All students must be in their rooms in which a proctor or House Parent will check them in prior to the start of study hall, unless assigned to supervised evening study. Study with other students in the residence must be approved in advance by the faculty member on duty, and is limited to the second half of study hall. Students may check out to go to the library at designated times or to see a teacher by getting a note from the individual who assigned the work. Please remember that the note must be initialed by the librarian or the teacher being visited and it must be returned to the faculty member on duty in the student's residence. Courtesy dictates that students obtain the prior approval of the teacher to be seen. Students with campus study privileges must check in with the house parent on duty prior to leaving the residential hall.

Care of Rooms, Corridors, Lounges, and Bathrooms

Inspections: In September, all student rooms are inspected by the residential faculty, the Kimball Union Facilities and Operations Department, and students. Each student should use that inspection to note the condition of his or her room. Any damage or losses to the room incurred during the year will be the student's responsibility. Students are escrowed a \$50.00 room security deposit at the beginning of the year. Some of the most common problems for which students are charged include broken windows, decals on windows, tack holes in walls, paint chipped by use of scotch tape, broken door locks, missing or damaged furniture, and tape left on walls. Furniture removal must be approved by the Head of House or abandoned furniture left in halls may be charged to the student if it is damaged or missing. In addition, any unclaimed damages to the corridor or other common areas will be prorated among all the students in that living area. Inspections will be conducted periodically throughout the year to determine compliance with safety and health requirements. Prohibited items will be removed during these inspections and either disposed of or returned at the end of the year. Rooms will also be inspected periodically by our Fire Brigade for fire code and safety violations. Students will be asked to immediately adjust their rooms to meet our standards and codes if violations are found.

Room Condition: In a close-knit community such as ours, students must be conscious of how the arrangement of their rooms affects the other residents, including faculty. How a student decorates a room can speak volumes about his or her interests and personality. Every student must maintain his or her room in such a way that it presents an inviting, safe, and productive living arrangement. Posters and wall decorations that display offensive subjects or glorify drug or alcohol use will not be permitted. Room furniture may not be arranged so that ingress and egress are in any way impeded. Each occupant of the room must also have a clearly defined study area, including a clear desk and appropriate chair.

Cleanliness: Although the Academy employs Facilities and Operations personnel, the primary responsibility for the cleanliness of the buildings and individual rooms rests with the students. Students are responsible for cleanliness and order in their own rooms. The standard for this will be "neat and clean." Rooms are inspected regularly for cleanliness. Any student who leaves his or her room in unsatisfactory condition at year-end move out will be charged a \$100 cleaning and maintenance fee in addition to any fees necessary for repairs or other required services.

Community Jobs: Each residential hall is responsible for maintaining a pleasant and enjoyable environment to live in. Students will be assigned community jobs on a rotating basis to ensure the neatness and cleanliness of the common areas such as corridors, lounges, bathrooms, and outside areas. To promote sustainability and environmentally friendly habits, recycling bins are available in all residence halls as well as motion activated lighting. Hall residents are asked not to leave personal belongings in common areas. Individual residence halls will employ additional rules to promote a positive community experience. In addition, each residential hall will have a variety of leadership appointments to promote healthy living.

Residential Regulations and Procedures

Medication: All prescription medication use is regulated by the Academy's Health Center, and any student taking or possessing prescription medication must report that fact to the Health Center. Health Center staff will make a note of prescription use in the student's medical record and indicate which medications may be kept in the residence hall. Failure to report prescription drugs to the Health Center is grounds for disciplinary action. The inappropriate possession of nonprescription drugs of any kind is also prohibited.

Safety: Student safety is one of the Academy's most important responsibilities. With the advice of various experts from state government and insurance companies, the Academy has established the following rules to help make residential life safe. Failure to comply with school safety procedures will result in disciplinary action.

- For **fire safety**, students may not be in rooms with the doors locked.
- **Fire extinguishers, hoses, fire escapes, and alarm systems** are for use only in the event of fire.
- **The lighting of any flame or burning of candles, incense, or other combustibles** is strictly forbidden and, in almost all cases, will result in separation or expulsion.
- **Smoking cigarettes** is a health and fire hazard and is not allowed. (Please see the Substance Use Policy on pages 29–30 for more information)
- **Homemade wiring hookups or electrical repairs, tampering with electrical systems, and overloaded outlets** are forbidden and will result in disciplinary action. Students are to use the multiple-outlet sets available for purchase at the Country Store.
- **Televisions and projectors**, are not allowed in student rooms.
- **Extension cords** are not permitted under any circumstances.
- The possession or use of **electrical appliances** that contain heating elements— such as hot plates or pots, heating coils, popcorn poppers, toasters, toaster ovens, coffee makers, and irons—is considered unsafe and is not allowed. Please note that illegal appliances will be confiscated and not returned.
- **Electric blankets and string lights** are not allowed. Heating pads may be used only at the instruction of the Health Center and must not remain on when not in use.
- **Halogen bulb lamps** of all types are prohibited and will be removed.
- **Tapestries** may not be draped from the ceiling or across a corner and may not be draped in front of or behind doors. They must be displayed flat against a wall. No more than two tapestries are to be displayed in a room.
- **Furniture** may not be arranged in any way that blocks swift exit from the room. Doorways must remain clear of obstruction. Pieces of furniture are not to be stacked one upon another and must rest solidly on the floor. Students must be in full view from the door, including sleeping quarters. Furniture is not to be removed from any room.
- **Refrigerators** are located in residence lounges and are not permitted in student rooms.
- Students are not allowed on the **roofs** of school buildings.

- Kimball Union prohibits playing sports, skateboarding, or rollerblading in school buildings and residence halls and on public roads for the sake of safety. The Student Life Office can direct students to approved locations for such activities.
- Existing **overhead lights** must not be tampered with in any way.
- **Smoke detectors** may not be tampered with in any way.

Fire Procedures: Fire escape procedures will be discussed at residence and school meetings, and fire drills will be conducted throughout the school year. The alarm for a fire or fire drill is the continuous sounding of the corridor fire horns. Students should take the following actions upon hearing the alarm:

- Turn on the lights. Awaken your roommate. Close the windows. If the door is not hot, leave the room and close the door. Do not lock the door.
- Walk to the nearest exit. Stay quiet and calm. Arouse other students if their doors are closed. Always keep in mind at least two different exits in case one is blocked by smoke or fire.
- Upon leaving the residence, go to the area designated by the Head of House. Attendance will be taken to ensure that everyone is present.
- **Fire Brigade** or residential personnel may make routine inspections of rooms for compliance with safety regulations and procedures.
- **Fire drills** will be conducted at the beginning of each school year and periodically per state law. Failure to evacuate a building during a fire alarm is considered a serious violation of school policy.

Miscellaneous Residential Procedures

Guests on Campus: Any student who wishes to host a guest on campus for an extended period of time must contact the student life office prior to the arrival of the guest. Visitors to campus who are not a member of the Kimball Union Academy community are not permitted in the residential halls without expressed permission from the Student Life Office. Guests must adhere to all school rules and regulations while on campus.

Overnight Guests: Hosting overnight guests is discouraged in order to permit preparation for the next day's classes. Requests of this nature should be directed to the Student Life Office. Day students who find it necessary to stay overnight due to weather or program timing issues (such as returning late from a game or other event) must secure permission from the Student Life Office, Administrator on Duty, or Head of House, and also have their parents give their consent by calling the Student Life Office. On-campus guests are the host's responsibility and must conduct themselves entirely within the Academy's code of conduct.

Coed Visitation: The Academy recognizes that healthy relationships require a certain amount of privacy and a place where students can feel at home. However, as a boarding school we also recognize the range of ages of our students, differences in size of our residential buildings, lounge placement, and varying schedules and numbers of House Parents in each residence. Consequently, coed visitation between male and

female students is allowed in order to encourage social mixing on campus, not to provide a place for intimate relationships.

Coed visitation may occur in residential lounges ONLY. It is the responsibility of the host to ensure that the guest is not entering any other area except the lounge. Students are to enter the residence using the closest door to the lounge and take a direct path to the lounge. A guest is NOT to wander through the halls looking for his or her host. The host must greet the guest at the door or enter the residence with the guest and escort him or her to and from the lounge.

Actual hours of coed visitation are Monday–Friday from 5:30 p.m. until 7:45 p.m. Saturday coed visitation is 5:30 p.m. until 10:30 p.m. and Sunday is from noon until 6:00 p.m.

Violation of coed visitation is a disciplinary matter. (Please see page 32 for more information.)

Freshmen do not have coed privileges.

Room Searches: Any administrator or Head of House can authorize the examination of student rooms when an incident, a pattern of behavior, or other reasonable evidence suggests the appropriateness of such an action. Such examinations will take place in the presence of one of the room’s occupants with the option to have a student proctor present. The occupants will be held responsible for the results of the search regardless of the reason for which the search was initiated. In the event of students sharing a room, it should be known that the entire room may be searched.

Evening Schedule: Each student must be in his or her room, where a proctor and faculty member on duty will check the student in prior to the start of study hall, Sunday–Friday. The evening check-in after study hours each weekday and the check-in each Saturday will be conducted by the faculty member on duty. If a school event runs past these times, students are required to check in 15 minutes after the end of the event. Students who leave for the weekend must check in with the on-duty House Parent by 7:00 p.m. on Sunday. Unauthorized departure from the residence after check-in is forbidden.

The following table indicates times for check-in, being in one’s own room, and lights out for each class.

8:00—10:00 p.m.	Evening Study Hours (Mon–Thurs.)*
10:30 p.m.	Freshmen lights out Sophomores and juniors in own rooms Seniors may be in lounge or another senior room
11:00 p.m.	Sophomores and juniors lights out Seniors in own rooms
11:30 p.m.	Seniors lights out

*Study Hours on Friday evening is from 8:00 to 9:30 p.m. Check-in for all students is 10:30 p.m. Study Hours on Sunday evening is from 7:30–9:30 p.m. with house meetings following.

Valuables: It is strongly recommended that students keep their rooms locked at all

times when they are out. Students should report broken locks to their Head of House immediately. The Academy cannot be responsible for stolen property.

Safes: Each student is provided with an in-room safe to protect personal items of value. Students will be escrowed \$75 for the use and maintenance of the safe. This is a compulsory fee and students are encouraged to use these storage systems for iPods, computers, cell phones and other valuables.

Pets: Pets of any kind, including fish, are not allowed.

Electrical Appliances: Students may wish to provide their own electrical items such as a desk lamp, clock, stereo, etc. Great care must be taken not to overload the outlets in the room.

Room Changes: Room changes must be initiated through the Head of House but may not proceed without approval from the Dean of Students.

Keys: Students will be issued a room key upon arrival to campus and will be escrowed \$50.00 for a deposit. Replacement keys will be issued at a fee of \$25.00 per key.

Sustainability Best Practices: In addition to items identified as safety concerns, students should consider how to create an environment that minimizes greenhouse gas emissions. Our best practices include the use of voltage surge protectors that can be shut off to minimize the unnecessary charging of computers and cell phones, the use of LED or compact fluorescent bulbs, turning off room lights when not required and encouraging peers to pro actively minimize their energy consumption.

Proctors

A successful residence is by nature a cooperative venture with all members of the community contributing. It is, nonetheless, important to designate certain people to encourage and guide such cooperation. The residence will rely to a great extent on student proctors to provide such leadership.

Proctor Selection: Both students and faculty are involved in the selection of proctors. Selections are based on applications, community votes, and interviews. Competition for such positions is often intense, and interviews may not be granted to every applicant depending upon the number of candidates. The process of selection begins in the spring for the following year. Any student in good standing who will be a junior or senior the following year is eligible to be a candidate for a proctorship. Applications are submitted to the Dean of Students during the month of April.

