



REGISTRATION FORMS CHECKLIST (due July 15, 2013)

Please return forms to Suffield Academy via mail, fax, or email.

Mail: Suffield Academy, Attn: Kim Goodwin, 185 North Main Street, Suffield, CT 06078

Fax: 860-386-4411

Email: forms@suffieldacademy.org

Questions? Call Kim at 860-386-4400

Required forms for ALL students:

- Health Forms
- Student Debit Card Forms
- Photo & Press Release Form

Additional forms to return (if applicable):

- Consent to Use Electronic Signatures Program
- Private Music Lesson Program Registration
- Laundry/Dry Cleaning Forms
- UPS Shipping Form
- College Counseling Form (seniors only)

General information forms:

- 2013-2014 Academic Calendar
- Dress Code Guidelines
- General Information for **Boarding Students**
- Letter to **New International Parents**



2013-2014 ACADEMIC CALENDAR

SEPTEMBER

Tuesday	3	Varsity Candidates Registration (by invitation) – 10:00 A.M.-12:00
Friday	6	New International Students Registration – 9:30-11:00 A.M.
Friday	6	Remaining Seniors Registration – 9:30-11:00 A.M.
Saturday	7	Remaining Grades 9, 10, 11 Students Registration – 1:00-3:30 P.M.
Monday	9	Convocation; classes begin

OCTOBER

Friday-Saturday	4-5	Fall Parents' Weekend
Saturday	5	Extended Weekend begins – 5:00 P.M.
Tuesday	8	Extended Weekend ends – 7:30 P.M.
Wednesday	9	Classes resume

NOVEMBER

Monday-Friday	18-22	Fall Term Examinations
Friday	22	Thanksgiving Recess begins – 12 NOON

DECEMBER

Monday	2	Thanksgiving Recess ends – 7:30 P.M.
Tuesday	3	Classes resume
Wednesday	18	Winter Vacation begins – 12:05 P.M.

JANUARY

Sunday	5	Winter Vacation ends – 7:30 P.M.
Monday	6	Classes resume
Thursday	30	Extended Weekend begins – 12:05 P.M.

FEBRUARY

Monday	3	Extended Weekend ends – 7:30 P.M.
Tuesday	4	Classes resume

MARCH

Wednesday	5	Spring Vacation begins – 12:05 P.M.
Tuesday	25	Spring Vacation ends – 7:30 P.M.
Wednesday	26	Classes Resume

APRIL

Friday-Saturday	25-26	Spring Parents' Weekend (Parents' Association Auction on Friday)
Saturday	26	Extended Weekend begins – 5:00 P.M.
Monday	28	Extended Weekend ends – 7:30 P.M.
Tuesday	29	Classes Resume

MAY

Thursday	22	Reception for Seniors and Parents followed by Dinner – 5:15 P.M.
Thursday	22	Baccalaureate – 8:00 P.M.
Friday	23	181st Commencement – 10:30 A.M.
Sunday-Thursday	25-29	Spring Term Examinations for Grades 9-11
Thursday	29	Close of School for Grades 9-11 – 12 NOON



STUDENT DEBIT ACCOUNT INFORMATION [PAGE 1 OF 3]

All student charges and purchases other than tuition are made through the Suffield Academy Debit Card System. The Suffield Academy Debit Card is similar to a standard bank ATM card. While cash and checks are universally accepted for purchases and school charges, credit cards (Visa and MasterCard) are accepted in the Suffield Academy Bookstore.

The Suffield Academy Debit Card is the preferred medium of exchange for student purchases at the school. Similar to an ATM card, purchases and withdrawals can only be made as long as there is a sufficient balance in the account to cover the transaction. Each student is required to have a Suffield Academy Debit Card for school expenses and to present it at the time of a transaction. The card also serves as the student's official photo ID card. There is a charge of \$25 to replace a lost Debit Card. Your child's Debit Card will be valid throughout his or her years at Suffield Academy. The card is required for all student purchases and withdrawals.

Experience has shown that, with this system, students view the money in their account as their own and, for the most part, they demonstrate greater fiscal responsibility throughout the year than with open-ended charge privileges. This system will provide our students a valuable and realistic experience in handling money and will provide parents and guardians greater control over their child's miscellaneous spending.

