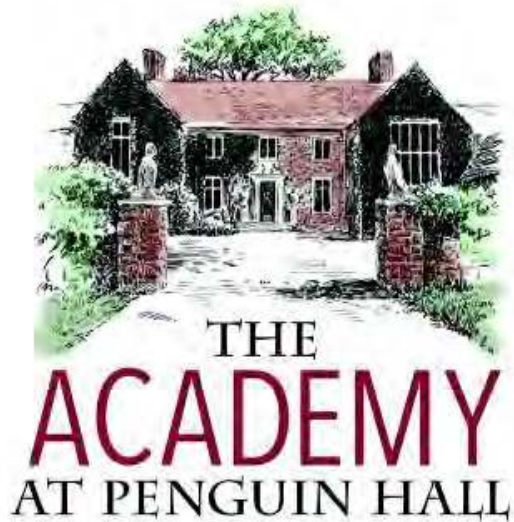


**The Academy at Penguin Hall
Student Handbook
2016-2017**



educate ~ enlighten ~ empower

Last Edited:
August 15, 2016

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, rooted in the Catholic tradition of education 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, school rules, safety, athletics and other topics. Please understand that no set of rules or guidelines can cover every conceivable situation that might arise at a school. 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 School taking into consideration the best interests of the students, the School, its faculty, employees, and/or overall school 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 Director of Faculty Development and Curriculum. 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 school. All educational policies, admissions policies, scholarship and financial aid programs, athletic policies and general school 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 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

Areas of development

Our program is focused on six areas of development:

Arts

The Arts are an integral component of The Academy's curriculum. Participation in the arts encourages students to react to, record and share impressions of the world. The goal of the Arts program is to enable students to experience, understand and enjoy the visual and performing arts, studio art, music, speech, theater, and dance. 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.

Academics

Students learn the skills they need to succeed in an atmosphere that supports their intellectual, social, athletic, spiritual and personal growth. Our project-based and interdisciplinary program prepares students not only for college but life beyond academic walls.

Athletics, Fitness, 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. We believe that athletics provide important educational value for our students, the motivation to improve their talents, the discipline to reach new levels of success, the commitment to work with others toward a common goal, and the adherence to codes of fairness and good sportsmanship. 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. How do we operate in those communities? We ask students to define for themselves what it means to be good neighbors. We encourage our school community to support one another, celebrate one another's successes and share each other's burdens.

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. Students are encouraged to explore and deepen their faith. Whether you are unsure of your spiritual beliefs, firmly Catholic, or practice another faith, you are welcome at The Academy at Penguin Hall.

Service

The Service component of 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 school. 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 school and the global community.

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

School Hours

7:00 am – 4:00 pm

After School

After school programs will publish their calendars accordingly.

Table of Contents

ACADEMIC LIFE

[ACADEMIC INTEGRITY](#)

[ACADEMIC INELIGIBILITY](#)

[ACADEMIC PROBATION](#)

[ACADEMIC TRANSCRIPTS](#)

[ACCESS TO STUDENT RECORDS](#)

[AWARDS AND ACADEMIC HONORS](#)

[THE NATIONAL HONOR SOCIETY](#)

[ACADEMIC PLACEMENT OF INCOMING STUDENTS](#)

[COURSE FAILURES AND REMEDIATION](#)

[EXTRA HELP](#)

[HOMEWORK ASSIGNMENTS](#)

[MARKING PERIODS AND FINAL EXAMINATIONS](#)

[PARENT / GUARDIAN – TEACHER CONFERENCES](#)

[PARENT / GUARDIAN COMMUNICATION WITH TEACHERS](#)

[REPORTING OF GRADES](#)

[REQUESTING AN ACADEMIC COURSE CHANGE](#)

[Tuition Refund Policy](#)

STUDENT LIFE

[REGULATIONS TO FOSTER SCHOOL COMMUNITY](#)

[RIGHTS OF THE SCHOOL ADMINISTRATION – SEARCHES](#)