Job Description: The primary responsibility of any proctor is to act as a leader and role model in the community and in the residential program. House proctors have the additional responsibility for maintaining a safe and appropriate learning environment and reacting to conspicuous wrongdoing. Common expectations include participation in, and support of, school functions; respect for students and faculty; trustworthiness; and the ability to manage time. All proctors should be prepared to lead by both precept and example.

The Advisor System

Life at boarding school requires a number of adjustments. For most students, it represents the first step away from home. For many, it also brings the first sustained encounter with rigorous academic standards. For everyone, it necessitates many accommodations to the needs of a small, close community. The Academy has developed an advisor system to help students manage the many decisions they face.

Advisors: Foremost in the system is the advisor. Students should feel free to make extensive use of their advisor, whether to discuss academic work or personal issues. Advisors meet with students formally during weekly meetings and informally as needed to review classroom performance and other topics. Students can also expect their advisor to meet with them frequently to discuss their goals, behavior, and use of the appropriate support systems.

College Advisors: The Academy also has several individuals designated for college advising. Assignments for members of the junior class are made in the middle of the year, while assignments for new seniors are made at the beginning of the year. Meetings with college advisors cover the range of questions involved in college admissions, from the nature of student qualifications to the criteria for the final college choice.

The Academy has a dedicated space in the Campus Center for College Advising. An extensive and up-to-date reference library is housed in the college office. Internet access, print materials, and standardized testing information are available in the college advising resource room, which also serves to host admissions officers who come the school in the fall to meet with students and advisors. The Director of College Advising has overall responsibility for the college advising procedures. Any special requests or concerns should be referred to him.

Health Staff and Counselors: Students may have health questions that they do not want to discuss with academic or administrative advisors. Members of the health staff are more than willing to talk with students in these situations. Arrangements for professional counseling can also be made through Health Services or the Residential Life Office.

A professional independent counselor is on campus regularly. Students may access counseling services through the Student Life Office or Health Services. The counselor is a member of the Health Team and works in close communication with the Student Life Office, faculty, parents, and staff in maintaining a healthy student body and community, while also contributing to the development of the Student Life program.

Faculty Meetings: The faculty meets once a week to discuss school policies and procedures. Advisors and teachers have the opportunity to meet in small groups for open discussion.

Confidentiality: A student who wishes to speak to his or her advisor or another faculty member confidentially should be aware that any discussion which reveals a life-threatening situation or indicates a real danger to his own or other students' health must be reported.

Extracurricular Life

Athletics and Activities

The Athletic and Activity programs at Kimball Union complement what the students are learning in the classroom and are essential and fundamental to the life of our school community. Kimball Union students are encouraged to pursue their passions as well as new experiences during the afternoon program period.

The Athletic Department

Mike Doherty
Katherine Steck

Athletic Director
Assistant Athletic Director
Head Athletic Trainer
Assistant Athletic Director
Equipment Manager

Gino Riffle
Greg Young

All athletic offices and the equipment room are located in the Whittemore Athletic Center.

General Protocol: Every student is required to participate in an afternoon program each season. Because it is a goal of the Academy to balance student talent, interests, and exposure to multiple and different opportunities, students may not choose two seasons of the same offering in one year. Dance and theater options are exceptions to this rule. Because team experiences in which students pursue a common goal are highly valued at Kimball Union, all students are required to participate in any combination of two team-based sports or activities each year. In addition, all newly enrolled students, with the exception of postgraduates, are required to participate in a team-based sport or activity during the fall season of their initial year at the Academy. Students have one week from the beginning of a given season to request a change of sport or activity. This process requires an Athletic and Activity Drop-Add Form, which may be obtained at the Athletic Office.

Athletic and Activity Offerings: A complete list of all offerings may be found on the school website. Copies of the sign-up sheet are also available at the Athletic Director's office in the Whittemore Athletic Center. Some offerings require a limited number of participants, and students may be asked to make another choice. Likewise, some offerings may not be offered in the event that there is insufficient interest. There are additional fees for equestrian, swimming, golf and the ski programs. Strength training will be offered to 11th grade, 12th grade and PG students only. In addition, enrollment will be open only to those who are viable two-season varsity athletes.

Team-Based Offerings:

Interscholastic

FALL

Cross-Country Running
Girls' Field Hockey
Soccer

WINTER

Alpine Skiing
Nordic Skiing
Ice Hockey
Basketball
Snowboarding/freestyle

SPRING

Golf
Baseball
Softball
Boys' Rugby
Lacrosse
Tennis
Cycling

Non-Interscholastic

FALL

Dance
Theater Activity – Fall Play
Team Manager
Equestrian

WINTER

Dance
Theater Activity
Band (for winter musical)
Team Manager

SPRING

Dance
Equestrian
Theatre Activity
Team Manager

Non-Team-Based Offerings

FALL

Pottery Activity
Strength Training
Intramurals
STEM Robotics
Boys' Lacrosse/fitness program

WINTER

Art Activity/Set Painting
Pottery Activity
Strength Training
Fitness/Intramurals
Instructional Skiing
STEM Robotics

SPRING

Art Activity
Pottery Activity
Strength Training
Intramurals

Exemptions: Juniors and seniors only may request to be exempted from the normal protocol as described above, and may request an exemption in order to participate in sports or activities not offered by the Academy, such as fencing, track and field, or martial arts, for example. Regardless of the details, any exemption may replace a “non-team-based” sport or activity only. Therefore, any student who is exempted for one season will be required to participate fully in a “team-based” sport or activity during the other two seasons.

Exemption protocol begins with a student submitting a letter of exemption request to the Athletic Director. This letter must include goals, levels of achievement, former participation in the requested area, schedule of planned participation, and all other pertinent details such as mode of transportation to and from the Academy campus. The letter must also include the name and signature of a faculty member who is willing to oversee all aspects and follow-through associated with the activity. The designated faculty member must accept responsibility for ensuring the integrity of the proposed activity. The letter must also include the signature of the student's advisor indicating approval. Deadlines for submitting letters requesting exemption are

the third Monday in August for the fall season, the third Monday in October for the winter season, and the third Monday in February for the spring season. The request is then brought before the Athletic Advisory Committee by the Athletic Director for their thoughts and recommendation. A final approval from the Assistant Head of School is also required.

Juniors or seniors enrolled in the strength training and fitness program during a particular season, may wish to participate in both the former and an athletic opportunity offered by an entity not affiliated with the Academy. For example, a student may wish to participate in Upper Valley Lightning Soccer or AAU basketball in the off-season and combine it with the Academy's strength training program. In terms of athletic program protocol, this is perfectly acceptable as long as a full and normal commitment to the strength training program is being concurrently made. However, any modification of the normal routine of participation in the strength training program, in order to participate in a non-Academy option, will be treated as an exemption and will require that the student follow exemption protocol as outlined above. Please also note that juniors, seniors and postgraduates will be given an opportunity to apply for this type of exemption.

Facilities: Athletic facilities include eight playing fields, the Whittemore Athletic Center, the Silver Gymnasium, an outdoor track, six tennis courts, a fitness center located in Miller Student Center, and numerous cross-country running and skiing trails. The Whittemore Center houses the Akerstrom Ice Rink, locker rooms, and athletic administrator and staff offices. The rink is covered with portable turf during the fall and spring seasons. The gymnasium houses locker rooms, a swimming pool, and two basketball courts. Pope Field is located in our lower athletic complex and consists of a lighted turf field.

The basketball courts, track, tennis courts, and fitness center are generally available for student use at any time without faculty supervision except during maintenance protocol and the afternoon sport and activity period. Ice skating is scheduled by the athletic department and does require on-site supervision.

Interscholastic Schedules: Schedules are posted on the Academy's website. Results and game reports are also posted on the website and in the Daily Bulletin.

Afternoon Athletics and Activities Period: Interscholastic athletic teams and team-based activities usually meet on a daily basis, Monday through Saturday. During the fall and spring trimesters, practices begin no later than 3:45 p.m. and do not exceed two hours in duration. Winter practice times fluctuate, depending on variables associated with facilities and numbers of teams. Contests typically occur on Wednesdays and Saturdays.

Transportation: Kimball Union Academy will provide school transportation to all contests. Athletes are not permitted to use personal vehicles to transport themselves or others to a contest. All teams are expected to travel together.

Athletic Equipment: Personal gear such as mouth guards, footwear, game socks, helmet decals, etc., will be required for various sports. In sports such as ice hockey, lacrosse, and field hockey, helmets, goggles, elbow, shin and shoulder pads, sticks, etc. will also be required as personal gear. Football helmets and other protective gear are provided by the Academy. School-issued athletic gear will be required for all interscholastic sports team members including travel warm-ups and practice gear which will be charged to student escrow accounts.

Helmet Policy: Students are required to wear a helmet while participating in any equestrian, ski or bike programs (on or off campus) including organized events, class trips and weekend activities. This policy extends to any recreational apparatus that has wheels.

Student Senate

Goals: The goal of Student Senate at Kimball Union is to provide multiple self-governing and varied leadership opportunities. Student Senate works to contribute to school activities; to promote cooperation among students, faculty, administration, and staff; to provide a forum for student opinions; to charter clubs and other activities and to promote qualities of personal growth and initiative. The senate meets regularly to discuss matters affecting life at the Academy. Class presidents and representatives also work with their respective classes and the administration to plan class-based activities.

Officers: A school-wide election is held in the spring of the year. Student offices elected at that time are: student body president, secretary/treasurer, Honor Board proctor, and 10th, 11th, and 12th, grade presidents. The 9th grade president and class representatives are elected in the fall.

Student Organizations

Students have formed several organizations that have become an integral part of life at the Academy.

Student Publications is a group that works on the school newspaper, The Kimball Union, and the literary magazine, The Meridian. Students may receive academic credit for their work, or they may choose to participate in one or more of the publications as an extracurricular activity. Student staff writers and editors work to cover the major events and stories of the Academy, while also trying to offer educational articles on major world issues. The newspaper is published approximately every two weeks.

- **The Concordia** is the Academy's yearbook. Students are responsible for certain sections of the yearbook, and they work in conjunction with the Student Activities Coordinator.
- **The Kimball Union Fire Brigade** is a group of selected volunteers, both faculty and student, who work with the Meriden Fire Department. The Brigade has weekly meetings, participates in training programs, and responds to Meriden alarms.
- **The Penny Fellowship** is a community service group interested in improving the quality of life of their fellow beings. Members become actively involved in humanitarian projects.
Orange Key is a group of student tour guides who are responsible for showing the campus to prospective students.
- **Model United Nations** is a student group dedicated to examining current affairs in the world and presenting them at the annual Model United Nations conference.

- *The Claw* is the Academy's digital newspaper. Student leaders and participants work with a faculty advisor to design, create, and distribute multiple issues throughout the school year.
- **Photography Club**
- **Architecture Club**
- **Relay** – Kimball Union's diversity organization
- **Alphabet Soup** – GLSBTA Alliance
- **Peer Mentors**
- **SOAR** – Student Organization for Alumni Relations
- **Math Team**
- **Economics Club**

Other clubs are formed from year to year with varying levels of activity. All clubs are chartered through the Student Senate and require student and faculty leadership. Proposals for new clubs are always entertained in Student Senate meetings provided the sponsor of the club attends with a proposed mission and goals for the club.

