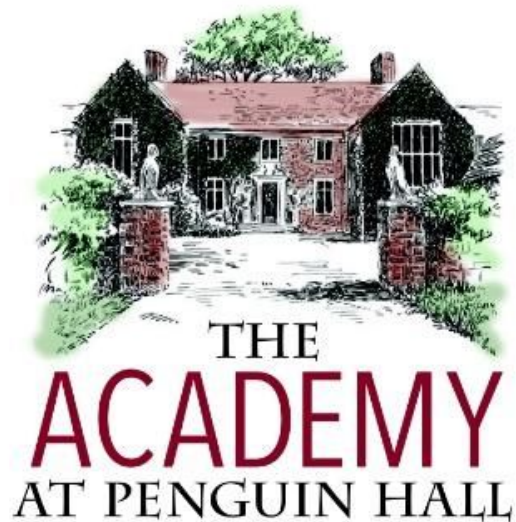


The Academy at Penguin Hall Student Handbook 2018-2019



educate ~ enlighten ~ empower

Last Edited:
July , 2018

The Academy at Penguin Hall's Mission is to educate, enlighten and empower young women to live and to lead exemplary lives.

The Academy at Penguin Hall is an independent, college preparatory secondary school for young women which is committed to developing the whole person: intellectually, spiritually, socially, physically and creatively.

About this Handbook

This Student/Parent Handbook is intended to serve as a guide to help students and their families come to know The Academy at Penguin Hall's programs and opportunities as well as to set forth basic expectations and agreements. Please take the time to familiarize yourself with the contents. We are hopeful that the handbook will answer many questions you may have about academics, security, discipline, Academy rules, safety, athletics and other topics. Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at the Academy. The rules, policies and procedures set forth in this handbook are intended to apply under normal circumstances. However, from time to time, there may be situations that require immediate or nonstandard responses. This handbook does not limit the authority of The Academy at Penguin Hall to deviate from the normal rules and procedures set forth in this handbook, and/or to deal with individual circumstances as they arise in the manner deemed most appropriate by the Academy taking into consideration the best interests of the students, the Academy, its faculty, employees, and/or overall Academy community. These policies, rules and guidelines may also be revised or updated periodically, even during the school year. You will be advised of any changes as they are made either electronically (email) or by mail. Any student or parent with a question about any handbook policy or statement should feel free to speak with the Dean of Academics or the Dean of Students. This Handbook supersedes any other manuals or guidelines that have been previously published and any other prior practices related to the policies in this Handbook. All such prior manuals, guidelines, and practices are hereby revoked.

Non Discrimination Policy

The Academy at Penguin Hall prohibits discrimination in education based on race, color, national/ethnic origin, religion, physical ability, sexual orientation, social class or economic status. The Academy admits students of any race, color, national or ethnic origin to all of the rights, privileges, programs and activities generally accorded to students at the Academy. All educational policies, admissions policies, scholarship and financial aid programs, athletic policies and general Academy policies are administered in a non-discriminatory manner. This policy is not intended to disallow special financial aid or admissions policies intended to increase diversity. The Academy is committed to a diverse community, which includes students with disabilities.

Letter from the President

Dear Students:

Welcome to the new academic year. The Student Handbook provides you with the expectations you will need to live out The Academy at Penguin Hall's mission each day both within and outside the classroom. Please review the pages that follow carefully. They will help you to honor your commitment to take care of each other, contribute to a positive culture, become your best possible self and reach your full academic potential.

The Academy at Penguin Hall is a family, and as in any family, routines and rituals facilitate safety and order. We count on each of you to build up this family spirit as you strive to become women of faith, character and vision.

I look forward to great new year!

Warmly,

Molly Martins
President, The Academy at Penguin Hall

TABLE OF CONTENTS

Areas of Development	6
Basic Information	8
Business Office	9
Attendance	11
Academic Life	15
Student Life	20
Regulations to Foster School Community	27
Dress Code	36
Athletics	38
Technology Resources & Guidelines	41
Appendix	45
Index	58

AREAS OF DEVELOPMENT

Our mission and program are based on educating, enlightening and empowering young women to live and to lead exemplary lives. This program is focused on six areas of development to acknowledge and support the whole student--mind, body and spirit.

Academics

The Academy at Penguin Hall provides a student-centered, diverse and challenging college preparatory educational experience. Our interdisciplinary approach enables comprehensive study through the integration of meaningful student research, collaboration, community partners and life-changing service learning. A student-centered approach to learning invigorates the educational environment with real-world relevance, and sparks students' desire to explore, investigate and understand the world. Our program helps students grow while preparing them to be independent thinkers and strong self-advocates. Graduates of The Academy are prepared for college and more importantly empowered for life.

Arts

Participation in the arts encourages students to react to, to record and to share impressions of the world. Fine art, digital art, music, voice, band, theater and dance offerings afford our students the opportunity to find their creative voice. Our students express themselves through the arts, develop their imagination and curiosity, and embrace beauty and originality, thereby enriching life and nourishing the body, mind and spirit. We participate in the Massachusetts Drama Festival, many music concerts, theater performances and public art installations.

Athletics, Health and Wellness

Athletics, health, and wellness are essential to the program at The Academy. Participation in athletics is integral to the educational experience of the whole person. The commitment to working with others toward a common goal, and the adherence to codes of fairness and good sportsmanship are imperative. Therefore, we strive to provide an environment that promotes the values - leadership, respect, perseverance and faith - through interscholastic and intramural competition.

Community

We are a community not only of scholars, but engaged, committed citizens. Our students are part of many communities: family, school, local, and a global community. We encourage our Academy community to support one another, celebrate one another's successes and share each other's burdens. Each month our students, faculty and staff take time to

celebrate community in a myriad of ways: team building, inspirational guest speaker discussions, meetings with community leaders and fun student planned activities.

Service

Our program combines learning goals and community service in ways that can enhance both student growth and the common good. Service to those in need is woven into the fabric of our Academy. Service retreats under the direction of Campus Ministry and fundraisers for student chosen charities afford the students a variety of options to effect change in others' lives. This experience can improve students' abilities to apply what they have learned in the real world. Students have much to learn from those they serve. Their developing identities are shaped in part by their active service to others in the Academy and the global community.

Spiritual Life

The Academy is committed to offering our students varied experiences for prayer, mindfulness, introspection and service. Through this process, students will aspire to higher ethical standards, integrity and dignity. Each year our students participate in retreats. With guidance from Campus Ministry, students will explore age appropriate questions, discuss transitions and the role of women in an ever changing society. Students are encouraged to explore and deepen their faith. Whether you practice a specific faith or unsure of your spiritual beliefs, you are welcome at The Academy at Penguin Hall.

BASIC INFORMATION

The Academy at Penguin Hall
36 Essex Street
Wenham, MA 01984

Phone: 978-468-6200

Fax: 978-468-1929

Website: www.penguinhall.org

Academy Hours

7:00 am – 5:00 pm

After School

After school programs will publish their calendars accordingly.

Administration

Molly Martins, President mmartins@penguinhall.org

Dean Tsouvalas, Director of Advancement & Communication dtsouvalas@penguinhall.org

Jan Healy, Dean of Academics jhealy@penguinhall.org

Anastasia Zink, Dean of Students azink@penguinhall.org

Heather Tripp, Director of Admissions htripp@penguinhall.org

BUSINESS OFFICE

RE-ENROLLMENT PROCESS

Re-enrollment at The Academy at Penguin Hall is not automatic. A student is promoted to the next grade when he or she has satisfactorily met the expectations of her current grade, when The Academy feels it can continue to meet the student's needs, and when the behavior and comportment of the student and family are consistent with the Academy's policies. Re-Admission Policy Re-enrollment decisions are usually made each February by the President. A decision to re-enroll a student and to subsequently forward a re-enrollment contract to the parents is based upon a student's academic record, effort, attitude and behavior throughout the prior year, and upon the willingness of the parents to accept and exemplify their responsibility in the partnership of education, as further described in the Parental Conduct section.

On occasion, re-enrollment contracts are held until later (usually April or May) when the Academy decides that an appropriate decision about placement can be made. In some cases, it may be determined that it is not in a student's best interests to continue at the Academy. This difficult conclusion is only reached after extremely careful consideration. While parents are obviously involved in this process, the Academy will make the ultimate decision, and will assist, if possible, in the process of locating an appropriate alternative school. Families should understand that the Academy reserves the right not to offer a re-enrollment contract for a student if the parents have been uncooperative or if their actions have in any way undermined the effectiveness of our teachers, or if re-enrollment is not in the Academy's best interests.

Failure to submit a re-enrollment contract and deposit by March 26 may result in a loss of financial aid, a spot on the roster, or both.

Re-Enrollment dates at a Glance:

January 11, 2019: Financial Aid Applications submitted. Families must re-apply for Financial Aid annually

January 25, 2019: Re-Enrollment Contracts issued

February 8, 2019: Contracts signed and deposit due to secure space in the upcoming class

TRANSPORTATION

Van transportation to and from the Academy is offered for a fee. Students may choose round trip or one way only. Van routes and exact pickup times are determined annually after considering the geographic distribution of the student body. Vans are scheduled to arrive on campus by 7:30 AM. Vans depart campus at 5:15PM.

In addition, students may choose to use the commuter rail. Discounted tickets may be purchased using an Academy issued MBTA S-Card. A shuttle from the Montserrat train station is available.

TUITION OBLIGATION

Enrollment may be cancelled in writing without penalty, except for forfeiture of the Enrollment Deposit, prior to June 30, 2019. After June 30, 2019 the entire tuition as set forth in the enrollment contract will be collected.

TUITION BALANCES

Participation in athletic activities, the ability to begin the new school year on the first day of school, sitting for exams, and the opportunity to participate in graduation and associated events may all be impacted if tuition balances are not satisfied.

WITHDRAWALS

Students who leave The Academy at Penguin Hall community, either voluntarily or involuntarily, before their graduation date will have their transcripts marked as withdrawn. The Academy recognizes three types of withdrawals:

- **Withdrawn by family** - used when families voluntarily withdraw their daughter
- **Withdrawn by School** - used when the Academy dismisses a student
- **Withdrawn by family pending discipline** - used when the family chooses to withdraw their daughter prior to the completion of a disciplinary process initiated by the Academy

ATTENDANCE

ATTENDANCE PHILOSOPHY

Students are expected to be at school when the Academy is in session. Each student's contributions to class discussions are valuable, as is the understanding developed as a class. In addition, participation in community events is essential to providing a strong, diverse program. Holiday travel reservations should be made well in advance so that students are present during all class and exam days (see the Academy calendar to check vacation dates and dismissal times).

The Academy at Penguin Hall greatly values the academic experience, and regular attendance in class is essential. While an occasional absence may be acceptable, and significant absences are sometimes unavoidable, chronic absence from class undermines the learning process and disrupts the classroom community. Therefore, all students and families must make consistent attendance a top priority. In the case of a significant attendance concern, the Academy will contact the family to discuss the matter and strategize solutions. Long-term or chronic absences from class may jeopardize a student's ability to earn course credit, and may lead to the Academy recommending that a student withdraw from the course or courses in question. For more information on long-term absences, please see the Medical Leave Policy (page 13).