[DISCIPLINARY SANCTIONS](#)

[RESTORATION OF COMMUNITY](#)

[SERVICE HOURS](#)

[SUSPENSION](#)

[EXPULSION](#)

[Expulsion](#)

[PROBATION](#)

[DISMISSAL](#)

[AUTOMATIC DISMISSAL](#)

[DISCIPLINE RECORDS](#)

[DAMAGE TO SCHOOL PROPERTY](#)

[ATTENDANCE PHILOSOPHY](#)

[ATTENDANCE POLICY](#)

[ABSENCE POLICY](#)

[ABSENCE PROCEDURES](#)

[TARDY POLICY](#)

[TARDY PROCEDURE](#)

[EARLY DISMISSAL](#)

[SKIP DAYS](#)

[LEAVE OF ABSENCE](#)

[BULLYING](#)

[INTRODUCTION TO BULLYING](#)

[Policy against Bullying, Cyber-Bullying and Retaliation](#)

[Reporting of Bullying, Cyber-bullying or Retaliation](#)

[Responding to a Report of Bullying, Cyber-bullying or Retaliation](#)

[Obligations to Notify Others](#)

[Responses to Bullying](#)

[Taking Disciplinary Action](#)

[CALCULATORS](#)

[CARPOOLS](#)

[CELL PHONES](#)

[CLASS ATTENDANCE](#)

[CLEANLINESS OF CAMPUS](#)

[CHILD ABUSE, SEXUAL ABUSE, & NEGLECT](#)

[CUSTODY](#)

[DOMESTIC AND INTERNATIONAL TRAVEL PROGRAMS](#)

[DRESS CODE PHILOSOPHY](#)

[Expectations](#)
[Accountability](#)
[Questionable Matters](#)
[DRUG AND ALCOHOL POLICY](#)
[School Policy and Consequences](#)
[ELECTRONIC DEVICES](#)
[EXCHANGE PROGRAMS](#)
[FIELD TRIPS](#)
[FIRE ALARM AND OTHER CRISIS SITUATIONS](#)
[FOOD OR DRINKS](#)
[GAMBLING](#)
[GUIDELINES FOR USE OF SCHOOL BUILDINGS BY STUDENTS](#)
[HALLWAYS](#)
[HAZING](#)
[HEALTH INFORMATION](#)
[INVESTIGATIONS](#)
[LOCKERS](#)
[LOST AND FOUND](#)
[MEDICATIONS](#)
[MESSAGES](#)
[OFF-CAMPUS BEHAVIOR](#)
[PARENTS AWAY](#)
[PARENT CONDUCT](#)
[PARKING](#)
[PROCEDURES FOR SCHOOL CLOSING OR DELAYED OPENING](#)
[SCHOOL DANCES](#)
[SCHOOL IDENTIFICATION CARD](#)
[SECURITY CAMERAS](#)
[SNOWBALLS](#)
[STUDENT DIRECTORY](#)

[STUDENTS DISMISSED FROM CLASS](#)

[TEACHER ABSENCE](#)

[TRUANCY](#)

[USE OF TOBACCO PRODUCTS](#)

[VANDALISM AND STEALING](#)

[VIOLENCE](#)

[WEAPON POSSESSION](#)

[ATHLETICS](#)

[Athletic Program Goals](#)

[Concussion Management](#)

[Games/ Practice Sessions](#)

[Starting Dates](#)

[Pre-season Responsibilities](#)

[Team Tryouts/Selection](#)

[Athletic Participation Warning](#)

[School Equipment Responsibilities](#)

[Sportsmanship](#)

[MIAA Rules of Note](#)

[Acceptable Computer Use Policy for Students](#)

[Internet Use](#)

[Electronic Mail](#)

[School Network](#)

[Conditions and Rules for Use](#)

[Inappropriate Materials and Programs](#)

[Use of Laptop Computers, PDA's, IPod's, IPad's](#)