The reverse side of this page provides an explanation of each expense category for which the Debit Card may be used. Spending limits can be placed on selected expense areas. We recommend weekly or monthly restrictions in the Cash Bank and Snack Bar categories. Other categories involve purchases that are essential in nature or are small in size; therefore, restrictions are generally not used. On a monthly basis throughout the year, you will receive an itemized summary of the Debit Card activity. Be sure to complete the address portion of the Debit Card form so that the monthly statements are sent to the correct party. If your child is having trouble managing expenditures, please let us know and we can work with you to implement other controls and restrictions.

An initial deposit, received before July 15, 2013, is required to activate your child's Debit Card account by the beginning of the school year. Additional deposits may be made at any time throughout the year by sending payments to the Business Office.

Please fill out and return the Debit Card form with your initial deposit by July 15, 2013. Your cooperation in meeting this deadline will greatly facilitate our ability to service your child's needs in the opening days of school.

The financially responsible parent or guardian may ask questions about or make changes to the account by phone, mail, fax or email (email preferred) to:

**PAULA DELLA BERNARDA
SUFFIELD ACADEMY BUSINESS OFFICE
185 North Main Street
Suffield, CT 06078**

**PHONE
860-386-4455**

**FAX
860-386-4411**

**EMAIL
pdellabernarda@suffieldacademy.org**



STUDENT DEBIT ACCOUNT INFORMATION [PAGE 2 OF 3]

EXPENSE CATEGORIES

1. CASH BANK: periodic cash withdrawals for student spending money. There is a limit of \$50 per day per student. May be used to dispense a weekly allowance. Even if you do not want to use the regular allowance feature, it is convenient to allow a small monthly cash limit in order to cover emergency cash needs. Cash Bank allowance that is not drawn carries over and accumulates from week to week.
2. BOOKSTORE: covers textbooks (not ordered online), school supplies, school clothing and logo memorabilia, phone cards, some personal toiletries and some athletic items.
3. SNACK BAR: operated in the Student Union for the convenience of the students; the snack bar sells such items as soft drinks, juices, bagels, sandwiches and ice cream.
4. ATHLETICS: required and optional athletic equipment sold through the athletic department; also covers uniforms and equipment which are lost, destroyed or not returned at the end of a season.
5. STUDENT ACTIVITIES: includes the cost of transportation and entrance fees for trips and activities organized by the School.
6. ACADEMIC: includes charges for testing (SAT, PSAT, AP) fees, tutoring, art materials, and other academic needs.
7. HEALTH CENTER: includes charges for health services, such as immunizations, diagnostic testing, prescription medications, and transportation for medical visits to off-campus providers.
8. MAINTENANCE: covers charges for replacing lost dorm keys and repairs for damage.
9. EXTRAORDINARY CASH: covers cash required for special expenses or in sums larger than the cash bank limit. Authorization for the use of this category requires an advance telephone call or written (mail, fax or email) permission sent by you to the Bookstore (or Business Office) before funds will be released. Permission to release funds will be accepted only from the student's legal guardians.

ESTIMATES AND RECOMMENDATIONS FOR SPENDING NEEDS AND LIMITS

- Annual costs for required school supplies range from \$200 to \$400. Books for the fall term will be ordered online from one bookseller (www.mbsdirect.net).
- Graphing calculators for upper level math courses cost in the \$150 range.
- School sweatshirts cost about \$40, other shirts range from \$12 to \$30, hats cost about \$15, outer wear can cost up to \$70, computer software and hardware purchases are done by a special order arrangement.
- Given the above three parameters of the Bookstore business, we suggest that you make an initial large deposit for school year startup.

If there are insufficient funds in your child's Debit Account to cover a requested or required transaction, the system will not allow the transaction to occur until additional funds are deposited into the account.



PHOTO & PRESS RELEASE FORM

I. PERMISSION FOR USE OF NAME AND PHOTOGRAPHS

The Marketing and Communications Office at Suffield Academy is responsible for the overall marketing of the school, which includes press about Suffield students. Toward that end, names and photographs of Suffield students are used on the school's website, in the Academy's alumni magazine, other school publications as needed, in regional and national magazines and newspapers, and in other forms of media, such as social media websites. In addition, the school creates certain administrative publications that include student names and addresses and parents' names and email addresses.

As parent or legal guardian of _____ I give permission to Suffield Academy to use the names, information and photographs of the aforementioned student for school advertising, marketing initiatives, administrative publications, and other similar purposes that are intended to promote Suffield Academy.