ATTENDANCE POLICY

All students are required to report to school by 7:45 am and be in their first period class by 7:50 AM.

Students who rely upon others for transportation to campus are still subject to disciplinary action if the individual driving the car arrives on campus after 7:45 AM.

Students absent from school are not allowed to participate in any Academy sponsored activity. Exemptions from this policy are granted by the Dean of Students.

Students are expected to attend all scheduled classes. Cutting a class will result in consequences and loss of academic credit and parental notification. A second offense may be cause for suspension.

EXCUSED ABSENCES

Parents must contact the Dean of Students directly to obtain permission in advance for an excused absence for emergencies, religious holidays, or family events such as weddings, funerals, bar/bat mitzvahs, or graduations. Students are responsible for communicating with their teachers and advisor ahead of time. Additionally, students should use the

electronic assignment calendars to keep up with their work, or to turn it in ahead of leaving. Extensions are rarely given for excused absences. Teachers are not expected to provide additional instruction for students on planned extended absences. In order to minimize missed class days, seniors should prioritize published Academy vacation periods, Federal holidays, and summer for visiting colleges.

UNEXCUSED ABSENCES

When a student is absent from school for reasons that are not approved by the Dean of Students, such an absence will be considered unexcused. A student will receive serious academic consequences for unexcused absences, including lateness penalties on work missed and failure of any test or quiz missed during the unexcused absence. Students should not seek individual exceptions to this policy from teachers. Early departures from or late returns to school from weekends or vacations are usually considered unexcused absences.

COLLEGE VISITS

Seniors and Juniors (second semester) may request four (4) days to be excused in order to visit colleges and universities during the academic year. Students must provide a written request signed by parents/guardians, teachers, and the college counselor to the Dean of Students at least 48 hours before the planned absence. College visitation forms are available from the Dean of Academics.

APPOINTMENT SCHEDULING

Appointments are best scheduled during Academy closings or after school. If an appointment must be made during the school day, an explanatory note from the parent or guardian should be sent to the Attendance Officer the day prior to the appointment. It is the student's responsibility to inform her teachers and turn in any work due that day if a class will be missed. All missed tests and quizzes should be rescheduled by the student prior to the dismissal. Students dismissed for morning appointments are expected to return to school for afternoon classes.

ABSENCE PROCEDURES

When it is necessary for a student to be absent from school parents are asked to comply with the following procedures:

1. Parent/guardian calls 978-468-6200 before 8:00 am each day to report their daughter absent from school.
2. Students are expected to communicate with classmates and teachers to acquire missed assignments. In the event of absences of more than three days, a student should contact her advisor to create an academic make-up plan. The onus for setting up this meeting resides with the student.

3. Students are expected to complete all make up work in a timely fashion. Students have one day for each day absent to complete missing assignments. Work not completed within this time frame is subject to academic penalties determined by the individual teacher. Assignments due on the day of an absence should be forwarded to a teacher electronically.

TARDY POLICY

Students are expected to be in their first period class by 7:50 am each day. Any student who is not in her assigned seat by 7:50 am is considered and recorded as tardy.

Students are expected to arrive on time each day. Exceptions to this policy are granted by the Dean of Students and the Attendance Officer. During the winter, hazardous driving conditions are taken into consideration when granting excused tardiness.

Students must arrive at school by 11 am in order to participate in athletic contests.

When a student accumulates three unexcused tardies in one semester, she will be assigned by the Dean of Students to one hour of service to the Academy. Upon the fourth unexcused tardy in the semester the Dean of Students will request a conference with the student and her parent/guardian. Any further days tardy in one academic semester will be considered a serious violation of Academy policy and could result in additional disciplinary action.

TARDY PROCEDURE

1. When a student arrives after 7:50 am, she must report directly to reception. After 8:30 am all tardy students will be reported to the Dean of Students and may be subject to disciplinary action.
2. After signing in at reception, students will report immediately to their assigned class. Failure to report within five (5) minutes to class will result in disciplinary action.
3. All tardy arrivals must see the faculty member of any class missed on that day and submit any assigned work at that time. Any tests or quizzes missed, will be made up that day in the 3-4 pm block.

LEAVE OF ABSENCE

Students with needs for an off-campus medical and/or behavioral health treatment may be required to be away from school for an extended period of time. We affirm that the classroom experience with active participation is central to the learning process, so medical leave will be granted only in consultation with the members of the Student Support Team (Dean of Academics, Dean of Students and school counselor).

Length of Leave: Although it is our hope that a student will recover in the shortest possible time, medical leave is typically granted for up to two weeks. At this time, the Student Support Team will discuss feedback about treatment progress and academic status. If the leave continues beyond three weeks, the Student Support Team will consider whether or not withdrawal from The Academy at Penguin Hall is appropriate.

Number of Medical Leaves: While it is possible that a student may require more than one medical leave during the course of the school year, it is highly unusual. Therefore, if a student needs to be away for health reasons for more than once in a given year, the Student Support Team will consider whether or not withdrawal from The Academy at Penguin Hall is appropriate.

During Medical Leave:

1. Students may not be on campus at any time without explicit permission, in advance, from the Dean of Students.
2. Whenever circumstances allow, students should email their teachers directly about academic work, including assignments and clarifications.

To Return from Medical Leave:

1. Students may not return to any part of campus until they participate in a formal re-entry meeting.
2. Parents should coordinate details of the re-entry meeting with the Dean of Students.

After Medical Leave:

1. The Dean of Academics will meet with the student and her advisor to coordinate support.

PROCEDURES FOR ACADEMY CLOSING OR DELAYED OPENING

On days when The Academy at Penguin Hall will not be in session or will have a delayed opening due to inclement weather, notice of cancellations will be broadcast over television stations WHDH (7), WBZ (4), and WCVB (5) and WFXT (25) television, and on the Academy's web page (www.penguinhall.org). The Academy will also contact families via a Phone Messaging System. Phone messages generally will be sent out between 5:15 am and 5:30 am. Families not wishing to receive a phone message must send a written request to the office (attendance@penguinhall.org) by November 1.

ACADEMIC LIFE

We encourage students to become independent thinkers and learners. The Academy at Penguin Hall's rich and varied curriculum is designed to draw students beyond a mastery of fundamental skills toward the rewards of inquiry, initiative, and reflection.

GRADUATION REQUIREMENTS

To receive a diploma from The Academy at Penguin Hall a student must complete a total of 28 academic credits as follows:

GRADUATION REQUIREMENTS

English	4
Math	4
Science (2 years with a lab)	3
History	3
Foreign Language	3 (at least 2 consecutive years of one language and Latin I for incoming freshmen)
Creative Arts	1
Computer Science	.5
Religious Studies	1
Community Service	25 hours per year

All students must carry (at least) 7 credits per year. The course of study for each year is outlined on the Academy website.

GRADING SCALE

A+ =	97-100
A =	93-96
A- =	90-92
B+ =	87-89
B =	83-86
B- =	80-82
C+ =	77-79
C =	73-76
C- =	70-72
D+ =	67-69
D =	63-66
D- =	60-62
F =	59-below

The Academy at Penguin Hall does not compute a grade point average or calculate class rank. Colleges are provided with the school profile which explains the APH course of study and shows the grade distribution in all courses.

REPORTING OF GRADES

The Academy at Penguin Hall Portal is a web-based communication tool that allows students and parents to access course and grade information. New students and parents will be provided login information during the enrollment process. The Academy strongly recommends that families create a shared plan to guide student and parent use of the grade reporting feature. The Academy at Penguin Hall reserves the right to disable or cancel portal accounts of students and/or parents/guardians who, in the Academy's discretion, abuse this privilege.

PLEASE NOTE: If you have questions or concerns about any grades or assessments, please be sure to discuss them with your daughter before contacting the teacher and/or school counselor. Parents should also refer to the "Parent Conduct" policy in the "Student Life" section of this Handbook regarding the importance of building a constructive relationship and communication with the Academy.

MARKING PERIODS

The Academy at Penguin Hall operates on a semester grading system. At the midpoint of each semester, the interim grading period, the student's advisor will write a formal report of the student's progress. Grade reports, which include both semester grades and a narrative report, will be written by individual classroom teachers at the conclusion of each semester. Please see individual course syllabi for grading policies.

HOMEWORK ASSIGNMENTS

Students are expected to complete all assignments in order to be fully prepared for their classes each day. This will require nightly home study that includes specific assignments as well as study and review of material covered during the academic day. Students are expected to properly use collaboration periods during the school day.

Long-term reading and major papers will be assigned periodically. Students are advised to budget their time appropriately in order to give proper attention to these assignments.

EXTRA HELP

Teachers are available for extra help Monday –Friday (3:00 pm – 4:00 pm). Any student experiencing difficulty in a subject is expected to seek out her teacher for extra help immediately. If more extensive assistance is warranted, a student is expected to seek out her advisor and arrange for additional extra help.

Requests for extra help should be initiated by a student, but can also be initiated by a parent, teacher, school counselor and/or administrator. It is the responsibility of the student being tutored to attend all tutoring arrangements.

COURSE REGISTRATION

The course registration process for the following academic year begins at the midpoint of the second semester. Students are given course registration forms based on their current schedule of courses. These forms also contain the course recommendations made by their current classroom teachers. If students wish to appeal a placement recommendation, they must file a Course Placement Appeal Form. In filing the appeal form, students must clearly articulate their reason for the appeal and they must obtain the signatures of their classroom teacher, their advisor, and their parent/guardian. Once the student collects all the necessary signatures, she must submit it to the Dean of Academics for final review.

The official student schedule for the next year will be posted to the portal in August. All course changes must be approved by the Dean of Academics. While changes in placement can be discussed, the Dean of Academics, will make the final decision. All course changes should be completed by the end of the second full week of classes.

ACADEMIC PLACEMENT OF INCOMING STUDENTS

Incoming students are required to complete a series of placement tests upon enrollment. Placement test results, coupled with previous academic performance and current teacher recommendations, are used to determine appropriate academic placement in the areas of mathematics and world languages. Should there be a question about academic placement, families may request a review of placement by the Dean of Academics.

ACADEMIC TRANSCRIPTS

A transcript of student grades is maintained for each student at The Academy at Penguin Hall. The transcript is the official record of the student's academic achievement in credit-bearing courses. The final grade for each course is reported on the transcript. **D is the passing grade at The Academy at Penguin Hall.** Courses completed at other accredited schools or colleges will be reflected as part of the official transcript after a signed, original transcript has been received by the registrar. Academic transcripts are released to colleges and other institutions as requested by students.

PARENT/GUARDIAN COMMUNICATION WITH TEACHERS

Communication between parents/guardians and teachers is an essential component of The Academy at Penguin Hall educational experience. Prior to contacting teachers, it is important for parents/guardians to speak with their daughters to obtain as much information as possible regarding any concerns.