[Violations of the Acceptable Use Policy](#)

[Student Social Network Policy](#)

[SEXUAL AND OTHER HARRASMENT POLICIES](#)

[PROHIBITIONS](#)

[EXAMPLES AND FURTHER POLICY DISCUSSION](#)

ACADEMIC LIFE

ACADEMIC INTEGRITY

The Mission of The Academy at Penguin Hall involves the complete education of each student. Essential to the complete education of The Academy at Penguin Hall student is personal integrity. Academic integrity and honesty apply to all aspects of academic performance. More specific guidelines and definitions of cheating, plagiarism, and academic dishonesty are listed below.

*“Plagiarism refers to a form of cheating that has been defined as ‘the false assumption of authorship: the wrongful act of taking the product of another person’s mind, and presenting it as one’s own’ (Alexander Lindsey, *Plagiarism and Originality* [New York, Harper, 1952] 2)”*.

A growing percentage of the reported cases of plagiarism occurs because students share work, either in person or through technology, without the expressed approval of the teacher assigning the work. In such cases, the originator of the work is just as culpable for the academic dishonesty as the student borrowing the work, even if he was unaware of the receiving student’s intention to borrow the work. Therefore, students are encouraged to protect their work at all times, only assist other students with assignments with the expressed consent of teachers, and never share their work digitally with another student.

A student who plagiarizes is subject to disciplinary action. The Academy at Penguin Hall challenges its students to embrace the offerings of our rigorous college preparatory curriculum. To fulfill the mission and goals of The Academy at Penguin Hall students are offered opportunities to develop their educational opportunities through research-based projects, papers or presentations. Copying information from sources, electronic or traditional, submitting the work of others as one’s own, copying, sending or receiving answers on academic assignments from other person(s) or item(s), or the use of electronic or Internet translation services constitutes plagiarism, a form of cheating. Plagiarism does not allow students to benefit from their work.

Academic dishonesty and plagiarism are seen as serious offenses to the community of The Academy at Penguin Hall. In all instances of cheating and academic dishonesty, teachers will determine the academic penalty for the assignment in question; a zero or no credit is

the most common academic penalty. Teachers will then refer instances of academic dishonesty or plagiarism to the Director of Faculty Development and Curriculum.

In some cases of academic dishonesty or plagiarism, more severe disciplinary action may be warranted. These cases will be reviewed on an individual basis by the Administration.

ACADEMIC INELIGIBILITY

A student is ineligible to take part in **athletic and co-curricular activities** if she has a combination of two or more Ds or Fs in a marking period. Ineligibility begins on the day the report cards are posted and ends on the last day of the marking periods.

Students who are ineligible may not participate in optional field trips, campus ministry programs, co-curricular activities, intramural athletics or other programs that result in missing classes. Participation in activities that take place outside the context of the regular school day including dances, proms, semi formals, field trips, intramural athletics, etc. will only be permitted at the discretion of the Director of Faculty Development and Curriculum.

Director of Faculty Development and Curriculum at **their** discretion, may determine the athletic and co- curricular eligibility of a student who is not demonstrating academic progress.

ACADEMIC PROBATION

Students are placed on academic probation when they have two or more Ds or failing grades, are demonstrating a poor overall academic performance, and /or failed a course during the previous academic year. Academic probation is defined to be a period of time during which a student must demonstrate a significant improvement in academic performance. The Director of Faculty Development and Curriculum will determine the specific terms of the probationary period. At a minimum, students on academic probation will be required to work with tutors on a regular basis. The progress of the individual student will be monitored by the Director of Faculty Development and Curriculum along with the classroom teacher and Advisor.

At the end of the probationary period, the Director of Faculty Development and Curriculum will review the academic progress of the student and determine the academic standing of the student. At that time, the Director of Faculty Development and Curriculum may decide, but is not limited to: rescind academic probation, extend and/or modify the probationary

period, or recommend to the President that the student withdraw from The Academy at Penguin Hall.