Religious Services: Students who are interested in attending religious services will find that there are faculty available to transport them or that arrangements can be made through the Weekend Team. The Student Life Office can assist with such arrangements. Every winter the school celebrates the holiday season with a candlelighting service. Students' families are invited to attend. There are two churches on either end of the campus, and students are welcome to attend their services.

Policies on Conduct and Behavior

Governing Principles

Our community is governed by our Honor Code and a set of rules we have collectively established. These rules should allow individual liberty within the limits of protecting the rights of others. Since Kimball Union is a community dedicated to learning, its policies on conduct have the additional goal of promoting such learning.

The Kimball Union community takes these goals—the protection of rights and promotion of learning—seriously. The Academy will not and cannot ignore behavior that jeopardizes them. Students must also take those goals seriously. The quality of an individual's experience at the Academy is, in part, a reflection of his or her success in pursuing these goals.

Any students who are not willing to live by the Academy's policies should not join this community. Once in attendance, the student is held responsible for any and all behavior that is contrary, in fact or in spirit, to the rules of the Academy. The Academy reserves the right to dismiss any student whose presence is regarded as undesirable, whose influence is considered harmful, or whose actions are considered detrimental to the reputation or good name of the Academy.

Students should also be aware that being present during the violation of a major school rule makes a student as liable for the consequences as the actual offender(s).

Fundamental Values and Major School Rules

The Honor Code and our major school rules reflect the guiding principles and core values of the Academy. The Academy views as particularly serious any action that manifests a disregard for the academic or personal rights or safety of other members of the community. Students should be aware that violations of major school rules or the Honor Code may mean dismissal on a first offense and almost certainly will result in dismissal on a second offense.

The Honor Code

As a member of the Kimball Union community, I promise to uphold a code of honor, to expect and to encourage the same of others, and to do so in all situations and in all places. This code of honor includes being honest in all matters, behaving with integrity, and demonstrating respect for myself and others.

Honesty: Honesty is a guiding principle of the Academy. Students are expected to be honest in all matters. A student's honesty will be considered in making disciplinary decisions. Students who have made mistakes are encouraged to admit them openly and to respond honorably or knowingly avoid truthful responses. Students who fail to do so could have more significant consequences. (Please see Academic Honesty on pages 13-14 for more information.)

Respect: As stated in our Honor Code, respect is an essential school value. All of our students are expected to demonstrate respect for themselves, for others, and for the Academy. Students are expected to treat all members of the community, whether they

be other students, faculty members, spouses, staff members, or any other employees of the Academy, with due respect and relate honestly and without deception.

Actions Detrimental to Learning: Actions that are detrimental to the maintenance of a productive learning environment will not be tolerated: repeated absences from required appointments; being under the influence, using, possessing or being in the presence of alcohol or any illegal substance or paraphernalia, including tobacco, inhalants, and other mood-altering substances, except such as may be duly prescribed by a physician and under the direct supervision of the Health Center. These types of actions demonstrate a lack of respect for the community and for the Academy as an institution of learning.

Violating Rights of Others: Actions that violate the rights of others or of the Academy or that adversely reflect upon the reputation of the Academy will not be tolerated: cheating or plagiarism (presenting as one's own words of another); the theft, vandalism, or destruction of personal property; possession or use of a master key or key to another's room; unauthorized presence in another dormitory or KUA building; gambling or fraudulent telephone calls or e-mails; unauthorized use of someone else's phone card, e-mail, or credit/debit cards; tampering with or gaining unauthorized access to another's computer programs, data files, or e-mail account. (Please see Acceptable Use Policy on pages 47-50 for more information.)

Harassment: Hazing, bullying, or any other forms of intimidation of either an emotional or physical nature will not be tolerated. Behavior that infringes on another's rights, that victimizes an individual, or that compromises the integrity of the Academy is inappropriate and will be grounds for disciplinary action. By law, incidents of harassment will be reported to the authorities.

Sexual Harassment and Molestation: Uninvited pressure for sexual activity, unwanted physical contact, obscene or suggestive remarks or jokes, and displays of explicit, offensive, or demeaning material are examples of sexual harassment and grounds for disciplinary action. Such harassment extends to e-mails and other electronic communications as well. All sexual harassment should be reported to the Dean of Students or a trusted faculty member.

A student grievance should be brought to an advisor, faculty member, or administrator. It will be handled confidentially, ensuring the rights of all parties.

Safety: Possession or use of firearms, knives, material that results in burning; other explosives or lethal articles is forbidden and liable for expulsion. Tampering with fire extinguishers, fire alarms, or other devices intended for fire protection or any other action that endangers the safety of others will not be tolerated. Water safety includes care near Chellis Pond and the creek adjacent to the sports fields. Special care is also needed when crossing Main Street or walking along Route 120.

Open Flame Policy: Among the many priorities for learning, the physical and emotional safety and security of our students and faculty is our first and highest priority. As a result, any student who, without permission of an adult, kindles a flame in a school building is liable for expulsion.

Actions Detrimental to Supervisory Role of the Academy: Actions that undermine the administrative and supervisory functions of the Academy will not be tolerated. Such actions include, but are not limited to: absence from campus without permission; unauthorized absence from the residence after evening check-in or before 6:00 a.m.; visiting a member of the opposite sex in a dormitory room; entering the KUA pool without a faculty member and certified lifeguard present; violation of the computer use protocol; riding in vehicles not driven by parents or faculty members, unless specific permission has been granted; using a vehicle during the academic day without permission; hitchhiking; storing motor vehicles in nearby areas; and dishonesty or any failure to take responsibility for one's actions.

Safe School Zone Law of New Hampshire: Kimball Union Academy is covered under a New Hampshire law known as the "Safe School Zone Law." Under the law, the school may be required to immediately report to police when any school employee has witnessed or has information from a victim of any act of "theft, destruction or violence" at school or on property used for school purposes, including playgrounds and buses. The crimes which must be reported include assault, sexual assault, arson, burglary, robbery, theft, sale or possession of a controlled drug, criminal mischief, criminal threatening and homicide. Any student with any concern about inappropriate behavior including possible criminal activity covered by the Safe School Zone law should feel free to discuss it with the Dean of Students or his or her advisor.

Health

Substance Use Policy: Kimball Union Academy recognizes that substance use is a serious issue facing adolescents nationwide. As a community dedicated to learning and in keeping with our goals and values, the Academy is committed to having a substance-free environment for its students. Kimball Union works to provide a healthy and wholesome environment and to safeguard the physical and emotional well-being of our students in order to facilitate learning and personal growth. As a result, students are expected to be completely drug-free and alcohol-free while they are enrolled at the Academy.

Possession, supply, consumption, or sale of alcohol or any illegal substance or paraphernalia, including tobacco products and nicotine replacement products, inhalants, and other mood-altering substances, is in violation of our school policies and values.

The misuse of any prescription medications, use of medication not prescribed for the student, or use of nonprescription drugs for nonmedical purposes will be considered a substance violation.

The use of any ordinary substance for harmful or intoxicant purposes is considered a substance violation.

Violation of the substance use policy may result in dismissal from the Academy and the reporting of the violation to local law enforcement agencies if appropriate. If a student is not dismissed for such a violation, he or she, at the recommendation of the

Honor Board, will be required to comply with a series of consequences that includes substance use counseling and random substance testing conducted at the Health Center.

All treatments and procedures will be at the family's expense. Full disclosure of any treatments, including counseling, will be given to Kimball Union Academy.

A second violation of the substance use policy usually results in a disciplinary action that includes dismissal.

Substance Policy Violations: The Academy places high importance on our responsibility to respond in a clear and consistent manner to any violation of our substance use policy. A student who is caught or suspected of violating the school's substance use policy may expect the following immediate responses:

- A room, locker, and car search (for those with a car on campus)
- An escort to the Health Center for possible drug testing
- Directions to call their parents

Our sanctuary policy enables us to help students who may be involved in the use of illegal substances and voluntarily seek assistance in a non-disciplinary manner. (Please see page 36 for more information)

Other School Rules

Public Display of Affection: The public display of affection is in bad taste, embarrassing, and disrespectful to students, faculty, and visitors to campus. Students will be held accountable for inappropriate public displays of affection that are embarrassing or discomfoting to themselves or others.

Sexual Intimacy: While we recognize that development of a sexual personality is part of the movement from childhood to adulthood, sexually intimate behavior is not appropriate for students at the Academy. The reasons for this injunction include the range of ages of students, the living arrangements, and the lack of privacy in a boarding school. The Academy retains the right to take disciplinary action if a student refuses to honor this policy on sexual intimacy.

Our counselor and nurses are available to discuss issues of sexuality. Topics may also arise in special life skills programs and in private conversations between teachers and students. We handle specific concerns and incidents through our health and counseling services in cooperation with school administrators.

Attendance: We feel very strongly that a student's development and success depend on their timely participation in all required functions. Absences and tardiness affect the experience of the individual student and his or her peers, as well as hindering mastery of the subject. (Please see pages 36-38 for more information.)

Dress Code: The Academy believes that neatness of dress conveys an attitude of seriousness and respect toward academics, ourselves and others, and all community activities at Kimball Union. (Please see pages 37-39 for more information.)

Co-ed Visitation: Flagrant violations of the coed visitation rules will result in a meeting with the Honor Board and possible warning, suspension or separation from the Academy. (Please see pages 19-20 for more information.)

Locked Doors: Students are required to keep their rooms unlocked when they, or others, are in them. Any student found behind a locked door may face disciplinary consequences.

Conduct and Behavior

Kimball Union Academy is committed to educating the whole child. The conduct system is not designed to penalize or address every minor infraction, but rather to be more responsive to the minor infractions, that may accumulate over time, while also holding students more accountable to the expectations of a boarding community. Our students are expected to demonstrate a level of engagement that contributes to their success and that of the community. We ask our students to meet their obligations in a timely manner and to do so with respect. An accumulation of conduct units is cause for concern.

Conduct units are accumulated each trimester and tracked through the Student Life Office. A student who is reported for a conduct unit will receive notification through his or her KUA portal with the details of the incident after a conversation with the reporting faculty member has taken place. The student has 48 hours to respond to the conduct unit and must do so through the Student Life Office.

Standard responses to conduct:

5 units: Results from behavior that compromises safety and security. Examples would include: Vehicle violations, flagrant parietal violations, leaving campus boundaries without proper permission.

4 units: Results from behavior that inhibits the growth and prosperity of others. Examples would include: Unexcused absences, disruptive behavior, and continued pattern of lower level infractions.

3 units: Results from behavior that does not meet community expectations. Examples would include: Late lights, leaving dormitory room after hours, dress code violations, and late return from weekends.

2 units: Results from behavior that detracts from the individual. Examples would include: Inappropriate use of cell phone or electronics during academic time, inappropriate use of study hours, and cleanliness of room.

1 unit: Results from behavior that creates a cause for concern. An example would be an unexcused tardy. Extreme or continued lateness carries a larger penalty.

Conduct Review: Conduct Review occurs with the accumulation of 16 conduct points in one trimester. The student may expect the following:

- Placement on Conduct Review for the duration of the current and next academic trimester.
- Campus Restriction for one week.
- A reduction of available conduct units. An accrual of 8 conduct units in the same trimester or 12 in a subsequent trimester would place the student on Disciplinary Sanction.
- A Conduct Review Letter to be sent home.

Disciplinary Sanction:

Disciplinary Sanction occurs with the accumulation of 24 conduct points in one trimester or 12 in a subsequent trimester after being placed on Conduct Review. The student should expect the following:

- Placement on Disciplinary Sanction for the duration of the current and the next academic trimester.
- Campus Restriction for one week.
- A loss of two weekend privileges including six hours of work detail.
- Loss of campus privileges associated with being placed on Disciplinary Sanction.
- A reduction of available conduct units. An accrual of 6 conduct units in the same trimester or 8 in a subsequent trimester would result in Disciplinary Warning.
- A Disciplinary Sanction Letter will be sent home.