Parents/guardians should be comfortable with contacting the classroom teacher first when attempting to address concerns or questions. Teachers will answer parent/guardian questions and concerns by the next school day. A faculty email directory is available on the Academy website and messages can be left on their voicemail or email.

In the event that the teacher and parent are not able to resolve questions or concerns, the parent/guardian should then contact the Dean of Academics who will work with the parents to address remaining concerns.

PARENT/GUARDIAN – TEACHER CONFERENCES

Formal parent/guardian conferences are scheduled each November. The conferences are an opportunity to meet with a student's individual course teachers to understand course content, the student's progress, and discuss any areas of concern.

ACADEMIC PERIL

A student in academic peril is a student who is demonstrating poor academic performance or work habits across a number of classes or who has two or more D's or failing grades. In this instance, a Student Support Team comprised of the student's advisor, the student's teachers, the Dean of Academics, the Dean of Students, and the School Counselor will meet with the student to coordinate a plan for greater success going forward. This plan can include, but is not limited to, biweekly monitoring of the student's progress in all classes, required after school extra help sessions with teachers, and a temporary adjustment to the student's extracurricular commitments. In some cases, outside tutoring at the family's expense may be required to support the student. The Student Support Team will monitor the student's progress over a time period determined by the Dean of Academics. At the conclusion of that time period, the Dean of Academics will determine whether the student will return to an independent routine, have the monitoring period extended, or whether a recommendation for withdrawal from the Academy will be made.

COURSE FAILURES AND REMEDIATION

Students who fail a course for the year must remediate the course before they are invited back to The Academy at Penguin Hall. Remediation of a failed course must be approved by the Dean of Academics.

Seniors who fail a first semester course may remediate the course prior to graduation. The remediation program must be approved by the Dean of Academics prior to the initiation of studies.

ACADEMIC INTEGRITY

Academic integrity is at the heart of The Academy at Penguin Hall's mission to educate and empower young women. Our expectation is that our students are honest in all of their interactions with the faculty and administration with regard to their academic work.

Examples of academic dishonesty include:

- Copying another student's work
- Allowing another student to copy your work
- Sharing quiz or test material or answers
- Intentionally missing an assessment by being tardy, absent, or dismissed early
- Lying to a faculty member or an administrator about academic work
- Submitting the same work to satisfy assignment requirements in multiple courses (self-plagiarism)
- Plagiarizing (see broader definition below)

Plagiarism, or representing another's work as one's own, exists on a spectrum. This spectrum of plagiarism includes:

- the word-for-word copying of a work and representing it as one's own
- copying significant portions of text from a single source without alteration
- changing key words and phrases from a single text but representing the work as one's own
- paraphrasing from multiple sources and fitting them together to represent one's own work
- borrowing from a text without citation
- combining cited sources with copied passages without citation or presenting citations that are purposefully inaccurate
- presenting work that includes proper citation but that contains almost no original work (called plagiarism by amalgamation)

All breaches of academic integrity will be referred to the Dean of Students for review and response.

STUDENT LIFE

ADVISORS

The advisor's principal responsibilities include overseeing a student's academic progress and achievement as well as offering advice and support. Furthermore, the advisor is the liaison between the student, the student's family and the Academy. The advisor is typically the first person a faculty member will consult when a student is struggling. Likewise, parents should communicate with the advisor when they have questions about their daughter's life at The Academy at Penguin Hall.

CARPOOLS

Carpools are arranged by parents. Please check the online student directory for the names of other students from your community, and then communicate directly with the families to coordinate travel arrangements.

CARS ON CAMPUS/STUDENT DRIVERS

A student wishing to drive a car to and from campus must register her car with the Dean of Students. Students must park in the designated lot. Student cars parked outside of the designated lot are subject to tow. Students are not permitted to visit their car during the academic day or leave campus without the express permission of the Dean of Students. Students who violate these policies are subject to disciplinary action. The Academy does not assume responsibility in case of accident, loss or damage to vehicles parked on Academy property. Before riding with anyone other than an APH parent or faculty/staff member, a student's parent or guardian must grant express permission by calling the Academy or contacting the Academy through the parent portal. Students found riding in or having ridden in a car without permission may be subject to disciplinary action.

CELL PHONES

The guiding principle for the use of mobile devices is that they support the teaching and learning process while never detracting from community interactions. Cell phones are not to be used in classes and the power should remain off. Should the phone vibrate or buzz, the phone will be collected by the teacher and returned at the end of the day. Should a student continue to misuse her phone, she will be subject to disciplinary action.

CLEANLINESS OF CAMPUS/FOOD ON CAMPUS

Students are expected to help maintain a neat and clean campus. Students must use waste and recycling receptacles that are provided throughout the campus, and always clean up after themselves. Recycling of materials is required. Only liquids in reusable cups with lids will be allowed in the classroom. The Academy is committed to sustainability and provides water fountains for students to fill their water bottles. Students may not eat during class as it provides a distraction from the learning environment. Each morning, students will be given the opportunity to enjoy a midmorning snack. Students may pack their own snack or

purchase one in the bistro. Food of any kind should only be consumed in the bistro or outside the building.

CUSTODY

A parent who has court-ordered custody arrangements for a daughter must file a court-certified copy of the custody section of the divorce decree, or other official custody ruling, with the Academy prior to admission. In the case of students already enrolled, the court-certified copy must be submitted as soon as possible. The Academy will not be responsible for failing to honor any change in custody arrangements if it has not been properly notified. If it is desired that the Academy send mailings to the custodial and non-custodial parents of a student, a written request must be submitted to the Office: penguinhall@penguinhall.org.

DOMESTIC/INTERNATIONAL TRAVEL AND EXCHANGE PROGRAMS

To enhance the overall experience at The Academy at Penguin Hall, the Academy provides qualified students several educational opportunities involving domestic and international travel. All Academy rules and regulations, with the exception of the dress code, apply to all international and domestic travel programs. Parents/guardians and students are required to complete a separate release form for all Academy related travel.

Students must be in good academic, disciplinary, including attendance/tardiness and financial standing in order to be eligible in order to participate in travel programs. If a program commences immediately after an academic assessment report or marking period and the student receives one or more failing grades, she may not be allowed to participate.

Students who are not in good disciplinary standing are not eligible to participate in domestic or international travel programs offered or sponsored by The Academy at Penguin Hall. All travel programs sponsored by The Academy at Penguin Hall are connected to the academic program and rooted in the mission of the Academy.

Students participating in domestic or international travel which exceeds \$250 must purchase travel insurance. The Academy at Penguin Hall encourages the purchase of travel insurance for all travel. All participants in travel programs are required to complete a covenant agreement with the Academy. Violations of the covenant render a student liable to disciplinary action, up to and including not participating in the trip/program.

Students of The Academy at Penguin Hall who serve as hosts to guest students are expected to uphold the reputation and good name of The Academy at Penguin Hall at all times while the guest student is in their presence. Decisions or actions that jeopardize the good name of The Academy at Penguin Hall and/or the safety of the Academy's guest or any other person will result in disciplinary action.

ELECTRONIC DEVICES

Electronic equipment used solely for personal entertainment are not to be seen or used on campus between a student's arrival on campus and 3:00 pm. These devices should not be used for watching videos/movies or gaming prior to 3:00 pm. After 3:00 pm, videos/movies, gaming, and any other uses of such devices should be consistent with the mission of the Academy. The unauthorized use of camera phones or other recording devices, still and video, is strictly prohibited. Use of such devices is not permitted at any time on campus without the permission of the Academy administration. Any electronic device brought onto the campus or to any Academy sanctioned activity or event may be confiscated by the Academy and/or searched by the Academy at any time.

FIELD TRIPS

Students are required to have a transportation form electronically signed by a parent or guardian on file prior to participating in any Academy-sponsored field trip. Prior to the field trip moderators will email students and parents the details of the trip.

On all Academy-sponsored field trips, an appointed moderator represents the Academy. Students are responsible to this person, and all Academy regulations and policies, including dress code, are in force throughout the field trip.

Students are required to use Academy provided transportation on all field trips. Students must be academically eligible to participate in field trips.

Students are required to inform teachers of their participation in field trips and gather assignments at least two days prior to departing. Any academic assignments that were due on the day of the field trip must be submitted on that day.

FIRE ALARM AND OTHER CRISIS SITUATIONS

Whenever the fire alarm signal sounds, all classes must proceed immediately, quickly and silently along the route designated for each classroom. When the signal is given, classes will return to their classroom in a quiet and orderly fashion.

For other emergencies, students will follow the directions given over the Academy's public address system.

Students who are in hallways and/or outside during unstructured time should report to the nearest faculty member to receive instructions.

GUESTS ON CAMPUS

The expectation is that all guests on campus will check in at the front desk of the Manor House. Furthermore, students are not to have non-Academy friends on campus without permission from the Dean of Students.

GUIDELINES FOR USE OF ACADEMY BUILDINGS BY STUDENTS

Academy buildings are open for student use beginning at 7:00 am. Unless another Academy- based activity that a student will be attending is occurring on campus, students should be picked up from campus by 5:15 PM.

Unless properly supervised by a member of the faculty, all students must vacate all classrooms, computer rooms, studios and laboratories by 4:00 PM. The students will be able to study quietly in the Student Center until 5:15 PM.

HEALTH INFORMATION/MEDICATION

As a condition of continued enrollment, parents and students consent to the release of any of the student's health related information, including information relating to drug treatment, testing, medical and mental health records, to employees or agents of The Academy at Penguin Hall, as determined by the President or his or her designee, to meet the medical or safety needs of the student and the community or the legal responsibilities of the Academy.

The Academy at Penguin Hall will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related information within its care or custody. While it is the obligation of the Academy to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and wellbeing of our students and our community. Thus, parents/guardians and students consent to allow employees and agents of the Academy who have a need to know medical and/or psychological information necessary to serve the best interests of the student and/or the community. In the event of a disclosure required by law, every effort will be made to notify the student and/or parents/guardians in advance.

Parents and students are required to provide the Academy with a list of all medications that the student currently takes, including prescription and non-prescription medication. Academy policy prohibits students from self-administering any medication, prescription or over-the-counter. Certain limited exceptions may be made for emergency medications such as asthma inhalers, epinephrine auto-injectors, or insulin. In the case of a student who may require such medications, parents and students should consult with the front desk attendant or his/her designee to develop appropriate measures.

LOCKERS

All students will be assigned book lockers complete with a lock. Only locks issued by the Academy may be used to secure Academy lockers. The Academy at Penguin Hall is the exclusive owner and a cotenant of all Academy lockers and reserves the right to search a locker at any time. The Academy at Penguin Hall does not assume any responsibility for any items that are lost or stolen from lockers. Students may only use the Academy locker assigned to them. Students are not permitted to place anything in the lock in an effort to keep the lock from engaging.

All students are required to lock their valuables in their lockers. Book bags and athletic bags should never be left unattended. The Academy at Penguin Hall does not assume any responsibility for items lost or stolen.