A student on academic probation who has a combination of two or more Ds or Fs at the end of the first semester may not be allowed to continue at The Academy at Penguin Hall. The Director of Faculty Development and Curriculum will meet with the student, parents and school counselor to make an appropriate recommendation to the President.

ACADEMIC TRANSCRIPTS

A transcript of a student's records will be sent to any college designated by the student. Should seniors apply early, mid-year and end-of-year grade reports are automatically sent to colleges by the School Counseling Office. Any student, parent or guardian will be provided with a written copy of the student's academic transcript upon a written request to the President.

ACCESS TO STUDENT RECORDS

A parent/guardian may request access to their daughter's official records by submitting a written request to the Director of Faculty Development and Curriculum. Official school records refer to those documents maintained in a student's electronic portfolio. The School will comply with this request in a timely manner.

AWARDS AND ACADEMIC HONORS

The Academy at Penguin Hall believes that the recognition of achievements is an essential element in a student's development. For this reason, the President's List, Directors List, and Honor Roll are prepared quarterly and acknowledge deserving students. In addition, at Commencement and at class assemblies, awards are presented to students whose accomplishments in the various subject areas and extracurricular activities have been truly outstanding.

To qualify for quarterly academic honors a student must achieve the following grades:

President's List	A- or above in all subjects
Director's List	B+ or above in all subjects
Honor's	B or above in all subjects

THE VALEDICTORIAN AWARD is given to the graduating senior who has the highest cumulative GPA at the close of the **second** marking quarter of her senior year.

THE SALUTATORIAN AWARD is given to the graduating senior who has the second highest cumulative GPA at the close of the **second** marking quarter of her senior year.

THE NATIONAL HONOR SOCIETY

The National Honor Society (NHS) is a national organization developed to recognize students' ongoing commitment to excellence in the areas of:

- Scholarship
- Leadership
- Character
- Service

There are multiple opportunities to apply for membership: after the second marking period of a student's sophomore and junior year and during the first marking period of a senior year. On these occasions students eligible to apply will receive application materials in the mail. To be eligible a student must have a cumulative GPA of 3.50 or higher and have completed a minimum of thirty (30) hours of community service. For seniors there is one further academic qualification: no final course grade below B in the junior year.

Applications for membership may be obtained from the faculty moderator. Through the application process, a student provides the Faculty Committee with information concerning character, leadership, service and involvement in activities. Service is an essential criterion as the Faculty Committee requires that a student has successfully completed 30 hours of service (on or off campus) during the twelve months prior to application. Hours of service that are completed for credit in a Social Action course are not applicable to the National Honor Society service requirement. Both service and activity involvement require the signature of the responsible adult who is in charge of the particular program. Through the application process a student must demonstrate an ongoing and authentic commitment to service. Students are discouraged from completing service activities as a means of gaining admission to the NHS.

In addition to the above mentioned criteria, students must demonstrate a holistic commitment to leadership, scholarship, character and service, the core values of the NHS. This commitment is reviewed through the lens of the student's essays and her overall

record of academics, athletics, and service. Membership in the NHS is a privilege and is awarded at the discretion of the Faculty Committee.

Students who are either not eligible or not accepted as sophomores or juniors will be invited to apply in September of their senior year provided they are eligible to apply at that time. Members of the National Honor Society are required to assist in a number of school sponsored activities. The induction ceremony will take place in the fall.

Once placement of accepted students who are members of the National Honor Society must continue to maintain the required high standards of the Society through their senior year in order to retain membership. A student's membership will be reviewed at the end of each marking period. Members must demonstrate their holistic commitment to the values of the NHS throughout the term of their membership. Membership status of each student will be reviewed in March of each academic year. Members must volunteer to serve in at least two (2) school events and demonstrate their ongoing commitment to service of The Academy at Penguin Hall and local community. Any member who has not maintained the required high standards may be placed on probation or removed from the National Honor Society by the Director of Faculty Development and Curriculum or President.