Disciplinary Warning:

Disciplinary Warning occurs with the accumulation of 30 conduct points in one trimester or 6 in a subsequent trimester after being placed on Disciplinary Sanction. The student should expect the following:

- Placement on Disciplinary Warning for the duration of the current and the next academic trimester.
- Campus Restriction for two weeks.
- A loss of two weekend privileges including six hours of work detail.
- A loss of campus privileges associated with being placed on Disciplinary Warning.
- Any further accrual of conduct units in the same trimester or 3 conduct units in a subsequent trimester would result in the student appearing before our Honor Board for review of his or her status.
- A Disciplinary Warning Letter will be sent home.

Disciplinary Reviews

Disciplinary Review and Response: The Academy will react to disciplinary problems as it deems fit in each case. In reaching decisions on the appropriate response to violations of rules, the Academy attempts to do justice to the involved students. Nonetheless, it must be remembered that a violation of a rule represents an infringement, whether direct or indirect, on the right of another or the needs of the community. Sanctions may vary according to the nature of the violation and other considerations.

The Honor Board shall review violations of the major rules or a series of minor infractions, unless the Head of School determines that proceeding before the Honor Board would not be appropriate due to the particular facts and circumstances of the infractions or constraints on students or faculty participation due to exams, vacation or other compelling circumstances. The Honor Board shall be made up of selected

faculty, administrators and students. The Honor Board meets in confidential settings with the student in question as well as the student's advisor. When considering certain violations, the Honor Board will deliberate and make a recommendation to the Assistant Head of School or Head of School. To the extent the Head of School determines that the Honor Board shall not consider certain violations, the Head of School may solicit information from student proctors, faculty and school administrators as part of the investigation and review process.

Expulsion and Separation are the two forms of dismissal and state that the student's behavior has been such that further attendance at the Academy is undesirable.

A student who has been expelled will not be readmitted in the future and is not welcome on campus until a year after his or her class has graduated. A student who has been separated is not permitted to be involved in school activities or return to campus until after the school year has ended. Students who have been separated may reapply depending on the time of year.

Suspension, whether it be off campus or in-residence, indicates that a student's behavior has endangered his or her continuation at the Academy. A student on suspension may not attend school events on or off campus. Suspensions in some cases may be served in school, at the discretion of the Assistant Head of School and Head of School.

Campus Restriction: Students who have accumulated conduct points or warrant campus restriction due to school rule infractions will forfeit their free time and campus privileges. Boarding students need to be in their room by 6:30 p.m. and day students must leave campus by 6:00 p.m..

Disciplinary Warning is the formal notification that any further misconduct of the same or similar nature for which the student was placed on warning will likely lead to separation or dismissal. All students suspended return on warning.

Disciplinary Sanction is less serious, but it is a formal acknowledgement that attention to behavioral matters is required. Any student repeating the same offense for which he or she has been warned may face separation.

Conduct Review is the first level response by the school and is intended to alert the student to behavioral patterns that must change. Any student who continues to accumulate infractions while on Conduct Review will meet with the Dean of Students and may face the Honor Board.

Less serious sanctions usually include the loss of weekend privileges, required work, loss of car privileges, and early check-ins. Warning and sanction often include a combination of these consequences.

Other Important Information

While on Disciplinary Warning, any violation of a major school rule or accumulation of minor school rules will likely result in separation. However, even after the completion of

a Disciplinary Status, any subsequent violation of a major school rule at any point in a student's career at Kimball Union Academy will generally result in separation.

- Repetition of the same violation may result in dismissal regardless of time lapsed between offenses.
- Seniors and postgraduates should be aware that any violation of a major rule during the weeks prior to graduation, even if it is a first offense, will in all likelihood result in suspension or separation.
- Seniors and postgraduate students who are dismissed from the Academy or experience a significant change in status will have a two-week period in which to notify their intended college or colleges of the circumstances causing the disciplinary decision.
- In compliance with the professional guidelines established by the National Association for College Admission Advising, the College Advising Office will notify the college after that time.

School-Sponsored Trips: All School Rules apply to students when they are participating in school sponsored trips and/or programs that take the student off campus, both while school is in session and during school vacations. While participating in school trips/programs, students must understand that they represent Kimball Union Academy and their behavior is a reflection of the Academy. While students may encounter cultural norms different from their own, they must understand that they remain within the boundaries set forth by Kimball Union Academy. Students who violate school policy or rules will face a disciplinary response upon their return to campus, and may be asked to return to campus prior to the end of the trip at their own expense.

Vacations: Students are under the Academy's jurisdiction until direct faculty, staff or supervision ends. During vacations or weekends, parents or entrusted adults are responsible for students until their return to the Academy. Students may not return to the Academy under the influence of chemicals. Kimball Union's good name goes with its students, and the Academy must react if student behavior on a weekend or over vacation has endangered that reputation.

Student Life

Health Concerns: In keeping with Kimball Union's Honor Code, the Academy expects each student to assume responsibility for making healthy choices and, when needed, to take action to protect his or her own safety and the safety of others. A student's expressed concern about his or her own or a peer's substance use will be treated as a health issue.

Sanctuary: Sanctuary is a non disciplinary approach to illicit substance use when such use potentially presents an immediate or life-threatening, acute or chronic situation. Sanctuary does not protect the student from disciplinary consequences if an investigation by a faculty member or administrator has already begun. A student claiming sanctuary should expect the following:

- Any student who has an immediate concern regarding his or her own safety, or that of another student under the influence of drugs or alcohol, may request sanctuary from any faculty member or may go to the Health Center to request sanctuary. The Academy will respond with health and safety first in mind. The concerned student who brings a fellow student to the Health Center will not be liable for dismissal, and his or her identity will remain confidential. Helping a fellow student whose health may be at risk due to drug or alcohol use can be a lifesaving measure. The student who is brought will be given sanctuary as well.
- Any faculty member sought out for assistance will escort the student to the Health Center or call the nurse on duty. It is not the responsibility of the faculty member to assess safety risk.
- Health Center staff will assess immediate health risk and determine whether the student should remain at the Health Center or be transported to Dartmouth-Hitchcock Medical Center for evaluation. Drug and alcohol testing is part of that health assessment and not used in a disciplinary context.
- The Health Center staff will notify the Dean of Students, the student's parents, and the advisor. Response to sanctuary will include the student's signing a behavioral contract agreeing to "no use," random drug and alcohol testing at the parents' expense, and drug and alcohol evaluation by a substance abuse professional. It is the expectation that the recommendations of that counselor will be followed in order for the student to remain enrolled at the Academy. Testing positive for drugs or alcohol or any attempt to adulterate or mask the results of random testing will be viewed as a violation of the "House" agreement and will result in dismissal from the Academy.
- A second incident of substance use or request for sanctuary would indicate that the student requires more resources and support than Kimball Union is able to provide, and the student will be asked to withdraw from the Academy. Protection from dismissal will be granted only once in a student's career at Kimball Union.

Voluntary Contract: In order to address concerns about one's own substance use, a student or the Kimball Union administration may seek a voluntary behavioral agreement that will support efforts to be substance-free. That student may seek help from a trusted faculty member, the Student Life Office, or the Health Center staff. In this circumstance the Dean of Students, the student's parents, and the advisor will be notified. A voluntary behavioral agreement will be signed providing for a promise of a substance-free lifestyle, random drug and alcohol testing, and an evaluation by a substance use professional for the purpose of providing education and support to the student. The expectations of student compliance would be the same.

A student caught violating the school policy on substance use may not request a voluntary contract. Protection from disciplinary consequences will be granted only once in a student's career at Kimball Union.

Participation and Attendance

As stated in the Fundamental Values and Major School Rules section of the Handbook, the Academy values attendance as a key ingredient to the growth and success of every student. Absences and lateness compromise the educational experience of both the individual student and his or her peers. The Academy assumes that students with patterns of absences lack the seriousness of purpose expected of students at Kimball Union and jeopardize their own mastery of subject matter. The Academy reserves the right to deny credit in a given course if the student's absences (excused or unexcused) total more than 15% (6) in any trimester course or 10% (12) in any full-year course. Academic work missed as a result of an unexcused absence must be completed.

All commitments at Kimball Union are treated equally. Students are expected to attend all of their classes, tutorials, required office appointments, study halls, sports practices, job meetings, assemblies, and required meals.

- Students must monitor their portal on the KUA website where absences are noted daily.
- If an absence has been inappropriately recorded, students have 48 hours to clear the absence. Following that time, all absences will stand as noted. The Student Life Office, in cooperation with the faculty member in charge, will determine if an absence is excused or unexcused. Student appeals to faculty members regarding missed commitments should be limited to possible errors (the student was actually in attendance) and not based on favors or special considerations. Special or unique circumstances should be brought to the Student Life Office for consideration. (See page 10-11 for attendance policies.)

Extended Absence Protocol

On occasion, students are absent from campus for extended periods of time. Clearly, it is beneficial to both the student and the institution for students to attend all academic and nonacademic obligations. In every discipline a student absence from class denigrates the academic experience for all members of the class -- students and teacher alike. In many circumstances, participation in class is paramount and near impossible to duplicate in any other context. With the advent of the Internet and our portal, it has become easier for the student to remain somewhat engaged in the educational process. Blogging, pod-casts, e-mail, electronic notes, PowerPoint presentations, etc. are all tools at our disposal. Under rare circumstances (not when a student is under disciplinary sanction) Skype can be employed at the discretion of the teacher and the Dean of Faculty and Academic Affairs. When it becomes necessary for a student to miss more than one or two days of school, whether with prior planning or in an emergency situation, this Extended Absence Protocol will be in place.

In the cases of extended absences due to health matters or suspension, the advisor in consultation with the Student Life Office and the student's after-school program director may elect to have an advisee use the afternoon after-school time to catch up on incomplete academic work. This should be negotiated on a case-by-case basis. Kimball Union's policy on loss of academic credit essentially states that academic credit may be withheld from students who miss more than 12 classes in a given subject.

Extended Absence Due to Health Matters

When a student is missing from school for more than a few days due to health matters, the student's advisor and teachers will do their utmost to provide the necessary support for the student's successful completion of all assignments. If circumstances allow, students should check the portal daily in order to keep abreast their current assignments, and should be in regular e-mail contact with their teachers. Generally, a student will be allowed two days for each day absent to make up work that has come due.

Extended Absence Due to Suspension (Both Off Campus and In-House)

When students have a disciplinary infraction, sometimes it results in a suspension, either off campus or in-residence. If this occurs, it is the student's and his or her parents responsibility to acquire assignments. The advisor will serve as a resource to facilitate communication. This class work should be done on an ongoing basis while on suspension, whether at home or at school. The student and parents will be provided with a document entitled Guidelines for Students on Suspension. Tests and other assessments must be administered by a reputable educational agency identified by the family. If the student applies to the Academic Dean, he or she may be permitted two or three days, upon returning to regular activities, to complete all missing work.

Extended Absence Due to Parental Excuse

Sometimes special or unforeseen circumstances such as family obligations or vacations, require parents to excuse their child from school. Because nothing can substitute for the loss of valuable class time, except for family emergencies and religious observances, these absences are discouraged. The student and family bear the responsibility for

material missed due to these elective absences. In the vast majority of cases, students are expected to keep up with their work while away, and no accommodation is made for additional time to make up the work.