LOST AND FOUND

A lost and found for books, clothing and other items will be maintained in the Student Center. Unclaimed items are discarded or donated to charity at the end of each quarter. The Academy at Penguin Hall is not responsible for lost or stolen items.

MESSAGES

Parents/guardians are asked to refrain from calling or texting with their daughter during the academic day. In the event a parent/guardian needs to get in touch with their daughter they should contact the office and messages will be delivered to the student.

Students are required to check their Penguin Hall email address at least once each day. The Academy email system is used to communicate a number of announcements throughout the school year.

PARENTS AWAY

Parents are asked to inform the Academy if they will be away and a student will be staying with someone else as temporary guardian. The Academy should receive the name and phone number of the guardian and the dates involved. All correspondence should be directed to the Dean of Students.

PARENT CONDUCT

Parents and guardians are responsible for respecting the rules and regulations described in this handbook. The Academy believes that a positive and constructive working relationship between the Academy and the parent or guardian is essential to the fulfillment of The Academy's mission. The Academy reserves the right to terminate enrollment of a student if the Academy concludes, in its sole discretion, that the actions of a parent or guardian seriously interfere with the Academy's accomplishment of its educational purpose or mission, or if any parent or guardian fails to work in a positive or constructive manner with

the Academy or otherwise fails to respect and support the policies, rules and disciplinary decisions of the Academy.

ROOKERY

Rookery is so named after the penguin habit of gathering in large masses during nesting season. Following the old adage “many hands, light work,” Rookery asks our students to provide service back to the community two times a week. Divided into groups, students will spend about twenty minutes twice a week either resetting the dining room after lunch (including washing the dishes) or tidying the campus common spaces. Rookery exposes students to a variety of working experiences, reaffirms the goodness of service to others and the dignity of all work, and teaches our students the value of stewardship.

Furthermore, through Rookery students grow to understand that the community is depending on them to perform their duties. We expect every student to be honest and forthright in her meeting obligations to Rookery. This means:

- Every Student participates in Rookery up to twice a week at the end of her lunch period
- Students cooperate with adult and student leaders
- Aside from absence due to illness, academics or athletics, students must arrange for a substitute if they will miss their assigned job.

Academy DANCES

The House Council will sponsor dances for the student body. Dance dates are posted on the Academy calendar. The Academy at Penguin Hall dances are open to all of The Academy at Penguin Hall students and guests from invited schools. Guests from non-invited schools must be registered guests of a student. Registration will be coordinated through House Council and the Dean of Students. All guests are required to present a picture ID at the entrance to the dance. All students attending the dance are expected to obey the rules of conduct. Violations of the rules will result in disciplinary action. If a student’s guest(s) violates the code of conduct at the dance, The Academy at Penguin Hall student will be held responsible for the behavior of her guests. Should an invited guest be expelled from a dance, disciplinary action will be taken against The Academy at Penguin Hall student. No bags/backpacks are allowed at the dances by either students or guests.

Students must be present at school on the day of the dance in order to attend any dance.

The Academy at Penguin Hall students are expected to behave in accordance with the mission, vision and values of the Academy. Any behavior contrary to The Academy at Penguin Hall’s values or which denigrates the inherent dignity of our guests, chaperones, other students or staff will render a student subject to disciplinary action. Likewise, guests are expected to behave appropriately and comply with the Academy’s code of behavior. If

they do not, the student responsible for the guest will be held accountable for the guest's actions. A code of behavior is posted at the entrance of each dance.

Rules for Academy Dances:

- Only The Academy at Penguin Hall students and guests may attend.
- All guests must be in high school.
- Doors will close when we have reached capacity or by 8:00 pm. No guest admittance after this time.
- All students should be picked up **NO LATER** than the specified time.
- All students/guests must show respect for the staff, faculty, campus, each other and themselves.
- No backpacks or large bags are allowed. All purses, handbags, pockets may be searched.

Academy IDENTIFICATION CARD

Students are required to carry their official Academy identification card with them at all times, during school and at all Academy-related functions and activities. Loss of a student ID card should be reported to the advisor immediately. Replacement cards will be provided for a \$25.00 fee and it may take up to 24 hrs. for the new card to be printed.

Student ID cards are non-transferable and lost cards should be reported, for deactivation, to the Dean of Students, as soon as possible. Use of a student ID by unauthorized persons will result in disciplinary action.

STUDENT DIRECTORY

There is a Student Directory that includes a student's name, parent/guardian's name, address, phone number and home email address in The Academy at Penguin Hall's portal.

REGULATIONS TO FOSTER SCHOOL COMMUNITY

The Academy at Penguin Hall endeavors to provide an atmosphere in which faculty and students will develop a Spiritual Community through mutual understanding, cooperation, and respect. The Academy's philosophy of discipline is rooted in a commitment to respecting the inherent dignity of all human beings and a desire to enhance the common good. The purpose of Academy policy is to establish the general expectations of student conduct so as to foster the development of self-responsibility, self-discipline and mutual respect in our community. The Academy at Penguin Hall community regards discipline as a necessity for the attainment of individual and community goals, and involves the provision of structures which help a student develop motivation and self-esteem through the encouragement and expectation of responsible behavior.

Individuals are held accountable for decisions that are contrary to the common good as a means of developing a community where students endeavor to take ownership of poor decisions and learn to use better judgment. Within this policy the Academy identifies infractions that will merit discipline. The Administration specifically reserves the right to hold students accountable for decisions, actions or statements, on or off campus, that violate the mission, vision, values and policies of The Academy at Penguin Hall, in accordance with the stated policies and disciplinary sanctions. Stated policies of The Academy at Penguin Hall are outlined in this *Student Handbook* and on the Academy website. The contents of the Academy website are considered an addendum of this student handbook and are governed by the Student/Parent/Guardian contract submitted each year.

Please note that this *Student Handbook* is not exhaustive, and that the Administration reserves the right to hold students accountable for actions and/or decisions that are not specifically identified herein, should any such actions or decisions be deemed contrary to the mission and values of The Academy at Penguin Hall

The Administration is responsible for the clear communication of Academy rules and procedures through the *Faculty Handbook* and *Student Handbook*. The goal is to create an academic atmosphere that enhances teaching and learning opportunities throughout the campus. The following activities constitute major rule violations:

1. Any act of dishonesty, including academic dishonesty
2. Defacement, destruction, or abuse of personal or Academy property - this includes, though is not limited to tampering with fire extinguishers or fire alarms
3. Violence including (without implied limitation) the throwing of punches or a serious physical struggle. Likewise, threats of violence (physical, verbal, emotional) made in person, electronically, or through other means or people, will not be tolerated.

4. Possession of a weapon or other dangerous object on campus or at any off campus Academy-sponsored activity. Dangerous objects include, without implied limitation, items such as guns, firearms, explosive devices, knives, slingshots, pepper spray, and other chemical sprays.
5. Bullying, harassment, discrimination, hazing, sexual assault, or sexual harassment. A detailed plan for anti-bullying and hazing can be found in the appendix of this document.
6. Possession, use, or supplying of any illegal drug or alcohol, or related paraphernalia; supplying drugs prescribed for another; abuse of over-the-counter or prescription medications; being in the presence of others who violate the Academy's rules concerning drugs/alcohol; or returning to the jurisdiction of the Academy, showing evidence of having used alcohol or illegal drugs, or misuse of prescription or over-the-counter medication
7. Theft, attempted theft or possession of stolen goods
8. Smoking or the use of smokeless tobacco, e-cigarettes or vaping
9. Truancy - absent part or all of a school day without Academy and/or parent permission, including, but not limited to, "skip days"

DISCIPLINARY SANCTIONS

A student may be subject to disciplinary action, up to and including dismissal, for any conduct, on or off campus, which is of such a nature as to jeopardize the good name of the Academy, or which is detrimental to the common good, or harmful and offensive to faculty/staff or fellow students, jeopardizes the health and/or safety of the faculty, staff or fellow students or violates the mission, policies and expectations of The Academy at Penguin Hall.

Typically, the Dean of Students will meet with students when dealing with disciplinary issues and/or will take such other responsive action as deemed necessary under the circumstances. The Dean of Students has the authority to assign consequences for disciplinary infractions that include, but are not limited to, detention, mandatory service hours, suspension, probation or recommend dismissal to the President. Continued poor conduct or a single serious offense will result in suspension, probation, or the recommendation of dismissal from the Academy. The Dean of Academics will determine the sanction based on the nature of the infraction. Typical sanctions include, but are not limited to those listed below.

RESTORATION OF COMMUNITY

Students have a direct responsibility to meaningfully contribute to the community. If a student takes away from the community, an appropriate action will be assigned to restore

harmony. In addition, students and parents are responsible for reimbursing The Academy at Penguin Hall for any damages and/or theft of Academy resources.

DETENTION

Students who have violated minor Academy rules may be assigned to detention. Detention will be scheduled by the Dean of Students and will be held from 3:10 - 4:00 pm. Students assigned to detention are required to attend or they will face further disciplinary action.

SERVICE HOURS

Service hours will be used as the consequence for multiple or more serious infractions of Academy policy as determined by the Dean of Students. Students will be provided a deadline for the completion of the service hours. Failure to complete service hours will result in more serious disciplinary action. Service sites must be approved by the Dean of Students prior to the service work commencing.

SUSPENSION

Suspension is used as the consequence for multiple minor infractions or a single major infraction of Academy policy. Suspension is the temporary separation of the student from the class day in order to allow the student to reflect upon the nature of her poor decision-making. In the event it is necessary to suspend a student, the Dean of Students will contact a parent/guardian and conference with them in person or via phone conversation. There are two forms of suspension: in-school suspension and external suspension.

Students placed on **in-school suspension** will be allowed to complete academic work for credit. Students will be required to stay in an assigned location on the day(s) of suspension until they leave at the conclusion of the school day. Students on internal suspension may not participate in any athletic, recreational, co-curricular or Academy-sponsored events during the time of the suspension and must leave campus at the close of the school day. Upon return to classes from a suspension, the Dean of Students will determine when a student is eligible to resume participation in or attendance at any Academy functions or related activities

Students placed on **external suspension** are prohibited from being on campus and from participating in any athletic, recreational, co-curricular or Academy sponsored events during the time of external suspension. Students on external suspension may receive permission from the Dean of Students to contact teachers for work or assistance. A student on external suspension should coordinate with her Academy Advisor and teachers to discuss the form of make-up work that will be acceptable. Assignments due during the suspension should be completed and submitted on the first day the student is eligible to be back in school. Violation of these terms render a student liable for expulsion.

When a student is externally suspended, she will receive a letter outlining the causes for the suspension and a contract outlining the action plan to prevent future incidents. Copies of both documents will be maintained in the student's official file. Upon returning to school after a suspension, the student must meet with the Dean of Students and present her contract, signed by the student and her parent(s)/guardian(s). Should a student not fulfill the criteria of the signed contract, she shall be subject to expulsion from The Academy at Penguin Hall. Students suspended from The Academy at Penguin Hall are automatically placed on disciplinary probation for a minimum of one semester.