Members of the National Honor Society who violate the school policy and philosophy of academic integrity will be removed from the National Honor Society. Students who violate the policy of academic integrity prior to applying to the National Honor Society will be ineligible for membership. Members of the NHS must ensure compliance with the bylaws of both The Academy at Penguin Hall and CFX Chapter of the National Honor Society, posted on The Academy at Penguin Hall web portal and bylaws of the NHS (www.nhs.us)

Any student who is suspended from school for disciplinary reasons, either internally or externally, will be removed from the NHS. Any student who is placed on disciplinary probation will also be placed on probationary status in the society. That status will be reviewed by the Faculty Committee to determine the student's future in the society.

Prior to graduation, the Faculty Committee will review each member's status. The result of that final review will determine National Honor Society recognition at graduation.

ACADEMIC PLACEMENT OF INCOMING STUDENTS

There are three levels of curriculum at The Academy at Penguin Hall for students: College Prep 2, College Prep and Honors. Incoming students are required to complete a series of placement tests in the spring of their eighth grade year. Placement test results, coupled with previous academic performance and recommendations are used to determine appropriate academic placement in the areas of Mathematics, Writing and World Languages.

Should there be a question about academic placement, families may request a review of placement by the Director of Faculty Development and Curriculum. The Director of Faculty Development and Curriculum will complete a review and communicate her decision to the family.

Any student enrolling as a transfer student must meet with the Director of Faculty Development and Curriculum for Academics.

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 Director of Curriculum and Faculty. Options for remediation include accredited private tutoring, with an approved tutor, for thirty (30) hours for a one credit course or fifteen (15) hours for a ½ credit course or an approved summer school program.

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

Once a student has successfully completed remedial coursework for a failed course, the final grade on the student transcript will be changed to a **D** **and** a note will be made on the transcript that the course was failed and remediated. Students failing the equivalent of two credits, in an academic year, will not be allowed to continue at The Academy at Penguin Hall.

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. If a student is required to attend tutorials, she must do so or be placed on Academic Probation at the discretion of the Director of Curriculum and Faculty or advisor.

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

Math	4
English	4
Science (2 years with a lab)	3
History	3
Foreign Language	2
Creative Arts/Computer Science	4
Religion/Social Science	4
Wellness	4
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 school web site.

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.

MARKING PERIODS AND FINAL EXAMINATIONS

A final assessment or final examination will be given in all courses. Please see the course syllabus for grading policies.

Seniors having an A- average for the first three marking periods in a full-year course and a grade no lower than B for the fourth marking period in that course are exempt from the final examination in that subject. Seniors will be notified of exemptions by teachers by May 1.

All semester courses will have a final examination or an equivalent final assessment which will count for 20% (1/5) of the semester average. Each quarter grade will count 40% (2/5) of the final grade for semester courses. There are no exemptions from semester course examinations or evaluations.

PARENT / GUARDIAN – TEACHER CONFERENCES

Due to the level of communication via our portal as well as electronic communication there will be no formal parent/guardian-teacher conferences. Conferences are available upon request.

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 e-mail directory is available on the school web site and messages can be left on their voicemail or e-mail.

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

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 log in information during the enrollment process. The School 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 cancel portal accounts of students and / or parents / guardians who, in the school’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 school.

REPORTING OF GRADES

Four report cards are issued during the year and will be posted to the Student and Parent portals at the end of each marking period.

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. The final grade for each course is reported on the transcript. The transcript also contains a weighted Grade Point Average (GPA). The weighted GPA takes into the consideration the degree of difficulty of a student’s academic program. All levels of curriculum are designed to prepare students for a four-year college / university program. **D is the passing grade at The Academy at Penguin Hall.**

Final course grades are weighted according to the table below.