Appearance and Dress

The Academy believes that neatness of dress conveys an attitude of seriousness and respect toward academics, ourselves and others, and all community activities at Kimball Union.

Our dress code is symbolic of the Academy's values, be it the value of learning, the importance of community, or the value of individual expression. We believe that the following code establishes practical and fair guidelines for dress, while at the same time recognizing the importance of individual choice and allowing for reasonable differences in boys' and girls' fashion.

Class Dress for Boys: *(enforced until the end of each academic day)*

- Dress pants, corduroy pants (khaki, corduroy, linen) or Bermuda shorts with inset pockets and belt loops
- Belt worn at the waist
- Button-down dress shirt (tucked in) polo shirt, sweater worn with a collared shirt

Class Dress for Girls: *(enforced until the end of each academic day)*

- Sweater, a button-down shirt, blouse or polo shirt, crewneck shirt (non-t-shirt) worn with a sweater
- Dress pants (khaki, corduroy, linen) pants, skirts and dresses, or skirts should come within 5 inches of the kneecap

Footwear:

- Dress shoes, Birkenstocks, or clogs, flip flops, slides, or sandals in good condition
- Boots during periods of inclement weather, laced up

Points of Clarification:

- No yoga pants, jeggings, spandex or leggings
- No sneakers
- No denim of any kind, color or resemblance
- No article of clothing may be frayed, cutoff or patched.
- No pants or skirts may have rivets.
- No T-shirts, miniskirts, or cargo pants are permitted.
- Patch pockets without rivets are permissible on dress pants
- Sweatshirts (hooded, zip-front, etc.), rugby shirts, or denim jackets may not be worn during the class day.
- Hats may only be worn indoors in the Campus Center and in the residence halls.
- Hair must be trimmed and clean, and boys are to be clean-shaven at all times.
- Wearing jewelry in pierced body parts, other than the ear, must not be a

distraction or a health concern

- Revealing necklines or exposed backs, shoulders, or midriffs are not permitted.

★ Kimball Union fleece tops and full-zip warm-up tops are permissible outerwear during the class day.

Formal Dress: On special occasions, such as Family Weekend, candle-lighting service, and concerts, boys are to wear sport coats, dress pants, dress shirts with ties, and dress shoes. Girls are to wear dresses, skirts or dress slacks with a dress shirt, blazer, and dress shoes.

Enforcement

Faculty members have the discretion to determine if a student is appropriately dressed for any occasion. It is our expectation that every dress code violation results in a conversation with an adult or allows a male faculty member to ask a female colleague to address a “sensitive” issue. Individual faculty members will immediately inform persons out of dress code and then inform the Student Life Office as soon as possible. The Student Life Office will notify students and their advisors electronically of accumulated dress code violations. Continued violations will result in a meeting with the Dean of Students.

Students may receive up to two warnings about dress code violations each trimester. On the third infraction, the offender will serve a weekend work detail. Subsequent infractions will result in additional consequences, ranging from loss of weekend privileges to more significant disciplinary sanctions. Interpretation of the spirit of the code will be adjudicated by the student government based on the infraction.

Off-Campus Procedures

The Academy's campus is bounded on the east by Route 120, on the west by Annie Duncan House, on the north by Bishop Cottage, and on the south by the Alumni Gymnasium and Carver Field. Travel of any sort beyond the campus, including hikes, bicycling, or other short trips, must always be recorded and approved. Students need to travel with at least one other student. These restrictions are designed for safety and everyone's peace of mind. If we need to locate a student, the check-out procedures provide the needed information.

This system depends upon trust. No travel may interfere with academic and athletic obligations unless permission has been secured in advance from the Dean of Students, Dean of Faculty and Academic Affairs, or Assistant Head of School.

Leaving Campus: Other occasions for leaving campus are numerous and do not need to be listed specifically. The general rules should be followed no matter what the occasion.

- All departures must be logged in the sign-out book located in the Campus Center.
- Students traveling in a vehicle not driven by their parents must ensure that permission for such travel is given by their parents to the Student Life Office.
- Students visiting a family other than their own must have that invitation communicated to the Student Life Office.
- Students must return to campus in time to meet their obligations at the Academy. The first obligation will normally be evening study hall.

Weekends

Except for designated Campus Weekends, students may take weekends, provided they are in good standing and have proper permissions.

Permissions: To obtain permission to leave school for a weekend, a student fills out a weekend request form, including the destination address and phone number, the name of the person driving and departure and return times. Weekend Request Forms must be turned in to the Student Life Office by 12:00 noon on Thursday before the weekend. Parents' permission for travel, and the host's invitation if the weekend is to be spent with another family, must be received by 12:00 noon on Friday. Students going home for a weekend also need parents to give permission in order to verify the student's destination. Parents and hosts give permissions by calling the main switchboard at (603) 469-2000. . Electronic communications are not an acceptable form of permission for weekend sign-outs. International students may make arrangements with the Student Life Office regarding parent communication prior to the start of school.

Please note that weekends will be denied to those students whose permissions are not received on time. Students are not allowed to go to motels, hotels, "second homes," or

colleges unless accompanied by their parents or other responsible adults. Students may not return from a weekend before 8:00 a.m. on Sunday but must return to campus and check in with their residence by 7:00 p.m. Students returning after 7:00 p.m. may lose weekend privileges for future weekends.

Departure: Provided all permissions have been received, students may leave campus after their last Saturday commitment. As a final step, students sign out in their dormitory in order to indicate the time of their departure. Students are not permitted to depart for a weekend and return for an athletic contest or activity. All obligations must be fulfilled prior to departure.

Emergencies: In the event of an emergency that makes return to the Academy at the prearranged time impossible, whether from a weekend or a vacation, the parent of the student must call the administrator on duty by 6:00 p.m. The administrator on duty's contact information can be obtained by calling the main switchboard at (603) 469-2000. The administrator on duty can also be reached via e-mail at aoc@kua.org.

Vacations

Procedures: The procedures for planning vacation travel involve the same principles as weekends. In an effort to facilitate vacation plans for our boarding students, Kimball Union provides transportation on specified dates to Dartmouth Coach (Lebanon), Lebanon Airport, Vermont Transit (White River Junction, Vermont), and Amtrak (White River Junction, Vermont) students will be charged a transportation fee for this service. Students should make arrangements with the Student Life Office a few days in advance so that transportation arrangements may be made with the Academy's Facilities and Operations Department. Planning early and involving the school as early as possible will make travel plans easier and help to scheduling avoid conflicts.

Changes in Plans: Students will be provided with detailed instructions for contacting the school during their travel to or from their destinations in the form of a wallet card that they are asked to keep with them while traveling. This provides a means of contact as well as support in the event that travel is interrupted or unexpectedly altered. In addition, a school administrators available at the close of each vacation to facilitate travel and accommodations for any student who is unable to return to campus as planned, or who experiences delays. Copies of this wallet card are available upon request.

Car Privileges and Procedures

Boarding Students:

Use of cars by boarding students is a senior privilege. Motorcycles are not allowed. Cars may be brought to campus only by seniors holding valid drivers' licenses and must be properly registered and insured. In addition, the following procedures must be adhered to:

- Cars can only be used for weekend or vacation travel away from campus or for college visits.
- Students may not use their vehicles to drive to away games or obligations prior to taking a weekend.
- Cars must be parked in the back lot behind the hockey rink.
- Seniors must give their keys to the Student Life Office or an administrator

by 5:00 p.m. the day after returning to campus. A failure to submit keys by that time will result in a loss of car privileges for the following weekend.

- Seniors may use their cars only after a parent's written permission has been received by the Student Life Office. Other students wishing to ride in the car must also have written permission or have it called in to the Student Life Office.

Day Students:

Day students may transport themselves and other day students to and from school. They are not to leave campus or use their cars prior to the conclusion of their last daily commitment without administrative permission. Using cars during the academic day will result in punishments as stated in Car Use Violations below. It is the responsibility of the driving day student to ensure that any other day student who rides with him or her has parental permission to do so.

Seniors on Warning: Seniors on Disciplinary or Attendance Warning lose their driving privileges.

Misuse of Privilege: Improper driving or transporting of students may result in disciplinary action, including the complete loss of car privileges.

Parking and Registration: Both boarders and day students must register their cars with the Student Life Office and place the registration decal on their front windshield. Boarding students are required to park in the lot behind Miller. These vehicles may not be brought on to any other part of the campus except for the temporary loading or unloading of the vehicle outside their residence. Parking at any other location on campus is prohibited. Parking at residence is strictly prohibited, and any prolonged stop other than to load or unload is in violation of fire safety laws. Students who violate these rules are likely to lose driving and car privileges. Day students may only park in the Flickinger Arts Center lot across from the hockey rink except for the first row closest to the Campus Center. Day students who bring a vehicle not yet registered with the Student Life Office should plan to do so by 1:00 p.m. that day. Day students may not move their cars to any other part of the campus for the purpose of parking in a different location. The lots behind Miller, the Gymnasium, or other locations on campus are not available for day student use.

Car Use Violations: While enough parking spots exist for the various groups on campus, the delicate balance is disrupted when members of one group take the spots of another. This is particularly true near Miller, where tight traffic patterns and limited parking can create difficult situations for faculty, staff, and student drivers alike. Any driver's failure to park in the designated area or any other misuse of car privileges will result in the following consequences:

- A first offense will receive a written warning.
- A second offense will result in a \$25.00 fine (parking only) and loss of car privileges for one week.
- A third offense will result in towing the vehicle, revocation of campus parking privileges for the balance of the trimester, and a \$50.00 fine (parking only).

A student's record is not automatically returned to good standing at the start of a new trimester. Once a violation has occurred, it remains with the student for the balance of the year.

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

Facilities and Services

Dining Hall

The Kimball Union dining hall is run as a cooperative venture. Staff and students work together to provide a pleasant environment in which the community can gather and eat. The students help in all aspects of maintaining and operating the dining hall. All students are expected to work a rotation in the dish room with their advisor during the year.

Formal Dinners: A long-standing tradition at the Academy is the “family-style” dinner with student waiters, which occurs more or less on a monthly basis. Each student is expected to be at his or her assigned table at 6:00 p.m. for the beginning of grace and to remain at the table throughout the meal.

- Students should remain standing until the grace has been completed.
- Students should start eating only after the person in charge of the table has started.
- The dining room will be dismissed after the end-of-dinner announcements.

All other meals are served “cafeteria-style.” Tables are not assigned and students may eat at any point during the mealtime. After the meal, each student is to return his or her dishes and utensils to the “slide.” The last student to leave a table is responsible for cleaning the table.

Attendance: Attendance is taken at all formal evening meals, Saturday dinner, and Sunday brunch. When attendance is taken at “cafeteria-style” meals, it is the student’s responsibility to check in with the faculty member on duty.

Health Center

Hours: The Student Health Center works to provide care for medical problems as well as teaching healthy lifestyles and the prevention of disease. The Health Center is open Monday through Saturday from 7:30 a.m. until 7:30 p.m. and Sunday as needed. A nurse is always on-call for after hour’s emergencies. A student in need of medical attention when the Health Center is closed should locate a house parent or other faculty member, even if that means waking someone up. The faculty member will then contact the on-call nurse for instructions.

Special Appointments: The Health Center is staffed by registered nurses. In the event of medical needs that require a doctor, dentist, optometrist, or psychologist, students will be seen at Dartmouth-Hitchcock Medical Center and other community health offices. The student’s escrow account will be charged a \$5.00 transportation fee for each appointment.