PROBATION

Probation is assigned when a student is disciplined for frequent repetitions of the same offense, for multiple offenses, or for a serious infraction of the Academy's rules or when she has been suspended from the Academy. A student is placed on probation and assigned terms of probation by the Dean of Students. A student on probation is expected to demonstrate immediate and marked behavioral improvement during the probationary period. Any continued violation of the rules and regulations of the community while on disciplinary probation is regarded as a serious offense and will subject the student to expulsion.

Probationary status will be reviewed quarterly. A student on disciplinary probation will be required to meet with the Dean of Academics and the Dean of Students to determine whether she is eligible to return to The Academy at Penguin Hall for the following academic year.

DISMISSAL

Expulsion is the permanent dismissal of a student from the Academy. It is employed in extreme situations when a student by her behavior demonstrates that she cannot function within the desired goals of the Academy and actually poses a threat to those goals. Once expelled there is no re-entry into the Academy. A student will be subject to expulsion for any conduct either at or away from the Academy which is of such a nature as to jeopardize the good name of the Academy, or which is detrimental to the common good, or harmful or offensive to any member of the Academy community.

AUTOMATIC DISMISSAL

If a student's behavior is determined to be an immediate threat to the Academy community or community at large, the President or his/her designee may issue an automatic dismissal from The Academy at Penguin Hall. The dismissal is immediate and prohibits the student from attending the Academy as a student, being on campus and attending Academy sponsored events.

The list above of types of discipline is not intended to be exhaustive. The Academy at Penguin Hall reserves the right to impose other forms of discipline or corrective action as the Academy deems appropriate. Examples include (without limitation) letters of apology, essays or research papers, or assistance with a Academy-sponsored program.

INVESTIGATIONS

Students are expected to cooperate in investigations. Students are expected to be honest, but honesty is not necessarily a mitigating factor, and students' own statements may be used against them. Failure to cooperate with an investigation may be cause for disciplinary action.

If a student refuses to participate or cooperate at any stage of an investigation for whatever reason, including, but not limited to pending criminal charges, the Academy reserves the right to take action, including proceeding without a statement from the student, or to withdraw the student from The Academy at Penguin Hall.

RIGHTS OF THE ACADEMY ADMINISTRATION – SEARCHES

The Academy at Penguin Hall is a community that endeavors to provide every student with the emotional and physical safety she deserves. When any member of the faculty or Academy administration has reason to suspect that a student has jeopardized the safety of herself or others, been involved in a disciplinary infraction, or may possess any contraband material, on campus or at an off-campus Academy-sanctioned or sponsored event/activity, the Academy administration reserves the right to search any item in the student's possession or belonging to a student, including, without limitation, a book bag, gym bag, backpack, locker, vehicle or other possessions of such student. In addition, in the Academy's ongoing efforts to ensure compliance without rules and that students engage in appropriate behavior, and to maintain a substance free and safe school environment, the Academy can choose to conduct a random search of any area of the Academy premises, including but not limited to the Academy's electronic systems and technological resources, as well as any item of a student's personal belongings or vehicle at any time and without prior notice.

The right to search and sanction is extended to any electronic resource used by students at the Academy or Academy-related activities. Electronic resources include, but are not limited to:

- student-assigned or student-owned computers
- cell phones, other electronic equipment
- Facebook, Instagram, Twitter, Snapchat and all other social media sites

The administration reserves the right to hold students accountable for any material posted on their devices, equipment, or sites that is contrary to the mission at The Academy at

Penguin Hall. The administration may review social networking sites and other Internet activity at any time.

“IN THE PRESENCE OF” RULE

The Academy at Penguin Hall expects each member of the community to help maintain the community rules. Therefore, students who are in the presence of others who are violating Academy rules must remove themselves or they may face the same penalties as the primary offender.

OFF-CAMPUS BEHAVIOR

Students should be aware that certain activities outside of Academy hours or off Academy property may result in loss of Academy privileges and other disciplinary action up to and including suspension or dismissal. Students may be subject to discipline for misconduct which is, or may be, disruptive of the educational process, interferes with the work of the Academy, is contrary to the mission of the Academy, impinges on the rights of other students, employees, or members of the Academy community, or has a direct or immediate effect on the discipline or general welfare of the Academy, even if such conduct takes place off campus, during non-Academy hours or on breaks from the Academy. Such conduct will be evaluated at the sole discretion of the Academy, and the Academy reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct which may have disciplinary ramifications at the Academy include: any violation of law; underage purchase, use or possession of alcohol or a controlled substance; use or misuse of computers, electronic messaging systems, or websites (personal, at home or at the Academy), which do, or could, impact the welfare of any member of the Academy community or the reputation or functioning of the Academy.

DRUG AND ALCOHOL POLICY

Statement of Philosophy

The Academy at Penguin Hall is committed to maintaining a school community that is drug and alcohol free. It is the responsibility of all students, parents, faculty and administrators to work together to achieve this goal. To be supportive of this effort The Academy at Penguin Hall offers a series of educational programs that provide students with developmentally appropriate information related to the abuse of alcohol and drugs. The Wellness and the educational program focuses on the prevention of use as well as decision making and personal responsibility. Counseling related to drug and alcohol use is available through the School Counselor. Students may refer themselves to the School Counselor. Faculty, administrators and parents may also make referrals to the School Counselor. The primary emphasis of the program is directed toward deterrence and intervention for students seeking assistance. Support systems and appropriate interventions will be developed according to the student's needs.

Any violations of this drug/alcohol policy will result in disciplinary and/or rehabilitative action, and possible prosecution by local authorities. Even drug and alcohol violations during non-Academy time and/or off-Academy premises may have ramifications, including but not limited to loss of privileges or other disciplinary action at the Academy's discretion.

Specific Violation and Consequences

- Any student who sells or distributes alcohol or prohibited substances will be recommended for dismissal from The Academy at Penguin Hall and be reported to the appropriate law enforcement agency.
- Any student who possesses, uses, is in the presence of, or is under the influence of alcohol or prohibited substances, or possesses drug paraphernalia may be suspended from the Academy and subject to any of the following stipulations:
 - the student may be required to undergo an assessment by a professional substance abuse counselor or other appropriate medical professional. If this occurs, the student will be required to submit a complete drug/alcohol screening according to the conditions dictated by The Academy at Penguin Hall.
 - the student may be placed on disciplinary probation or other leave status, and may be subject to expulsion.
 - if allowed to reenter the Academy, the student will participate in a conference with the Dean of Academics, Dean of Students, School Counselor and Parent(s)/Guardian(s). The conference will result in a reentry contract that will outline all expectations of the student.
 - if the student is not expelled for a first offense, a second offense at any time during a student's tenure at The Academy or failure to comply with stipulations of the reentry contract or outside counseling agency will render a student subject to dismissal.
 - student athletes in violation of this policy are subject to sanctions outlined in the MIAA Blue Book (Rule 62) and subject to being suspended from the team by The Academy at Penguin Hall for the entire season of play. For MIAA purposes The Academy at Penguin Hall defines the season of play as September 1 – August 30.
 - the Academy reserves the right to impose other disciplinary or corrective action as it deems is appropriate.

In addition, The Academy at Penguin Hall may require, without prior notification, that a biochemical test for drugs and/or alcohol be performed on a student at any time. The cost of such testing is the responsibility of the parents/guardians. Failure to appear for testing, failure to provide a sample, or evidence of attempted adulteration may cause a test to be presumed positive. A positive test may result in disciplinary action including possible immediate expulsion.

SEXUAL AND OTHER HARASSMENT POLICIES

The Academy at Penguin Hall is committed to providing an educational environment that is free of sexual harassment. This Academy will not tolerate sexual harassment of students, employees or other members of the Academy community by anyone, whether on Academy property, at Academy-related activities or events off Academy property, or at Academy-sponsored social functions. It is also a violation of this policy to condone sexual harassment by another person. For purposes of this policy, to "condone" sexual harassment means to participate in such harassment by inciting, encouraging, fostering or otherwise giving support or approval to that harassment. Also prohibited is any retaliation against any other person because s/he complains of sexual harassment or assists an Academy investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint. The Academy will take seriously all complaints of sexual harassment, the condoning of sexual harassment or retaliation and will have each such complaint thoroughly investigated. A more detailed policy in regards to sexual harassment can be found in the appendix.

CHILD ABUSE, SEXUAL ABUSE, & NEGLECT

The Academy at Penguin Hall is dedicated to the goal of protecting our students from child abuse and neglect and to responding effectively to incidents of child abuse and neglect. Under Massachusetts General Laws (M.G.L) c. 119, § 51A, certain persons in their professional capacity are mandated to report child abuse and neglect when they have reasonable cause or suspicion to believe that a child under the age of 18 years is suffering physical or emotional injury resulting: (i) from abuse by a caretaker that causes harm or substantial risk of harm to the child's health or welfare, including, but not limited to sexual abuse; or (ii) from neglect by a caretaker, including malnutrition. As required by this law, all employees of the Academy are obligated to report all suspected cases of child abuse, including sexual abuse and/or neglect to the Massachusetts Department of Children & Families.

Students who feel they are a victim of such mistreatment are encouraged to report such mistreatment to any counselor, teacher, or to the Dean of Students. Any person within the Academy community with any knowledge whatsoever of suspected abuse or neglect, or any concern about possible abuse or neglect, should report it immediately to the Dean of Students, or a school counselor so that appropriate reporting to the State and necessary responsive actions can be taken. Failure to report is a crime, but good faith reports are protected under the law. The Academy will cooperate with any investigation or services provided by the Department of Children & Families and will support the student who is a victim in any way the Academy can.

DISCIPLINE RECORDS

In accordance with the laws of the Commonwealth of Massachusetts, the Dean of Students will maintain records of offenses reported for each student. The Dean will inform the parents of all serious offenses, or the accumulation of minor offenses. When necessary, the Dean will request a parental conference to discuss a student's conduct. A student's discipline record is an internal document, but information from a student's discipline record can be shared with a receiving school or a health care professional, as the President, in his/her discretion, may determine is warranted. All discipline records are expunged either three years after a student graduates from The Academy at Penguin Hall, or when the student turns 21, whichever occurs later, unless such records are subject to or related to any investigations or legal proceedings, in which case they will be preserved for the duration of such investigations and related proceedings.

DRESS CODE

DRESS CODE PHILOSOPHY

A positive learning climate that promotes mutual respect and personal growth is an essential component of The Academy at Penguin Hall community. The Academy at Penguin Hall acknowledges students' need for self-expression and students are offered considerable freedom in our dress code. In that light students are required to embrace and demonstrate a sense of pride in the dress code because it shows a measure of commitment to the community and builds a sense of common mission.

Expectations

Personal Appearance and Dress Code

The dress code has been designed to reflect our respect for academics and for other occasions where students are representing the Academy. All students need to be well groomed and appropriate for a collaborative setting. Classroom dress is in effect on Monday through Friday from 7:45 a.m.- 4:00p.m. and at any time when a student represents APH. Failure to be in dress code at designated times will result in disciplinary action.