<u>Grading Scale</u>	<u>H</u>	<u>CP</u>	<u>CP2</u>
A+ = 97-100	4.50	4.00	3.50
A = 93-96	4.25	3.75	3.25
A- = 90-92	4.00	3.50	3.00
B+ = 87-89	3.75	3.25	2.75
B = 83-86	3.50	3.00	2.50
B- = 80-82	3.25	2.75	2.25
C+ = 77-79	3.00	2.50	2.00

C =	73-76	2.75	2.25	1.75
C- =	70-72	2.50	2.00	1.50
D+ =	67-69	2.25	1.75	1.25
D =	63-66	2.00	1.50	1.00
D- =	60-62	1.75	1.25	0.75
F =	59-below	0.00	0.00	0.00

All courses will have three levels: Honors, College Preparatory, and College Preparatory Level 2. Electives will be added based on student interest.

REQUESTING AN ACADEMIC COURSE CHANGE

The course registration process for the following academic year commences at the beginning of the second semester. Students are given course registration forms based on their current schedule of courses, they obtain recommendations from their current teachers or department chairs if they need to change a course level or choose electives, and then they submit these forms to the Director of Curriculum and Faculty.

Schedule changes will be recommended by the teacher or Advisor, in consultation with the student and parents, and approved by the Director of Curriculum and Faculty. Preliminary schedules will be available to students in the fourth marking period. The official student schedule for the next year will be posted to the portal in August. There will be a blackout period for course change requests from the end of final exams until the first day of classes for the next school year. During this time frame no course changes will be made.

In the fall, a student who believes that a course change is needed must take the following steps:

- 1) consult with parents
- 2) consult with the present teacher
- 3) consult with her Advisor
- 4) consult with the Director of Curriculum and Faculty

All course changes must be approved by the Director of Curriculum and Faculty. Changes in placement can be discussed, the Director of Curriculum and Faculty, will make the final decision. All sophomore, junior and senior course changes should be completed by the end of the second full week of classes. Freshmen and transfer students are expected to complete changes by the end of the first marking period. Changes in semester courses elected for the second semester must be completed by December 1.

Tuition Refund Policy

Students who voluntarily withdraw may be entitled to a refund, less the non-refundable deposit, on the following basis. Refunds will be computed by comparing their total tuition obligation to the amount paid by the time of the withdrawal.

Prior to 7/1	100% refund (less the non-refundable deposit)
By 8/31	50% of total tuition is owed to The Academy
By 9/30	100% of total tuition is owed to The Academy

STUDENT LIFE

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 School'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 School 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 School 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 the school website. The contents of the school 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 school 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.

RIGHTS OF THE SCHOOL 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 school 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 school sanctioned or sponsored event/activity, the school 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 school'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 school can choose to conduct random search of any area of the school premises, including but not limited to the school'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 school or school 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.

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 school, 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 Director of Curriculum and Faculty will meet with students when dealing with disciplinary issues and/or will take such other responsive action as deemed necessary under the circumstances. The Director of Curriculum and Faculty 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 school. The Director of Curriculum and Faculty will determine the sanction based on the nature of the infraction. Typical sanctions include, but are not limited to:

RESTORATION OF COMMUNITY

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

SERVICE HOURS

Service hours will be used as the consequence for multiple or more serious infractions of school policy as determined by the Director of Curriculum and Faculty. 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 Director of Curriculum and Faculty prior to the service work commencing.

SUSPENSION

Suspension is used as the consequence for multiple minor infractions or a single major infraction of school 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 Director of Curriculum and Faculty 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 days 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 school-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 Director of Curriculum and Faculty will

determine when a student is eligible to resume participation in or attendance at any school 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 school sponsored events during the time of external suspension. Students on external suspension may receive permission from the Director of Curriculum and Faculty to contact teachers for work or assistance. A student on external suspension should coordinate with her school 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 Director of Curriculum and Faculty, or Dean of Students, and present her contract, signed by the student and her parent/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.