- Appointments will be made by the Health Center staff.
- Students will receive appointment reminders via e-mail.
- It is the student’s responsibility to meet these appointments. If at any time a student finds it impossible to keep a scheduled appointment, it is his or her responsibility to give the Health Center 24 hours’ notice of the cancellation if possible.

Medical Excuses: Class and sports excuses from the Health Center are given for medical reasons only. An excuse must be obtained before missing the commitment.

Health Center Stays: Health Center stays are usually limited to students with minor illnesses. The health administration will determine whether an illness warrants a hospital, health center, or home recovery.

Medication: All prescription medication use is regulated by the Academy's Health Center. Any student taking or possessing prescription medication must report that fact to the Health Center. Staff will make a note of prescription use in the student's medical record and indicate which medications may be kept in the residence. All prescription medications must be in the original container with a pharmacy label.

All medication being kept in the Health Center should be delivered to the school nurse by the parent/guardian or mailed directly to the Health Center. Unauthorized student possession or use of medication violates school policy and will be reported to the Dean of Students.

Though we provide gentle reminders early in the school year, it is the responsibility of the student to receive his or her medication from the Health Center at the designated time.

Physicians' Orders: In order that the students of Kimball Union enjoy the best possible physical and mental health, it is the policy of the Academy that physicians' orders are to be carried out, as written or stated, at all times. Students may not attend classes or participate in any other activity against a physician's order. Should parents wish their child to be treated otherwise, they are to consult directly with the physician.

Coffin Library

The library is a place for study, quiet collaboration, and research. The librarians are available throughout the day and by appointment to assist classes and to help individual students with papers and projects. All library users are expected to maintain a quiet atmosphere conducive to academic work. During study hall, students should enter and leave the library either at 8:00 p.m. or 9:00 p.m. to minimize disruptions. Food is prohibited from the library; beverages in covered containers are permitted in some areas at the discretion of the librarians. Cubbies for book bags and backpacks are available in the entryway.

Coffin Library is open Monday through Thursday from 7:45 a.m. to 10 p.m.; on Fridays from 7:45 a.m. to 9:30 p.m.; on Saturdays from 7:45 a.m. to 12:00 noon and on Sundays from 2:00 p.m. to 10:00 p.m. Library materials should be checked out through the circulation desk on the main floor. Students may borrow most library materials for three weeks at a time. Reference books and magazines may be used only in the library. If a book or other item is damaged or lost, the student's escrow will be charge for replacement costs.

The library has desktop computers available for use in the library on a first come, first served basis, with preference given to teachers who have reserved class time in the library. In addition, the library has a wireless network and ports for personal laptops.

Business Office

Student Escrow Account:

Required Funding: Escrow accounts are special purpose debit accounts that are pre-funded by the parents. Parents/guardians may either wire or mail funds for this account to the Business Office, P.O. Box 188, Meriden NH 03770. Wire instructions may be obtained by calling the Business Office 603.469.2160. Credit Cards are also accepted for payment to this account, net of a servicing fee. The escrow account shall be funded at a level of \$500 by July 31.

Parents will be sent a monthly statement showing all transactions posted to the account since the previous billing and the available balance. The statements provide the information necessary for parents to replenish their student's escrow account. The Academy recommends that a \$500 balance be maintained at all times; however, parents are asked to anticipate academic support services and/or off-campus athletic programs to be charged to this account and to pre-fund these services to a level in addition to the \$500 base escrow funding level.

Purpose: The escrow account is used to fund the purchase of school supplies, Academy memorabilia from the Campus Store, transportation fees, College Board and AP exam fees, college application fees, prom expenses, yearbook purchases, class field trips and other Academy related purchases. Unreturned uniform components shall be charged to the escrow accounts. This account is also used to fund academic support services and off-campus athletic programs.

Student Bank Account:

Funding: Student Bank Accounts are debit accounts that parents may set up for their student. Student Bank accounts are optional since alternative effective ways exist that provide parents with efficient ways to provide their student with spending money. Parents may fund this account at a level satisfactory to meet the personal spending needs of the student. Credit Cards are also accepted for payment to this account, net of a servicing fee.

Use of Bank Account: This is the only account that allows the student to access cash; the Escrow Account may not be used for cash disbursements for any reason. Students access the funds in their student bank account by charging directly to this account at the Campus Store or they may make a cash withdrawal at the Campus Store up to \$100 for "spending money". If the student needs to withdraw more than \$100, he/she may withdraw up to \$500 in a week at the Business Office, providing there are adequate funds in the account. Students arriving at school with cash should immediately deposit the money in their Student Bank Accounts. Leaving cash in dormitory rooms is not a good practice.

Alternatives: There are numerous alternatives to ensure your student has adequate spending and travel money. These options include maintaining a checking account with a local (Lebanon) or hometown bank that includes debit card access to cash through ATM machines. There is a Mascoma Savings Bank 24-hour ATM

machine located outside of the Meriden Post Office on Main Street. Students without student bank accounts may utilize ATM machines during a town trip.

Athletic Equipment: Athletic equipment issued by the Athletic Department, such as socks and athletic supporters, will be charged to Student Escrow Accounts. Other personal athletic equipment bought by students must be funded by parents through either the Student Bank Account or such personal means such as a checking account or charge card. Athletic uniforms are the property of the Kimball Union Academy Athletic Department. Uniforms issued to athletes that are not returned at the end of the season will be charged to the Student Escrow Accounts. Given that buying individual uniforms is more costly and labor intensive than buying a complete set, a substantial restocking fee will be charged.

Student Telephone System: All residences have telephones available for student use. Students are encouraged to purchase long-distance calling cards. These cards are sold in the school store and are not escrowable unless parental permission is given by contacting the school store at (603) 469-2164.

Textbooks: Students are responsible for ordering their textbooks online through ClassBook.com. A web page and complete information can be found on the KUA website—simply go to the Parents section and navigate to Online Bookstore on the left. ClassBook.com will send a listing of the books issued to each student and the cost to KUA's ClassBook.com liaison. Textbooks need to be purchased using a personal credit card in advance of each trimester. The ClassBook Liaison will be available to assist students in book returns/exchanges as needed.

Kimball Union School Store: The school store is located in the Campus Center and carries a variety of school supplies, memorabilia, and food. School-related purchases may be charged to the Student Escrow Account. Other purchases may be charged to the Student Bank Account. Charges may only be made against accounts with a positive cash balance. The store is open six days a week. KUA's online school store can be accessed 24/7 at store.newenglandapparel.com/kua and features an extensive selection of clothing and KUA memorabilia.

Laundry

Coin-operated washers and dryers are available behind Dexter-Richards Hall or in most residences for those students who do their own laundry. Students will also have the option of purchasing a laundry service from a local vendor. This service can also include dry cleaning. Clothes are returned within three days, and the service includes a free valet service that will replace missing buttons and repair rips, torn seams, etc. Details are available at registration, through the Business Office, or at the E&R Cleaners website (www.eandrcleaners.com).

Computers

The Academy has made a commitment to the use of technology. We believe that students should leave the school with the computer skills necessary to continue their education. To this end, we have introduced the *KUA 1-to-1 Program* which will facilitate a reliable and productive academic deployment of technology to enhance the academic experience at the Academy. Through participation in the *KUA 1-to-1 Program*, each student will receive a laptop which can be supported and integrated for use in and out of the classroom by the Academy's Technology Department. The *KUA 1-to-1 Program* is mandatory for all 9th and 10th graders beginning in 2011-12 and will be required by all students by the 2012-12 academic year. In addition to the 1-to-1 laptops, the Academy has a Mac/Windows computer labs located in Miller Bicentennial Hall and Mac and Windows desktops accessible within Coffin Library. In addition, and there is a small Mac lab in the Flickinger Arts Center. Use of the public-access computers on campus and access to the network by personal computers are governed by the Kimball Union Acceptable Use Policy. A signed copy of this document is required before a student account will be activated. The KUA website will have the latest information about the computer hardware and software needed to connect to the Academy's network, as well as the *KUA 1-to-1 Program* details. Each student will receive an e-mail account within the first few days of arrival. Accounts may be accessed through the school's e-mail network.

At Kimball Union all residences are equipped with wireless access points for accessing the Kimball Union network and the Internet, and there are several public computer areas and several class areas with computers. Students may bring personal computers to school but are not required to do so. Desktops or laptops, with or without a printer and with or without a wireless card, are acceptable. However, students without wireless access on their own computers will not have network access from their residence.

Students are given network and e-mail accounts and server file storage space. New students can expect to receive their e-mail accounts and instructions for access during new student registration at the opening of school. Returning students will continue to have access to e-mail throughout the summer. Student server file space and e-mail boxes have regulated capacities.

Students wishing to receive support for computer-related problems should e-mail support@kua.org or stop by the Technology Center in the basement of Miller. Students will receive support for their KUA 1-to-1 laptops free of charge for as long as they are enrolled in the program. Support for technology not covered under the KUA 1-to-1 Program Policy may be subject to additional service fees.

At Kimball Union all residences are equipped with wireless access points for accessing the Kimball Union network and the Internet, and there are several public computer areas and several class areas with computers. Students may bring personal computers to school but are not required to do so. Desktops or laptops, with or without a printer and with or without a wireless card, are acceptable. However, students without wire-

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Students wishing to receive support for computer-related problems should e-mail support@kua.org or stop by the Technology Center in the basement of Miller.

Acceptable Use Policy and KUA-Net Account Agreement

The Honor Code—the school’s policies regarding academic and personal integrity—and community standards, regulations, and guidelines govern the use of technology. Everyone within the Kimball Union Academy community who uses the school’s computing and communications facilities has the responsibility to use them in an ethical, professional, and legal manner. Students and employees are responsible for becoming familiar with and abiding by the guidelines for appropriate use of the KUA Network (KUA-Net). All students must sign a copy of this agreement **before** they can utilize any school technologies. This agreement must be signed on an annual basis at the beginning of every school year.

Purpose of the Kimball Union Academy Computer Network: The purpose of the Kimball Union Academy Computer Network (KUA-Net) and the services it provides is to improve the school’s ability to create and support teaching and learning opportunities and environments within the context of the Academy’s mission. Use of the Academy’s computer resources, whether accessed by direct Ethernet connection or wireless access point, by an Academy-owned or personal computer, is a privilege, not a right, and activities that may be acceptable on a student’s own private account at home may not be acceptable when using an Academy account.

Purpose of the Acceptable Use Policy: The purpose of the Acceptable Use Policy is to help clarify what standards are used to determine whether or not an activity constitutes acceptable use of KUA-Net. However, all the applicable standards necessary to determine acceptable use may not be presented here.

Guidelines for Determining Acceptable Use: The same standards that govern appropriate behavior in the KUA community also apply to the use of KUA-Net whether the user is on a school or personal computer. Users are reminded that they represent the school community during their activities on KUA-Net just as they do in town, on the playing field, or in the classroom.

Dishonesty or Deceitful Behavior: Dishonesty or deceitful behavior is unacceptable. Some examples of dishonest or deceitful behavior are attempts to access, use, or harm accounts or data belonging to others, plagiarism, or disregard for copyright laws.

Vandalism: Vandalism is unacceptable. Some examples of vandalism are attempts to harm or alter the functioning of KUA-Net; attempts to bypass restrictions; deliberate abuse, misuse, or destruction of computer equipment; destruction of data or misuse of KUA-Net resources or failure to comply with rules or requests regarding the use of KUA-Net storage space or virus protection protocols. The addition of unauthorized wireless access points to the network is one example of altering the functioning of KUA-Net.