Classroom Dress

- dress shirt (dress shirt is defined as a blouse, polo, crew neck or collared shirt) or turtleneck
- dress pants/jeans must not be ripped or frayed and fit properly
- skirts, dress shorts and dresses- appropriate length (all hemlines must have at least a 5" [inseam](#))
- sweater, sweatshirt or fleece (with appropriate shirt underneath)
- APH gear may be worn.
- Those students on a team may wear warm ups on game days for team spirit.
- Sandals and appropriate foot wear; closed toe footwear must be worn in the kitchen, dishroom and science labs

Not permitted during the academic day:

- halter, tube, spaghetti strap (or tops with sleeves less than 2 inches wide), backless, sleeveless tops
- clothing that advertises or makes reference to drugs or alcohol
- clothing with logos except for APH wear
- fatigues, cargo pants, fleece pants, cut-offs, sweatpants, overalls, leggings, yoga pants or anything resembling yoga pants
- bare feet in any building except while doing yoga

- skirts and shorts that do not reach at least to the fingertips above the knee
- shirts with revealing necklines
- hats in buildings
- Flip flops, slippers or athletic sneakers

Formal Dress

- dress (no backless tops)
- long or short skirt with appropriate top
- dress shirt
- khaki or dress pants - no shorts
- dress shoes or dress sandals (no sneakers or flip flops)

Accountability

When a student is found in violation of the dress code she will be asked to change her clothes. If she does not have an appropriate change of clothes with her she may purchase something from the Academy store, borrow an item from the lending library or she will have to call a parent/guardian to bring clothes to correct the dress code violation. Repeated offenses of the dress code could result in service hours, probation, suspension or expulsion from The Academy at Penguin Hall. Teachers are not expected to provide additional instruction for students who miss class while resolving dress code concerns. A student may also face lateness penalties on work missed and failure of any test or quiz missed during the time missed resolving the dress code concerns.

Questionable Matters

The Dean of Students is the final arbiter in all matters of the dress code. Any matters of questionable appearance will be referred to the Dean of Students, who will decide if a student will remain in school, be sent home to get properly dressed or groomed, or stay out of class until proper clothes are brought to the student from home, or until the student is properly groomed.

ATHLETICS

The information below contains a brief overview of some topics related to athletics at The Academy at Penguin Hall. For more detailed information, refer to the Athletic Handbook.

Participating in the Academy Athletic Program can be one of the most rewarding experiences a student may have while in high school. Individual, as well as team success, can be realized through dedication to oneself and one's team. The Academy at Penguin Hall emphasizes the development of fundamental skills and team concepts as well as sportsmanship, self-discipline, and teamwork. On the field, the athlete not only represents herself, but also the community of The Academy at Penguin Hall. When a student participates she must also accept this responsibility.

The Academy at Penguin Hall is a member of the Massachusetts Interscholastic Athletic Association (MIAA) and abides by and enforces all MIAA policies, protocols and procedures as published in the MIAA Blue Book (www.miaa.net).

Seasonal Requirement

All students at The Academy are required to participate in at least 1 season of athletics during the school year, and are encouraged to participate in multiple seasons. This requirement can be met through:

- Participation on an interscholastic team or club team.
- Enrollment in a 1-season fitness course at The Academy.
- A participation exemption for students who already have a significant physical activity commitment outside of the Academy. Exemptions must be approved in advance by the Athletic Director.

Pre-season Responsibilities

All candidates for athletic teams must meet the following requirements prior to attending any or practice sessions:

- Submit a completed physical to the Academy. Date of physical must be within 13 months of the start of the season.
- Complete a free online course about concussions.
- Submit a completed Head Injury/Concussion Reporting form.
- Submit a completed Receipt of Athletic Handbook form.
- Demonstrate and maintain academic eligibility.
- Fulfill all financial obligations to the Academy and return all equipment issued the previous season.
- Be in good standing in connection with disciplinary issues.

Concussion Management

The Commonwealth of Massachusetts Executive Office of Health and Human Services now requires that all schools subject to the Massachusetts Interscholastic Athletic Association (MIAA) rules adhere to the following law.

Student-athletes and their parents/guardians, coaches, athletic directors, school nurses and physicians must learn about the consequences of head injuries and concussions through training programs and written materials. The law requires that athletes and their parents inform their coaches about prior head injuries at the beginning of the season. If a student athlete becomes unconscious during a game or practice, the law now mandates taking the student out of play or practice, and requires written certification from a licensed medical professional for “return to play.”

Students who plan to participate in any athletic program at The Academy at Penguin Hall and their parent(s)/guardian(s) must also take a free online course. Two free online courses are available and contain all of the information required by law.

- The first is available through the ***National Federation of High School Coaches***. You will need to click the “order here” button and complete a brief information form to register. At the end of the course you will receive a course completion receipt. The entire course including registration can be completed in less than 30 minutes.
www.nfhslearn.com
- The second online course is available through the ***Centers for Disease Control and Prevention***. www.cdc.gov/concussion

Games/Practice Sessions

Student athletes must make a commitment to be at all practice sessions, contests, and team meetings. Any team member who must be late for or miss practice, games or meetings must confer with her coach. Absences may jeopardize retaining a position on a team. This includes extended trips during vacation.

Sportsmanship

All members of The Academy at Penguin Hall community (student athletes, student spectators, parents, coaches and guests) are expected to model the principles of good sportsmanship. These principles include:

- Cheers and chants that support and encourage THE ACADEMY AT PENGUIN HALL student athletes.
- Refraining from making comments that attack or denigrate officials, members of the opposing team or coaches.
- Support for the values taught by interscholastic high school athletics.

Members of our community who do not abide by these general principles will be ejected from the competition and not permitted to return until a meeting takes place between the individual, the Athletic Director and the Dean of Student Life. Members of faculty, staff and administration may eject spectators, at their own discretion, at any time.

TECHNOLOGY RESOURCES AND GUIDELINES

Acceptable Computer Use Policy for Students

The Academy grants students the privilege of access to computers, peripherals, a local area network, the Internet, and other technology tools, all of which are owned, maintained, and controlled by The Academy at Penguin Hall. The Academy expects that students will use these technology resources only in accordance with the Academy's mission and only for academic purposes. The use of The Academy's technology resources is a privilege and may be revoked for repeated violations of policy or a single substantial infraction. ***Students should not expect any privacy in their use of the Academy's technology resources. All data created, stored, received, sent, and viewed on or through such resources are subject to monitoring and access by the Academy at any time.***

Internet Use

Internet research is an integral part of the educational process. The Academy expects students to use appropriate search engines, databases, and other Internet materials in support of their academic and Academy-related extracurricular activities in a responsible manner.

The Academy recognizes that some Internet resources do not serve the Academy's educational purposes. Access to materials not considered to be of educational value in the context of the Academy setting is therefore restricted. The Academy uses an Internet filtering system to help protect students from access to inappropriate materials. If a student unintentionally accesses inappropriate materials, he should contact a member of the Technology Department immediately and report the incident. ***Any attempt to intentionally bypass the Academy's filtering system is considered a violation of the Acceptable Use Policy. Use of unauthorized proxy servers to intentionally bypass Academy filtering will result in disciplinary action.***

As with any other use of the Academy's technology resources, all Internet activity on the Academy's systems is subject to monitoring and access by the Academy at any time. In particular, images or screenshots of any and all web pages, communications and Internet browsing can become stored on the Academy's systems in temporary Internet files, and are subject to access by the Academy.

Electronic Mail

The Academy provides electronic mail (email) accounts to all students. Students are expected to use this email account for Academy-related activities only. Email messages sent or received by students are not considered confidential and may be monitored, accessed and disclosed at any time by designated Academy staff members even if such transmissions have been deleted.

User guidelines for assigned email accounts:

- Students are expected to check their email regularly and routinely discard old e-mail.
- Caution should be taken when receiving and sending email attachments to minimize the risk of transmitting computer viruses.
- Do not forward or send inappropriate material.
- Students are representing The Academy at Penguin Hall and should use care and respect when using the Academy's email system.
- Unauthorized use of another individual's e-mail account is prohibited and will result in disciplinary action.

Academy Network

Each student user has access to the technology resources provided by the Academy. Each student's network account provides storage on cloud storage. It is expected that students will keep passwords secure and private but will disclose them when required to authorized Academy staff. Academy administrators have the right to review all files on all Academy accounts. Periodically, network and Academy administrators will review files in order to maintain system integrity and to ensure that the resources are being used for educational purposes and in accordance with the Academy's mission. Use of Academy network resources that is contrary to the mission of The Academy at Penguin Hall will subject a student to disciplinary action.

Conditions and Rules for Use

The following rules for conduct are intended to help The Academy at Penguin Hall students use the Academy's technology resources appropriately.

- All use of the Internet through the Academy will be for Academy purposes only.
- Users must abide by all components of the Acceptable Use Policy.
- Students will respect the privacy of others.
- Students will always use appropriate language.
- It is illegal to copy or run software without a proper license.
- Students will not install any software on Academy machines or use flash drives to run unauthorized software.
- Students will not knowingly spread computer viruses.
- Students will use care when sharing personal information on the Internet.
- Students will not steal, misuse, or vandalize computer equipment and supplies.
- Students will not download anything from the Internet especially executable files sent via email.
- Independent use of "chatting" is prohibited. Chat sites and programs include, but are not limited to, AOL Instant Messenger, MSN Instant Messenger, Lycos Chat, Google Talk, Yahoo Chat, iChat, ICQ, and chat rooms of any kind.

- Students are not allowed to access personal email accounts from Academy computers. Furthermore, students will never use someone else's email account.
- Students will never give out or share their password with anyone. Students will never attempt to use another user's password.
- All copyrighted materials are subject to the Fair Use provision of copyrighted materials as it relates to education. Internet materials used in reports or other documents must be cited. If there is no direct citation, the Uniform Resource Location (URL) must be cited.

Inappropriate Materials and Programs

Utilizing the Academy network or equipment as well as personal laptops to create, access, download, edit, view, store, send or print materials or programs that are illegal, offensive, harassing, intimidating, discriminatory, sexually explicit or graphic, pornographic, obscene or otherwise inconsistent with the values or standards of the Academy is prohibited. Using, accessing, distributing or creating such resources will render a student liable for disciplinary action.

Violations of the Acceptable Use Policy

Violations of this Acceptable Use Policy will be handled in the same manner as all other disciplinary issues. All violations will be referred to the Dean of Students. Student sanctions may include the revocation of student access to all technology resources, detention, suspension, or expulsion.