EXPULSION

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

PROBATION

Probation is assigned when a student is suspended for frequent repetitions of the same offense, for multiple offenses, or for a serious infraction of the school's rules. A student is placed on probation and assigned terms of probation by the Director of Curriculum and Faculty. 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 in June will be required to meet with the Director of Curriculum and Faculty and Assistant Principal for Student Life to determine whether they are eligible to return to The Academy at Penguin Hall.

DISMISSAL

Dismissal is used as the consequence for repeated or multiple infractions of school rules or a single major infraction. The Director of Curriculum and Faculty makes the recommendation for expulsion.

Upon the recommendation of the Advisor, the Director of Curriculum and Faculty will convene and chair an Accountability Board Hearing. The Accountability Board generally is comprised of the Director of Curriculum and Faculty and five additional faculty / staff members who are appointed on a case by case basis. Accountability Board hearings are attended by the student, her parents / guardians and the appointed members. The President, as final arbiter of all appeals, attends the hearing to witness proceedings. Hearings are closed and no other individuals (advocates, legal counsel, friends or relatives) may attend. The school further prohibits the recording or transcribing of Accountability Board hearings.

The Accountability Board hearing generally proceeds as follows:

- The Chair summarizes the facts of the incidents and reviews the student's disciplinary record.
- The student has the opportunity to explain the behavior (s) in question to the Board and the Board has the opportunity to question the student. Lying to the Board, even if discovered at a later date, is grounds for immediate dismissal.
- The student can make a final statement and request that her chosen faculty/staff member make a statement on her behalf.
- Parents / Guardians are invited to make a closing statement on the student's behalf.
- The Chair will close the hearing. The Board generally reconvenes the following day, or if this is not practical, then as soon as possible thereafter, to make a final recommendation to the Director of Curriculum and Faculty.
- After the Board has made a recommendation, the Director of Curriculum and Faculty and President make a final decision.

- The Director of Curriculum and Faculty will convey the final decision to the family.

In the event a student is dismissed, the student / family may appeal the decision to the President. The appeal process is as follows:

- The student/family sends a written request / rationale for an appeal within 72 hours of receiving the expulsion notice.
- After reviewing the request and rationale for the appeal, the President will meet with the student and family.
- The President will render a decision 24 hours after the meeting, or, if this is not practicable, then as soon as possible thereafter. The decision of the President is final.
- In some instances, the President may offer families the opportunity to withdraw their daughter from The Academy at Penguin Hall for disciplinary reasons. In the case of a disciplinary withdrawal there is no opportunity for appeal and as stated in the tuition contract there is no opportunity to seek a refund. A student's transcript is marked as "WITHDRAWN" with the date of withdrawal.
- The President retains the right to inform a receiving school of the circumstances surrounding the student's withdrawal or dismissal.
- A Student who is dismissed or withdrawn for disciplinary reasons must return her school ID, clean out her locker and return all The Academy at Penguin Hall property (athletic uniforms, library books etc.) prior to processing the withdrawal process.
- A Student who is dismissed or withdrawn for disciplinary reasons may not attend any The Academy at Penguin Hall events held on campus, and may not be on campus without the permission of the Director of Curriculum and Faculty.
- A Student who is dismissed or withdrawn for disciplinary reasons may not reapply for admission to THE ACADEMY AT PENGUIN HALL.
- A student who is dismissed or withdrawn for disciplinary reasons is not entitled to a tuition refund. Families with tuition loans are obligated to pay remaining tuition balance.

AUTOMATIC DISMISSAL

If a student's behavior is determined to be an immediate threat to the School 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 school as a student, being on campus and attending school 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 Director of Curriculum and Faculty or other school administrator deems appropriate. Examples include (without limitation) letters of apology, essays or research papers, or assistance with a school-sponsored program.

DISCIPLINE RECORDS

In accordance with the laws of the Commonwealth of Massachusetts, the Director of Curriculum and Faculty 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 Director 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.

DAMAGE TO SCHOOL PROPERTY

As noted in the School Contract parents and students are responsible for reimbursing The Academy at Penguin Hall for any damages caused by the student.