Harassment: Harassment of any kind is unacceptable. No messages with derogatory or inflammatory remarks about an individual's or group's race, religion, national origin, physical attributes, gender, or sexual preference will be tolerated. Some examples of harassment are sending or forwarding harassing e-mail messages or displaying pornographic images. It is every person's responsibility to report such instances to the Student Life Office or to a trusted member of the faculty or staff.

Profanity and Pornography: No abusive, profane, or offensive language may be transmitted through KUA-Net. No pornographic materials may be transmitted through KUA-Net.

Use of Time and Resources: Those whose pattern of use jeopardizes their academic progress or limits their social opportunities, or whose excessive use of network resources slows or impedes their use by others, may be subject to limitations on their network access. (KUA reserves the right to clear e-mail accounts that contain an excessive number of messages.)

Condoning Other People's Unacceptable Activities: Assisting, condoning, or encouraging others in violating the rules regarding the use of KUA-Net by sharing information and/or passwords is unacceptable.

Fee Services: The use of KUA-Net to access or provide any database, service, or download or upload of data or software while paying or charging a fee for such service or access without the written permission of a sponsoring teacher, school administrator, or the Director of Technology is unacceptable.

Personal Information: Communicating another person's personal information, such as name, address, phone number, credit card number, etc., is unacceptable.

Virus and Operating System Vulnerability Policy: Computer owners are expected to maintain anti-virus software with current virus definition files on their computers at all times. The school licenses an enterprise edition of Symantec Anti-Virus for all users and reserves the option of denying access to KUA-Net to any computer that is not protected by this or a similar program. The Technology Center monitors operating system vulnerability announcements from Microsoft and Apple and reserves the option of denying access to KUA-Net to any computer determined to be at risk of infection or of infecting other computers on the network.

Privacy and Limitations: Kimball Union will, to the extent possible, respect the privacy of all users of KUA-Net. KUA-Net is designed so that each user has sole access to his or her own private network directory and e-mail as long as the user's password is not known by anyone else. However, Kimball Union Academy is responsible for investigating violations of and enforcing all school rules. KUA-Net Administrators are responsible for the administration and maintenance of KUA-Net and reserve the

right to monitor and access any information stored or transmitted over KUA-Net, including, but not limited to, employee and student directories, e-mail messages, and Internet traffic. Upon request, a student or employee may be required to disclose his or her password to school officials.

Users of KUA-Net must also remember that information posted on the Internet (including social networking sites like Facebook and MySpace) may be available on the Internet long after the user has removed it from its original location.

Limitation of Liability: Kimball Union intends to provide network related services to the best of its abilities, but it cannot be held responsible for any loss of data or interruptions of service. In addition, KUA is not responsible for the accuracy or quality of information obtained through or stored on the school's computer system. Users are responsible for all materials directed to or from their accounts. Therefore, they must use passwords and may not allow others to use their accounts. Extreme care should be taken when sending personal information over the Internet. KUA will not be responsible for financial obligations resulting from unauthorized use of the system.

Consequences of Unacceptable Use of the Network: Consequences for participating in unacceptable activities on KUA-Net may include, but are not limited to, any of the following: warnings, limitation or suspension of network privileges, school disciplinary action, suspension, or separation. If federal or state laws are broken, the Academy may notify the appropriate authorities.

E-mail: Faculty and staff members e-mail addresses usually consist of the initial of their first name and their last name @kua.org. for example John Doe would be jdoe@kua.org. Students' e-mail addresses usually are their last name and first initial followed by the last two digits in their graduation year @kua.org. e.g. Jane Doe '15 would be doej15@kua.org.

Mail and Fax Services: All boarding students are assigned individual mailboxes. Incoming mail, telephone messages, notifications of packages, and miscellaneous school communications are placed there, so students should be sure to check their mailboxes at least once a day. Student addresses should read: Student Name, P.O. Box 361, Kimball Union Academy, Meriden, NH 03770. Questions about the mail will be answered by the administrative assistant in the main office. The Meriden Post Office is located across the street from Miller.

Lost and Found: The main office area is used to deposit lost articles. If you find any such items, or are missing something, please check with the receptionist. There is also a "lost and found" in the Athletic Center.

Administration

Title	Name	Ext.
Head of School	Michael J. Schafer	2113
CFO/COO	Jim Gray	2166
Assistant Head of School	Joe Williams	2102
Director of Alumni & Development	Greg Pollard	2126
Dean of Faculty & Academic Affairs	David Weidman	2118
Director of Studies	Cynthia Howe	2171
Director of College Advising	Chris Cheney	2172
Dean of Students	Robert Hyjek	2119
Director of Athletics	Mike Doherty	2142
Director of Health Services	Pam Tyson	2055
Director of Technology	Jason Bourne	2340
Director of Admissions & Financial Aid	Rich Ryerson	2103
Director of Communications	Julia Brennan	2332
Director of Facilities & Operations	Doug Plummer	2152

Academy Telephones

The main switchboard—(603)-469-2000— is open from 7:30 a.m. to 4:30 p.m. Monday through Friday and from 8:00 a.m. to 12:00 noon on Saturday. Outside these hours, a recorded message will allow you to access individual voice mail or to determine how to reach the Administrator on Call. Personal calls can be placed and received at pay telephones in the residences and Miller Student Center as well as at the blue public phones throughout campus. Any problems that arise with any of these phones should be reported to the Technology Director via e-mail at support@kua.org.

Emergency Numbers

Police 911

Fire 911

Ambulance 911

Health Center (603)-469-2055

Administrator on Call Cell: (603)-398-2299

FAX: 603-469-2040

E-mail: kua@kua.org

Website: www.kua.org

All phone numbers are as at the time of publishing. A complete, updated list will be published in the School Directory.

Parent Handbook

This section of the Handbook contains information primarily of interest to parents. You will, however, find many other items relevant to parents in the main body of this book. Please use the index that follows this section as your reference.

General Information

Allowances: The amount of spending money given to a student is clearly up to the parents, but we recommend that it be an amount commensurate with the student's needs. At Kimball Union there are not many necessary expenses. Basic expenses might include an off-campus movie on the weekend, snacks and off-campus meals, and toiletries and personal items.

Athletic equipment not issued through the Athletic Department must be funded by the parents through either the Student Bank Account or such personal means as a checking account, ATM account or credit card. We recommend that all students have access to money through the Student Bank Account; spending limits may be established through the Business Office. Cash may not be withdrawn from the Student Escrow Account or transferred from the escrow account to the Student Bank Account.

Alumni and Development Office: This office is located in Bishop Alumni House directly across the street from Miller Bicentennial Hall. The purpose of the office is to connect alumni, parents, and friends to Kimball Union in a way that is most meaningful to them and that advances the philanthropic priorities of the Academy and the Board of Trustees to support the school's mission. We encourage all our constituents to stay in touch with the Academy and send us their news for inclusion in *Kimball Union Magazine*.

Annual Fund: The Kimball Union Annual Fund is the lifeblood of the Academy. Tuition only covers 80% of the actual cost of educating each student. The remaining 20% comes from the Annual Fund, endowment income, and auxiliary income. Alumni, current and past parents, grandparents, faculty, staff, and friends give to the Annual Fund each year. Participation through the Fund is greatly appreciated and makes a difference when the Academy approaches foundations and corporations for support. Gifts are tax deductible to the full extent of the law.

IMPACT Campaign:

Following the Fall 2009 meeting of the Board of Trustees, KUA announced a comprehensive fund-raising campaign with a \$38 million goal. Using the Academy's strategic plan, *Towards Our Third Century*, the school identified specific fund-raising initiatives including but not limited to:

- Endowment for Financial Aid
- Endowment for Faculty Support
- Academic, Technology, Residential and Athletic Facilities
- Annual Support for the Current Student Experience.

Communications: Parents will receive general communications on Academy activities at regular intervals throughout the year. In keeping with our commitment to environmental stewardship, we are relying increasingly on e-mail and our website, www.kua.org to communicate with you in an efficient and expedient manner. In order to do so, it is essential that you provide us with your up-to-date e-mail address and contact information. Please join the KUA Online Community by logging on to www.kua.org and clicking on the Parents icon on the upper right-hand corner of the home page. To login for the first time, use your first name and last name (no spaces – joesmith) as your login name and your five-digit zip code as your temporary password. International families will have 99999 as their temporary password. (You will be prompted to enter a permanent password after your first login.) Once you have logged in, please click on Profile on the left side of the page and make any necessary corrections to your contact information. By accessing the password-protected or portal side of the site, you can experience many of all of the enhanced and personalized features our site has to offer. Complete details will be provided prior to the beginning of school. Look for information on how to access your students' grades and comments, advisory letters, and much more.

We rely on the website to provide you with up-to-date information on school activities, and events are posted on a daily basis. Critical information that is of interest to the entire school community will also be posted on the website. Should we need to advise you of any time-sensitive information, such as day student early release due to bad weather or an unforeseen schedule change, an advisory will be posted on the home page of the website. Cancellation of classes or other school-wide time-sensitive or urgent news may also be communicated through our automated voice messaging system. Information on athletic schedule changes and cancellations, as well as directions to opponent schools and scores and highlights, will be posted on the individual team pages in the Athletics section.

Parents are automatically subscribed to *The Daily Bulletin* and will receive one each class day unless unsubscribed. Here you will find daily announcements, schedule changes, meeting notifications, school and athletic news and much more. *The Parents' Newsletter* will come to you electronically on a monthly basis. It highlights events and activities coming up at the Academy and includes letters from the Assistant Head of School or the administration.

College Advising Office: This office is located in the Campus Center and is open every weekday from 8:00 a.m. to 4:00 p.m. Every student is assigned an advisor during his or her junior year and works closely with them throughout the college selection process. Parents are always welcome to come in and talk to the advising staff with questions or concerns. Please make an appointment if you want to speak to a particular person. Call (603) 469-2000, ext. 2170. (Please see page 22 for more information)

Guest Accommodations: Kimball Union has a limited number of on-campus guest rooms available, at a special rate, for parents to use if they wish to stay close to campus. There is a charge of \$135.00 per room per night, with \$5.00 extra for a cot. Reservations should be made by calling Nancy Norwalk at (603) 469-2122. For area lodging, log on to www.kua.org and click on Discover KUA/Visitors Guide.

Media Policy: Parents and students should be aware of Kimball Union's policy with regard to student participation in press interviews about the school or any of its students, faculty, or programs. Students are free to talk to the press about any issue affecting the school, but only with the written permission of a parent in each instance. Any parent who wishes to grant permission may do so by sending a note, e-mail, fax, or U.S. mail to Julia Brennan, Director of Communications, indicating the name of the journalist seeking the interview, the publication for which he or she writes, and the general subject matter expected to be discussed. This press policy exists for the protection of our students who may not fully understand the consequences of statements they make to the press. It is intended to encourage dialogue with parents and other adults who can provide perspective and advice. Kimball Union is not responsible for any statements made to the press, or any consequences arising from such statements.

NH State Legislation on House Parties: Parents should be aware that the state of New Hampshire recently passed legislation (RSA 644.18) establishing strict criminal penalties for facilitating a drug or underage alcohol party. The legal drinking age in New Hampshire is 21.

Parents' Association: The role of the Kimball Union Parents' Association is to support the mission of the school, to serve as a link between parents and the Academy, and to build a sense of community between parents, students, and staff. The President of the Parents' Association is invited to serve by the Head of School. All current parents are members of the Association. Any parent who wishes to serve on one of the committees is invited to volunteer. Meetings are held on campus on Family Weekends and throughout the year as noted on the KUA website. Meeting particulars are posted on the Parents page of the Academy's website. The Parent Association runs a discussion page on the parent portal of www.kua.org. This is a great place to post questions and receive answers from fellow parents.