Student Social Network Policy

When using social networking sites, virtual reality sites, email or text/picture/instant messaging systems of any kind, students must consider the impact on themselves and on other members of the community and be mindful of the Academy rules, mission and values. In particular:

- Any posting that creates, directly or indirectly, an uninviting / threatening atmosphere for any member of our community, or creates an environment that is contrary to the values of The Academy at Penguin Hall, will be investigated and considered a serious violation of the Academy's harassment and bullying policies no matter when or on what system it was created or transmitted.
- Anonymous postings on sites such as "form spring," Honesty Box, etc. that violate Academy norms and rules will be investigated.
- Students should be aware that as students at The Academy at Penguin Hall, they need to be mindful that they are always representing the Academy. Students should not post anything compromising that could then be linked to the Academy.
- Students should be aware that many college admissions offices and future employers will look at applicants' social networking sites. Be aware of the repercussions of your postings.

- Students may not use the name or logos of The Academy at Penguin Hall for any posting without written permission from the Director of Marketing and may not use the logos of copyrighted material of any other person or organization without appropriate permission.
- Current students should not send "friend" or "link" requests to faculty or staff at The Academy at Penguin Hall. In addition, any such requests made by faculty or staff to students must be reported to the Dean of Students. Contact between faculty, staff and students should be limited to Academy sanctioned online tools.

Basic Guidelines for Safety on Social Networking Sites

- Be careful with the personal contact information you post on social networking sites.
- "Personal contact information" includes your full name, home address, location home phone number, cell phone number, and any other information that would allow an individual to locate you.
- Disclosing personal contact information on social networking sites can lead to unwanted and unsafe attention from individuals you do not know.
- Facebook and other sites provide numerous privacy settings for information contained in their pages. Use these settings to protect personal contact information and other private information.
- Be aware that once posted, the information becomes property of the website.

Basic Guidelines for Student Social Networking:

- You are responsible for the content that you publish or that is published under your name.
- Never assume anything you post is private.
- There is no changing your mind in cyberspace. Anything you send or post will never truly go away.
- Do not misrepresent your identification by using a false name or by impersonating someone else. Always use your own name.
- Consider the reaction of the recipient.
- Consider the reaction of others such as your family, your friends, the Academy or the media if they were to read your post.
- Your online behavior should reflect the same standards that we ask of you each day at the Academy: respect, integrity, honesty, compassion and trust.

APPENDIX

ANTI-BULLYING PLAN

INTRODUCTION TO BULLYING

The Academy at Penguin Hall expects that all members of the Academy community will treat each other in a civil manner and with respect for differences.

The Academy is committed to providing all students with a safe learning environment that is free from bullying and cyberbullying. This commitment is an integral part of our comprehensive efforts to promote learning, and to prevent and eliminate all forms of bullying and other harmful and disruptive behavior that can impede the learning process. The Academy will take specific steps to create a safe, supportive environment for vulnerable populations in the Academy community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying or teasing.

Policy against Bullying, Cyberbullying and Retaliation

The Academy at Penguin Hall will not tolerate any form of bullying or cyber-bullying, nor will we tolerate retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying.

Bullying and cyberbullying are prohibited on Academy grounds and property immediately adjacent to Academy grounds, at Academy-sponsored or Academy-related events, activities, functions and programs whether on or off Academy grounds. Bullying and cyberbullying are also prohibited at Academy bus stops, on Academy buses or other vehicles owned, leased or used by the Academy, or through the use of technology or an electronic device owned, leased, provided, or used by the Academy. In addition, bullying and cyberbullying are prohibited outside of Academy property or Academy-related events and activities if the act or acts in question create a hostile environment at the Academy for the target, infringe on the rights of the target at Academy, or materially and substantially disrupt the education process or the orderly operation of the Academy.

Retaliation against any person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

Definitions and Examples

- a. spreading hurtful rumors online about another person;

- b. threatening or insulting through aggressive emails, instant messages, or text messages;
- c. posting, or threatening to post embarrassing pictures of someone online without his or her permission;
- d. creating a web page or blog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation causes any of the conditions listed in the definition of bullying found at the end of this Plan.

It is important to bear in mind that stricter standards of behavior may apply under The Academy's policies in order that we may prevent inappropriate verbal and physical conduct before a student has been subject to bullying as it is defined under the law. For example, although the law defines bullying as "repeated use" of certain expressions, acts, and/or gestures, the Academy reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture if the Academy determines that it is of sufficient severity to warrant disciplinary measures or other remedial action or that the repetition of that expression, act or gesture might cause harm to another.

This Plan is consistent with broader protections provided by the Academy such as against discrimination, harassment, hazing, violence and retaliation that may appear in our Student Handbook, Faculty Handbook, and/or Staff Handbook.

Reporting of Bullying, Cyberbullying or Retaliation

Reporting by Students: Any student who is the target of bullying or cyber-bullying or who has witnessed an incident of bullying or cyberbullying or otherwise has relevant information about bullying or cyber-bullying prohibited by this policy is strongly encouraged to promptly report the matter orally or in writing to the President, the Dean of Students or the School Counselor. Also, any student who is subject to retaliation in violation of this policy or who knows of another student who has been subject to retaliation is urged to report it as soon as possible.

Reporting by Parents and Guardians: Any parent or guardian of a student who is the target of bullying or cyberbullying or of a student who has witnessed or otherwise has relevant information about bullying or cyberbullying is strongly encouraged to promptly notify the President or the Dean of Students. Furthermore, any parent or guardian who has witnessed bullying or cyber-bullying or has relevant information concerning such an incident is strongly urged to come forward to the President or the Dean of Students. A parent or guardian should also report any incident of retaliation in violation of this policy to the President or the Dean of Students.

Anonymous reporters: Reports made by students, parents or guardians, or other individuals who are not Academy members, may be made anonymously, however, the law

provides that no disciplinary action may be taken against a student solely on the basis of an anonymous report.

Reporting Contact Information: Contact information for reporting bullying or retaliation to the President or the Dean of Academics

Name	Title	Email Address	Telephone Number
Molly Martins	President	mmartins@penguinhall.org	978-468-6200 Ext.1001
Anastasia Zink	Dean of Students	azink@penguinhall.org	978-468-6200 Ext. 1006

Reporting by Faculty and Staff: Any member of the faculty or staff of the Academy who witnesses or otherwise becomes aware of bullying or cyberbullying in violation of this policy or who becomes aware of retaliation against any student who reported information concerning a violation of this policy is required to report it immediately to the Dean of Students or his/her designee. Staff may not make promises of confidentiality to a student or parent who informs him/her of an allegation of bullying or retaliation. The requirement to report to the Dean of Students or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents consistent with the Academy policies and procedures for behavior management and discipline.

**Responding to a Report of Bullying, Cyberbullying or Retaliation
Preliminary Considerations including the Safety and Well-being of Students**

Before fully investigating the allegations of bullying or retaliation, the Dean of Students or designee may take steps to assess the need to restore a sense of safety to the alleged target and/or to protect the alleged target from possible further incidents. Responses to promote safety may include, but not be limited to: creating a personal safety plan; pre-determining seating arrangements for the target and/or the aggressor in the classroom, at lunch, or on the bus; identifying a staff member who will act as a “safe person” for the target; increasing supervision in certain areas at certain times; and/or altering the aggressor’s schedule and access to the target. The President or designee will take additional steps to promote safety during the course of and after the investigation, as necessary.

The Dean of Students or designee will implement appropriate strategies for protecting from bullying or retaliation a student who has reported bullying or retaliation, a student who has witnessed bullying or retaliation, a student who provides information during an investigation, or a student who has reliable information about a reported act of bullying or retaliation.

Obligations to Notify Others

- a. **Notice to parents or guardians** - Upon determining that bullying or retaliation has occurred, the Dean of Students or designee will promptly notify the parents or guardians of the target and the aggressor of this, and, if appropriate, of the procedures for preventing further acts of bullying or retaliation. There may be circumstances in which the Dean of Students or designee contacts parents or guardians prior to, or during any investigation. All such notifications will be made to the extent required by law and consistent with any applicable policies or practices of the Academy's regarding confidentiality of student information.
- b. **Notice to Another School or District** - If the reported incident involves students from more than one school, the President or designee will promptly notify by telephone the Dean of Students or designee of the other school(s) of the incident so that each school may take appropriate action. All such notifications will be made to the extent required by law and consistent with any applicable policies or practices of the Academy's regarding confidentiality of student information.
- c. **Notice to Law Enforcement** - At any point after receiving a report of bullying or retaliation, including after an investigation, if the President or designee has a reasonable basis to believe that criminal charges may be pursued against the aggressor, the President will notify the local law enforcement agency. Notice will be consistent with established agreements with the local law enforcement agency and the Academy's applicable policies and procedures. Also, if an incident occurs on Academy grounds and involves a former student under the age of 21 who is no longer enrolled in the Academy, the President or designee shall contact the local law enforcement agency if he or she has a reasonable basis to believe that criminal charges may be pursued against the aggressor.

In making any determination under this Plan, the President or designee may, consistent with this Plan and with applicable Academy policies and procedures, consult with other individuals the President or designee deems appropriate.

Investigation

The Dean of Students or designee will promptly investigate reports of bullying or retaliation and, in doing so, will consider all information made known, including the nature of the allegation(s) and the ages of the students involved. The scope and extent of the investigation will depend upon the particular circumstances of each situation. Pursuant to the Academy's policies, all students and staff are required to cooperate with the Academy's investigations of bullying or retaliation complaints.

During the investigation the Dean of Students or designee may, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The

Dean of Students or designee (or whoever is conducting the investigation) will remind the alleged aggressor, target, and witnesses that retaliation is strictly prohibited and will result in disciplinary action.

Interviews may be conducted by the Dean of Students or designee, other staff members as determined by the Dean of Students or designee, and in consultation with the School Counselor, as may be deemed appropriate. To the extent practicable, and given his/her obligation to investigate and address the matter, and to take appropriate interim measures to ensure the safety and well-being of students and take appropriate responsive action, the Dean of Students or designee will maintain confidentiality during the investigative process. The Dean of Students or designee will maintain a written record of the investigation. Records of investigations will be deemed confidential records of the Academy and not student records and accordingly, will not be provided to students, parents or guardians except to the extent deemed appropriate by the Dean of Students in his or her discretion.

Procedures for investigating reports of bullying and retaliation will be consistent with Academy policies and procedures for investigations. If necessary, the Dean of Students or designee will consult with legal counsel about the investigation and any other issue related to this Plan.

Determinations

The Dean of Students or designee will make a determination based upon all of the facts and circumstances as to whether bullying, cyber-bullying, retaliation or other violations of Academy policy or inappropriate behavior has occurred. If, after investigation, bullying or retaliation is substantiated, the Dean of Students or designee will take steps reasonably calculated to prevent recurrence and to ensure that the target is not restricted in participating in school or in benefiting from Academy activities. The Dean of Students or designee will: 1) determine what remedial action is required, if any, and 2) determine what responsive actions and/or disciplinary action is necessary.

Depending upon the circumstances, the Dean of Students or designee may choose to consult with the student's teacher(s) and/or school counselor, and the target's or aggressor's parents or guardians, to identify any underlying social or emotional issue(s) that may have contributed to the bullying behavior and to assess the level of need for additional social skills development.