II. PRESS RELEASE INFORMATION

Please list the complete name and address of all of your local newspapers so we may share the good news about your child's honor roll achievements, athletic awards, and Commencement.

NAME OF STUDENT

First Name	Last Name	Middle Name	Year of Graduation
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Newspaper Name _____

City _____ State/Country _____

Newspaper Name _____

City _____ State/Country _____

Newspaper Name _____

City _____ State/Country _____

Parent or Guardian Name (please print and sign here if you intend to use a printed copy of this form)	Date
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Check here if you do not want your child's name released to local papers.

By checking this box you indicate that you accept and acknowledge permissions to use name, information, and photographs of your child in Suffield publications, advertisements, websites, and newspapers.



PRIVATE MUSIC LESSON PROGRAM

The Music Department of Suffield Academy offers private lessons at all levels for voice as well as instruments. Lessons are offered once each week and students are expected to practice regularly. A year-round commitment is important for substantial growth.

In order to secure contracts with professional teachers, it is necessary for the Academy to commit financially to them in advance of the start of lessons. The cost of a full year of lessons is \$925 (24 lessons), payable in advance to Suffield Academy.

Students interested in scheduling private lessons should read the list of Student/Teacher Commitments below and fill in and sign the statement at the bottom, returning it with a check by September 10.

STUDENT/TEACHER COMMITMENTS

1. In the case of an unexcused absence from a lesson, the teacher will be paid and the lesson will not be rescheduled. **In the case of two unexcused absences, the student's parents and advisor will be notified and the possibility of discontinuing lessons discussed. If the number of these absences continues to four, parents and advisor will be notified again with the assumption that the student is not interested in lessons.** The teacher will be paid for the lessons missed, and any balance of payment returned.
2. In the case of an excused absence (i.e., sudden illness or emergency), the lesson will be rescheduled by the teacher if documentation is presented (a note provided by the school nurse or doctor). If the student is not able to come to school on the day of a lesson (due to illness), in addition to notifying the school, the teacher and the Music Department office must be notified directly and immediately.

It is the responsibility of the student to reschedule the lesson with the teacher. If proper notification does not take place, the lesson will not be rescheduled.

3. If a student cannot make a lesson for some other personal or school-related reason, and notifies the teacher at least 24 hours in advance, every effort will be made to reschedule the lesson. If the teacher cannot be reached directly, the Music Department must be notified at least 24 hours in advance.

PLEASE ARRANGE FOR PRIVATE MUSIC LESSONS AT SUFFIELD ACADEMY FOR:

Student Name	Instrument
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Please send payment for \$925.00 (payable in U.S. dollars to Suffield Academy) along with a copy of this form to **Suffield Academy, Attn: Tom Gotwals 185 North Main Street, Suffield, CT 06078.**

I understand and agree with the policies regarding private lessons.

Parent or Guardian Name (please print and sign here if you intend to use a printed copy of this form)	Date
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By checking this box and entering the student ID number above, you are signing this document electronically.



CONSENT TO USE ELECTRONIC SIGNATURES PROGRAM

TO THE PARENT(S) OR LEGAL GUARDIANS OF STUDENTS AT SUFFIELD ACADEMY, CLASSES OF 2014, 2015, 2016 AND 2017:

As of June 1, 2012, Suffield Academy ("Suffield") began implementing an Electronic Signature Program. Under this system, parents and legal guardians of Suffield students sign certain forms by completing them electronically during the course of their child's time at Suffield Academy. These forms will be electronically retained by Suffield.

Participation in the Electronic Signature Program is optional.

To participate in the Electronic Signature Program, please read the following information carefully. If you have any questions regarding the Electronic Signature Program, please contact Patrick Booth, Chief Financial Officer at pbooth@suffieldacademy.org.

ELECTRONIC SIGNATURE PROGRAM: PARENT INFORMATION

Participation is optional. Suffield's Electronic Signature Program is designed to be an optional convenience for parents. You are not required to participate. A decision not to participate does not affect your rights regarding disclosure of school records or your access to those records. You can simply print out the attached forms and send them back to Suffield Academy, 185 North Main Street, Suffield, Connecticut 06078. However, we strongly urge you to consider the benefits of an electronic signature, including better data accuracy, and a more green approach to paper management.

You may withdraw your consent at any time. If you choose to participate in the Electronic Signature Program now, but change your mind later, you may withdraw your consent. Doing so will not result in the assessment of any fees. Please bear in mind that withdrawing your consent will not invalidate any documents you have previously signed electronically.