Family Weekend: Family Weekend is held once a year in the fall. Family Weekend focuses on conferences with your student's advisor and visiting classes. Parents of seniors will also have the opportunity to meet with their child's college advisor. Parents will be invited to visit classes and then have advisor and college advisor meetings on Friday and Saturday. There will also be class meetings for parents and a Parents' Association meeting. On Saturday afternoon, there is a full complement of athletic events.

In February, there is a Junior Parent College Planning Weekend. In addition to the general parent programming, seminars related to the college search and financial planning will be held on campus. There is a focus on college planning for juniors.

School Directory: A School Directory with photographs and all necessary contact information for students, faculty, and staff will be issued to each family early in the school year.

Substance Use Policy and Expectations of Parents: Kimball Union wants to work in partnership with parents to promote healthy, substance-free lives for all our students. In order to do so, it is important for parents to hold their children to the same expectations to which we hold them while they are at Kimball Union.

We expect that:

- Parents will reinforce our expectation that their children remain alcohol-free and drug-free during their time as students of the Academy, while at home, on vacations, or on weekends away from KUA.
- Parents will not allow illegal substances to be consumed while entertaining Kimball Union students away from the Academy.
- Parents will not allow student parties or gatherings in their homes or on their properties when they are not there. Underlying these principles is the expectation that if parents do host parties, those parents will be visibly present.
- Parents will call one another to confirm weekend plans. In turn, students should pledge, as guests, that they will treat hosts, and their homes and properties, with respect and always act as good ambassadors for Kimball Union Academy.

When verifying weekends, parents should expect that the school will confirm these expectations with the host families.

Visits: Parents are welcome to visit at any time. If you would like help arranging a class visit or taking your student out for lunch or dinner, please contact the Student Life Office.

Whom to Call: The primary contact in all matters relating to a student is the student's advisor. The advisor can provide parents with most information needed and will advise of other people to contact if necessary.

Student Life

College Visits: In general, college visits are expected to take place at times that do not involve missing classes. Ideal times for these visits are over the fall long weekend, at the beginning of Thanksgiving vacation, over the winter break, over the winter long weekend, or over March break.

On rare occasions, it may be necessary to miss a single day of classes in order to accommodate a college's or parent's schedule. This should be the exception rather than the rule and will be strictly limited. These exceptional situations need to be arranged well in advance of the actual visit in order to ascertain whether or not permission will be granted. This needs to take place before any arrangements (such as plane tickets or interview appointments) are made.

Course Registration: New students are asked to select courses during the summer of the year they are accepted. Returning student registration for the coming academic year takes place in the spring. There are also registration days roughly two weeks before the start of each trimester during the school year for those students who wish to change their course assignments.

Residence Rooms: In the Residential Life section of the Student Handbook, you will find many details relating to the physical possibilities for student rooms. Each room is normally supplied with a closet, bed, bureau, mirror, chair, and desk. From a parent's perspective, the important thing to know is that students do try to make their

rooms as home-like as possible. To this end, any extras, such as posters, familiar bed linens, and personal favorite objects, are all a good idea. However, please remember that a student's room is his or her primary place of study and too much "stuff" can create unhealthy distractions from academic preparation. Safety is an all-important issue for the Academy, and with this in mind it is worth noting that most electrical appliances, including refrigerators, are not allowed. Tapestries must be hung flat against walls. If there is space in a room, a student may bring his or her own items of furniture.

Dress: The guidelines for dress for different occasions are given on page 39-40. Although there is opportunity for students to choose their own style of dress, it is important for parents to note that students of both sexes do need an adequate supply of non-jean pants and button-down shirts. Hats are not acceptable indoors. Boarding boys need a jacket and tie for formal dinners, girls need dresses or skirts, and day students attending formal dinners are asked to conform to the same dress code as boarders. Students may be expected to wear a jacket and tie (or the equivalent for girls) to away games and matches if they are not traveling in uniform.

Graduation: Graduation is attended by the entire school. It is expected that all seniors and postgraduates will attend the weekend ceremonies. All seniors' parents and families are invited, and there is no limit on numbers at the graduation ceremony; the events on the preceding evening are for members of the Academy and seniors' immediate families only. The underclassmen then take exams during the week following graduation before leaving for the summer vacation.

Laundry: Students have the opportunity to sign up with the laundry service, E&R Cleaners, at registration at the beginning of the year. (Please see page 46 for more information.) Coin-operated washers and dryers are available behind Dexter-Richards Hall or in most residences for those students who do their own laundry.

Smoking: Kimball Union is a smoke-free and tobacco-free campus.

Student IDs and Photos: Student photos are taken the previous spring for returning students and at the beginning of school for new students. All students must have Kimball Union photo ID cards. There is a \$30 fee, which is charged to the Student Escrow Account. The photos are also used for the School Directory that is issued at the start of school.

Summer Storage: The Penny Fellowship organizes summer storage for anything a student does not wish to take home. The student is responsible for seeing the items are stored properly at the end of the spring trimester and picking them up in September. This is an informal arrangement, with no guarantees.

Transportation: In an effort to facilitate vacation plans for our boarding students, Kimball Union provides transportation for a fee on specified dates to Dartmouth Coach (Lebanon), Lebanon Airport, Vermont Transit (White River Junction, Vermont), and Amtrak (White River Junction, Vermont). Please make arrangements with the Student Life Office at least one week in advance so that transportation arrangements may be made.

Health Issues

Excuses for Illness: A boarding student is the responsibility of the Academy during term time, and so excuses for reasons of illness are given by the Health Center. Parents who receive calls from their sick children should encourage them to go to the Health Center, as boarding parents cannot excuse a child from classes.

Birth Control and Related Advice: Although the Health Center is often the first place a student might ask for advice, the nurses always encourage students to discuss this and related matters with their parents as a first step.

Students do have the right to privacy about health matters, and so the Health Center will make referrals to the Dartmouth-Hitchcock Medical Center and Planned Parenthood, which have been found to have very reliable programs of follow-up care.

Day Students

Day students sometimes have different concerns from those of boarding students. This section hopes to answer some of the questions day parents may find themselves asking. If you do not find answers to all your questions here, please use the index to find further information in the main part of this book.

Cars: Day students with licenses may use their cars to come to and return from school. They may not drive around campus during the day, however, and they may not use the car to leave campus during the day without permission. It is the responsibility of the driving day student to ensure that any other day student who rides with him or her has parental permission to do so. Day students may not transport boarding students on or off campus without approval from an administrator.

All day student parking is at the far side of the Flickinger Arts Center parking lot, across from the hockey rink. Kimball Union Academy is primarily a boarding school and, as such, rarely cancels classes due to weather. However, Kimball Union also recognizes that winter weather often creates dangerous driving conditions, particularly for young drivers. The decision to drive or not to drive in any given situation for a day student ultimately rests with the student's parents. This decision should not be based on whether or not KUA is holding classes. As with any absence or late arrival, a parent or guardian should call the school and advise us as to a student's status and intentions for the day.

In the event that classes are not held or begin late, a notification will be posted on the Parent Advisory page of the website. We will also post closing information on cancellations.com and with area broadcasters. Additional services are being implemented that will automatically call designated contact numbers to inform you of any adjustments to the normal class or afternoon schedule.

Carpooling: Day parent carpools are not organized by the Academy, but parents may use the Student Directory to find other students in their area. The Area Family Picnic in late August is a good occasion to make these contacts.

Day Students Hosting Boarders as Overnight Guests: Parents who invite overnight guests are completely responsible for the boarders while they are signed out from the Academy to their home. This implies full parental responsibility with the usual exercise of parental discretion on teenage issues such as driving and curfew.

Evenings: Day students often have reasons to stay on campus in the evenings. They are welcome to join the boarding students for dinner, and are asked to observe the same quiet/study hours as boarders after 8:00 p.m. Day student parents should understand that adult supervision is limited to the residences or the library after 8:00 p.m. Except for legitimate commitments, day students should leave campus by 7:30 p.m.

Lockers: All day students are assigned the use of a locker in the Campus Center. Students are responsible for the condition of their lockers. For reasons of security and cleanliness, athletic equipment should not be stored in the Campus Center.

Messages: If you wish a message to reach your son or daughter, call the main switchboard at (603) 469-2000 between 7:30 a.m. and 5:00 p.m. Monday through Friday or from 8:00 a.m. to noon on Saturday, and your message will be posted on the message board next to the main dining hall entrance.

Permissions and Excuses: A day student may sometimes find it necessary to stay overnight on campus. In such cases, he or she should first ask permission of the relevant resident's Head of House and then the Dean of Students. If a student wishes to stay overnight but has no particular student with whom to stay, the student should consult the Dean of Students, who will help find an appropriate room. Parents must also give permission for the stay. Day student daytime medical excuses should be obtained using the same procedure as for boarders: the student should go to the Health Center. If the student is unable to attend in the morning, the parents should call the main switchboard at (603) 469-2000 by 10:00 a.m. to ensure that their child is properly excused from classes. Day students may use the same means as boarders to go to medical appointments; parents should consult the school nurses about how to organize this.

Religious Holidays: Religious holidays, while not celebrated officially on campus, are respected at Kimball Union. Students wishing to make special provisions for their religious holidays should talk with the Academic Dean to organize permissions.

Inclement Weather Policy: It is always the prerogative of parents and faculty members to consider their safety before attempting to come to school in inclement weather. Weather conditions can vary greatly within the region, so please assess your local driving conditions. There may be times when weather conditions dictate that it is ill advised for us to carry on with our regular schedule. In these circumstances, there may be an adjustment to the daily schedule. If this is the case, Kimball Union will post weather-related delays or cancellations on our website and disseminate information through the local media, including schoolclosings.com and local radio stations and via our automated voice messaging system. Sometimes severe weather conditions develop during the course of the day. As conditions dictate, Kimball Union will consider early dismissals and cancellation of classes, activities, and athletics as appropriate. A day student will not be allowed to leave campus during inclement weather without your permission.

International Students

International Philosophy: Kimball Union Academy's philosophy on international students focuses on the acclimation and integration of our international students into our campus community. A full-time Director of International Programs works with all of the international students at Kimball Union and acts as a 'second' advisor to them, assisting with academic issues, helping solidify travel plans during extended breaks, facilitating meetings, and organizing activities.

Communication with Parents: Kimball Union Academy is committed to keeping all parents informed of their student's progress over the course of their stay at the school. Keeping in mind that it is sometimes difficult to contact families who live overseas, the Academy utilizes tools such as Global Priority Mail and faxes to insure that our international families receive information in a timely manner. To help facilitate communication, the Academy also urges these families to keep in contact with their student's advisor via e-mail over the course of the school year and to supply the school with up-to-date e-mail addresses.

TOEFL Testing: The Academy organizes testing for all international students as required for college applications.

Transportation to and from Airports: The procedures for planning vacation travel involve the same principles as weekends. In an effort to facilitate vacation plans for our boarding students, Kimball Union provides transportation for a fee on specified dates to Dartmouth Coach (Lebanon), Lebanon Airport, Vermont Transit (White River Junction, Vermont), and Amtrak (White River Junction, Vermont). Please make arrangements with the Student Life Office a few days in advance so that transportation arrangements may be made with the Academy's Facilities and Operations Department. Planning early and involving the school as early as possible will make travel plans easier and help to avoid conflicts scheduling.

New international students will be met at Boston's Logan Airport for orientation and should plan to arrive as directed by the Director of International Programs.

Weekends: Procedures for international students to go on weekends are the same as for other students. Parents overseas should be aware that their children need to make arrangements with hosts for long weekends and all vacations.

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