The Dean of Students or designee will promptly notify the parents or guardians of the target and the aggressor about the results of the investigation and, if bullying or retaliation is found, what action is being taken to prevent further acts of bullying or retaliation. Notice to parents will be consistent with the Academy's policies on confidentiality of student records and information. Therefore, the Dean of Students or designee may not be at liberty

to report specific information to the target's parent or guardian about the disciplinary action taken unless it involves a "stay away" order or other directive that the target must be aware of in order to report violations.

In situations where bullying or retaliation has not been found, the Academy reserves the right to apply disciplinary measures and other corrective action if the conduct is found to violate another of the Academy's policies, be inconsistent with the Academy's mission or educational purpose, or be in breach of the Academy's general expectations for appropriate behavior.

Certain types of conduct, whether or not it meets the definition of bullying, may also trigger the Academy's duty to report to an outside agency, such as hazing or child abuse. In such situations, the Academy will comply with its legal reporting obligations.

Responses to Bullying

Teaching Appropriate Behavior Through Skills-building

Upon the President or designee determining that bullying or retaliation has occurred, the Academy may use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Skill-building approaches that the Dean of Students or designee may consider include but are not limited to:

- offering individualized skill-building sessions based on the Academy's anti-bullying policy;
- providing relevant educational activities for individual students or groups of students, in consultation with school counselors and other appropriate Academy personnel;
- implementing a range of academic and nonacademic positive behavioral supports to help students understand pro-social ways to achieve their goals;
- meeting with parents and guardians to engage parental support and to reinforce the anti-bullying policy and social skills building activities at home;
- adopting behavioral plans to include a focus on developing specific social skills; and
- making a referral for evaluation.

Taking Disciplinary Action

If the Dean of Students decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the Dean, including the nature of the conduct, the age of the student(s) involved, the need to balance accountability with the teaching of appropriate behavior, and any other factors deemed relevant by the Academy. Discipline will be consistent with the Plan and with the Academy's Student/Parent Handbook.

Disciplinary actions and other corrective actions for violations of this policy may include, but are not limited to one or more of the following: written warning; parent conferences; classroom or school transfer; limiting or denying student access to a part or area or activity of the Academy; exclusion from participation in Academy-sponsored functions and/or extracurricular activities; an apology to the target(s); awareness training; participation in diversity or anti-bullying or anti-harassment programs; mandatory counseling; short-term or long-term suspension; expulsion or withdrawal from the Academy; any other action authorized by and consistent with the Academy's disciplinary policy, or as deemed appropriate by the Dean of Students or designee.

If the Dean of Students or designee determines that a student knowingly made a false allegation of bullying or retaliation, that student may be subject to disciplinary action, examples include (without limitation) letters of apology, service hours, up to and including expulsion.

Promoting Safety for the Target and Others

The Dean of Students or designee will consider what adjustments, if any, are needed in the Academy environment to enhance the target's sense of safety and that of others as well. Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the Dean of Students or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct and whether additional supportive measures are needed. If so, the Dean of Students or designee will work with appropriate Academy staff to implement them immediately.

Counseling Assistance

The School Counselor will be available to work with individuals and the families of both the target and the aggressor.

Protection from Retaliation

Retaliation against a person who reports bullying, provides information during an investigation of bullying, or witnesses or has reliable information about bullying is also prohibited.

Responsibility for Oversight and Implementation

The Dean of Students is responsible for the implementation and oversight of this Plan. Questions and concerns related to this Plan may be referred to the Dean of Students or the School Counselor (hereinafter these individuals may be referred to collectively as "Dean of Students or designee").

The Bullying Prevention and Intervention Plan (this “Plan”) is a comprehensive approach to addressing bullying and cyberbullying, and the Academy is committed to working with students, staff, families, law enforcement agencies, and the community to prevent issues of violence. In consultation with these constituencies, we have established this Plan for preventing, intervening, and responding to incidents of bullying, cyberbullying, and retaliation. Pursuant to the Plan, we will investigate promptly all reports and complaints of bullying, cyberbullying, and retaliation, and take prompt action to end that behavior and restore the target’s sense of safety. We will support this Plan in all aspects of our Academy community.

Annual Notice, Handbooks and Training

At the beginning of each school year, the Academy will send parents and students written notice each year about the student-related sections of the Plan and the Academy's Internet safety policy. All notices and information made available to students and parents or guardians will be in hard copy and electronic formats, and be available in the language(s) most prevalent among parents or guardians. The Academy will post the Plan and related information on its website.

The Academy will also provide all staff with an annual written notice of the Plan by publishing information about it, including sections related to staff duties, in the Faculty and Staff Handbooks or by other effective means. The Academy also will provide all staff with annual training on the contents of the Plan, their responsibilities to prevent bullying and retaliation and to report suspected incidents. Such annual training will also include an overview of the steps that the Dean of Students or designee will follow upon receipt of a report of bullying or retaliation.

Questions

Any questions about the Bullying Prevention and Intervention Plan can be directed to the Dean of Students.

Conclusion

The Academy at Penguin Hall is committed to providing an environment that is free from bullying, cyber-bullying, retaliation or any other form of behavior that has a negative impact on members of our Academy community. This Bullying Prevention and Intervention Plan is intended to (1) assist the Academy in its efforts to prevent bullying, cyber-bullying, retaliation and other negative behaviors from occurring; (2) to encourage students, parents, and guardians to come forward promptly whenever a student is subject to conduct that is prohibited by this or any other Academy policy; (3) to implement appropriate disciplinary and other responsive actions when they are found to be warranted, and (4) help the Academy to maintain a positive, safe and respectful Academy environment.

HAZING

Officers and members in any student organization, team, or group are also responsible for making sure that hazing does not happen. Below is the state law that prohibits hazing. However please note that conduct need not meet the legal definition of hazing to violate the Academy's expectations for appropriate behavior. All student activities related to membership in a student group or team (such as recruiting, new membership, and elections) must comply with all applicable Academy rules and community standards, as described in this student handbook. Keep in mind that, under the law, the implied or even express consent of any person toward whom any act of hazing is directed is not a defense to hazing. Offending students will suffer appropriate disciplinary action, including the possibility of suspension or expulsion. For a more detailed description of the types of disciplinary action the Academy may take for violations of this policy, please see the "Bullying" policy.

Below is the text of the Massachusetts Law Prohibiting Hazing:

269:17 HAZING; ORGANIZING OR PARTICIPATING; HAZING DEFINED:

Section 17. Whoever is a principle organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or by both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person, to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

269:18 FAILURE TO REPORT HAZING:

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law

enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

269:19 COPY OF SECS. 17--19; ISSUANCE TO STUDENTS AND STUDENT GROUPS, TEAMS AND ORGANIZATIONS; REPORT:

Section 19. Each institution of secondary education and each public and private institution of post-secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with

this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post-secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of

higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

SEXUAL HARASSMENT POLICY

PROHIBITIONS

- Sexual Harassment Defined Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature or related to a person's sex when:
 - submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment, or academic standing, or related benefits, services or opportunities; or
 - submission to or rejection of such conduct by an individual is used as the basis for employment, or academic or Academy-related decisions affecting that individual; or
 - such conduct has the purpose or effect of unreasonably interfering with an individual's performance or creating a hostile, intimidating, or offensive educational or working environment.
- Any condoning of sexual harassment and any retaliation against an individual because he or she complains of sexual harassment or assists an Academy investigation of such a complaint is also prohibited.

EXAMPLES AND FURTHER POLICY DISCUSSION

Whether particular language or conduct constitutes sexual harassment depends upon the circumstances of the incident and will be determined by the Academy on a case-by-case basis. The following are, however, some examples of language and conduct which all students of the Academy are cautioned to avoid. **This is not an exhaustive list.**

- Comments to, or about, any student or Academy employee or his/her appearance that are sexual or degrading.
- Any physical contact of a sexual nature.
- Unwanted touching, patting, or pinching.
- Sexual innuendoes or jokes or other remarks with sexual content that is graphic or may otherwise be offensive to others.
- Sexually suggestive sounds or gestures.
- Display of objects, images, cartoons, posters or pictures of sexual nature.

PROCEDURE FOR COMPLAINT AND INVESTIGATION

If any student believes that she has been subjected to sexual harassment or retaliation, whether by a student, a Academy employee or any other person, or if he has witnessed the sexual harassment of another, the student should report the incident promptly to the Dean

of Students, or any other administrator with whom the student feels comfortable. A complaint of sexual harassment by a student, or by a parent on the student's behalf, may also be made to any counselor or teacher. A counselor or teacher who receives such a complaint will notify the President, or if the complaint is against the Dean of Students, then to the President. It is the policy of the Academy to have all complaints of sexual harassment promptly and fully investigated and to take any steps necessary to remedy the situation. Normally, the investigation of a complaint of sexual harassment will be documented by the administrator conducting the investigation, but those interviewed may also be asked to provide a written statement. All students are expected to cooperate fully with any investigation of sexual harassment. Information provided during an investigation of sexual harassment will be treated as confidential as possible in line with the Academy's duty to take appropriate responsive action. This means that such information may be shared with others on a need-to-know basis only or as necessary in light of the Academy's obligation to take appropriate responsive action to a complaint.

DISCIPLINARY ACTION

Any student found to have sexually harassed another individual is subject to disciplinary sanctions, up to and including suspension or expulsion. Any retaliation, discrimination or other adverse action, such as intimidation, threats or coercion, taken against a student or Academy employee because s/he complains of sexual harassment or assists an investigation of harassment will also result in disciplinary sanctions, up to and including suspension or expulsion from the Academy. Any student found to have condoned sexual harassment by another may, depending upon the extent of her participation, will also be subject to disciplinary action, up to and including suspension or expulsion, as the Academy deems appropriate. Students who knowingly make false accusations of harassment also will be subject to disciplinary action. For a more detailed description of the types of disciplinary action the Academy can take for violations of this policy, please see the "Bullying" policy.

INDEX

Academic Extra Help	16	Harassment	55
Academic Integrity	19	Hazing	54
Academic Placement	17	Health Information	23
Academic Peril	18	Homework	16
Advisors	20	ID Cards	24
Anti-Bullying Plan	46	International Travel	21
Athletics	38	Leave of Absence	13
Attendance Policy	11	Lockers	24
Carpools	20	Lost & Found	24
Cars on Campus	20	Major Academy Rules	27
Cell Phones	20	Marking Periods	16
College Visits	12	Medication	23
Course Changes	17	Messages	24
Course Registration	17	Parents Away	24
Custody	21	Parent Conduct	24
Directory	26	Re-enrollment	9
Discipline	28	Remediation	18
Discipline Records	34	Rookery	25
Dress Code	36	Academy Closings	14
Drug & Alcohol Policy	32	Academy Dances	25
Electronic Devices	22	Student Drivers	20
Field Trips	22	Tardy Policy	13
Fire Alarms	22	Technology	41
Grade Reporting	16	Transcripts	17
Graduation Requirements	15	Transportation	10
Guests on Campus	23	Tuition Refund	10
		Withdrawing	10