To withdraw your consent, you may print out and sign a "Withdrawal of Consent to Use of Electronic Signature" form, which is located in the Parent Portal of the Suffield Academy website on the Forms & Documents page (login required). Return the form to the Suffield Academy Business Office via mail or fax.

You may obtain a paper copy of any document you sign electronically. If at any time you wish to receive a paper copy of any document that you have signed electronically, please call or email **Kim Goodwin 860-386-4400** or **kgoodwin@suffieldacademy.org** with your request.

Your consent applies only to certain documents. Your consent to participate in the Electronic Signature Program applies only to online forms (e.g. emergency medical treatment, field trip approval, re-enrollment contracts, plus others as they become necessary.)

You must inform Suffield Academy of any changes in your email address. To effectively participate in the Electronic Signature Program, you must agree to inform Suffield Academy promptly of any changes in your email address.

Consent to Electronic Signatures and Documents: By completing and emailing this consent form to **Kim Goodwin, kgoodwin@suffieldacademy.org** you are providing electronic consent to the use of electronic documents and signatures during your child's Suffield Academy enrollment.

Specifically, you are acknowledging receipt of this form and consenting to the use of electronic documents, email delivery of documents, and electronic signatures in any transactions involving you, your child, and their academic experience at Suffield Academy, including boarding and all extracurricular activities.

BY CHECKING THIS BOX YOU AGREE THAT THE ADDITION OF YOUR CHILD'S STUDENT ID IN THE TOP RIGHT HAND CORNER OF ALL FORMS ACTS AS AN ELECTRONIC SIGNATURE ON ALL SUFFIELD ACADEMY FORMS.

NAME OF STUDENT

First Name Middle Name Last Name

NAME OF PARENT/S COMPLETING THIS FORM

First Name Middle Name Last Name

Parent or Guardian Name (please print and sign here) Date



DRESS CODE GUIDELINES

As published in the 2012-2013 Student & Parent Handbook*

Suffield Academy's dress code provides an essential element of a foundation for success. Students who enroll at Suffield should do so with the expectation that they will be asked to abide by the letter and the spirit of Suffield's dress code. The letter of the dress code is embodied in the guidelines below.

The intent of the dress code is to encourage appropriateness of dress for both boys and girls. Students should keep themselves clean and neat, and clothing should be in good repair. One key element of appropriateness is modesty in dress that is neither in bad taste nor distracting or revealing.

Note: Boys' and girls' formal dress applies to clothing worn during the class day (Monday through Saturday) and within the academic buildings/quadrangle (south of Stiles Lane and west of Main Street).

BOYS' FORMAL DRESS

- A sport jacket with buttons (no zippers) and a formal lapel (not collar) must be worn at all times, except during the month of September.
- A tucked-in dress shirt and tie, a non-zippered turtleneck shirt/sweater, or mock turtleneck in good repair.
- Dress slacks, corduroys or chinos with hidden tailored pockets and no frayed bottoms; a belt is required for boys.
- Dress shoes and socks.

GIRLS' FORMAL DRESS

- A dress, which must extend to the knee. Dresses without sleeves must be accompanied by a sweater; footwear must be either dress shoes or styled sandals.
- A dress skirt, which must extend to the knee, with a buttoned, woman's blouse or woman's dress shirt; or turtleneck shirt/sweater; footwear must be either dress shoes or styled sandals.
- Dress slacks, corduroys, or chinos with hidden tailored pockets and no frayed bottoms accompanied by a woman's blouse or woman's dress shirt or turtleneck shirt/sweater.

Note: A dress shirt does not include rugby shirts, tank tops, short or long-sleeved polo shirts, flannel shirts, or any shirt with writing. Shoes that attach only between the toes are not permitted.

SATURDAY MORNING DRESS CODE

Students may choose between formal dress code and Suffield Spirit dress code from 8:00-11:15 A.M. on Saturday mornings, except when otherwise stipulated. Suffield Spirit Dress includes the following—visible Suffield regalia (athletic jersey or Suffield Academy clothing from the school's bookstore) above the waist in conjunction with formal dress for boys and girls. The intent of this dress code option is to encourage school spirit.

*Dress code is subject to change. Please refer to the 2013-14 Student & Parent Handbook when it becomes available in July 2013.