ATTENDANCE PHILOSOPHY

The Academy at Penguin Hall expects regular and punctual daily attendance. The following policies will teach students the importance of regular and punctual attendance. The Attendance Officer, in collaboration with the Director of Curriculum and Faculty, is responsible for implementing all policies related to student attendance. In accordance with this philosophy, students and parents / guardians are expected to abide by the following policies:

ATTENDANCE POLICY

All students are required to report to school by 7:45 am. First period begins promptly by 8:00a.m.

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 8:00 am.

ABSENCE POLICY

All absences are generally considered and recorded as unexcused absences.

Parents/guardians must provide a written request to the Attendance Officer for an excused absence to be granted. Excused absences are provided only in the case of an illness with a doctor's note, death in the family or a serious illness in the family. There must be a written request for an excused absence to be granted. The Attendance Officer /Dean of Students may deny this request.

Upon the fourth recorded unexcused absence in an academic quarter, the student will be required, by the Attendance Officer, to meet with the Director of Curriculum and Faculty to discuss the nature of her absences. Disciplinary action may be warranted. After twelve (12) unexcused/excused absences within the academic year, the student and her parents may be asked to attend a conference with the Director of Curriculum and Faculty, at which the student's attendance record and status as a student at The Academy at Penguin Hall will be discussed.

Students with absences in excess of twelve (12) may be required to participate in a parent conference with the President, the Director of Curriculum and Faculty to discuss the student's ability to remain at The Academy at Penguin Hall and/or the academic penalties that may result from the excessive absences.

In circumstances where a student is absent without either school or parental permission, the student will be deemed truant and subject to discipline pursuant to the school's Truancy Policy.

Exemptions to this policy can be made in cases of prolonged illness and granted by the Director of Curriculum and Faculty.

Students are required to inform the Attendance Officer, their teachers and school counselors if they know they will not be in school/class for any reason. Failure to do so could result in the loss of academic credit for missed assignments, quizzes or tests.

Seniors and Juniors (second semester) may request three (3) 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 a school counselor to the Attendance Officer at least 48 hours before the planned absence. College visitation forms are available in the School Counseling Office.

Family vacations (including business travel adjuncts, athletic contests, and other non-school related travel) should not extend into the academic calendar. School days missed to accommodate these plans will not be excused for any reason, and students may jeopardize academic credit for assigned and/or missed work.

Appointments are best scheduled during school closings or after school. If an appointment must be made during the school day, an explanatory note should be sent to the Attendance Officer the day prior to the appointment. It is the student's responsibility to inform her teachers if a class will be missed.

Students absent from school are not allowed to participate in any school sponsored activity. Exemptions from this policy are granted by the Director of Curriculum and Faculty.

In circumstances where a student is absent without either school or parental permission, the student will be deemed truant and subject to discipline pursuant to the school's Truancy Policy.

Exemptions to this policy can be made in cases of prolonged illness and granted by the Director of Curriculum and Faculty.

Students are required to inform the Attendance Officer, their teachers and school counselors if they know they will not be in school/class for any reason. Failure to do so could result in the loss of academic credit for missed assignments, quizzes or tests.

ABSENCE PROCEDURES

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

Parent/guardian calls 978-468-6200 before 8:00 am each day to report their daughter absent from school.

Students are expected to communicate with classmates and teachers to acquire missed assignments. In the event of absences of more than three days, parents should contact their advisor for academics for assignments.

Upon returning to school, a student must present a written note from a parent/guardian explaining her absence to the advisor.

Failure to call and/or provide a written note (electronic notes/emails will be accepted) will result in a minimum of service hours.

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. Exemptions to this policy may be granted by the advisor or the Director of Curriculum and Faculty

TARDY POLICY

Students are expected to be in their first period class or assigned homerooms by 7:50 am each day. Any student who is not in her assigned seat by 8:00 am is considered and recorded as tardy.

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

Students dismissed for early morning appointments are expected to return to school for afternoon classes.

Students recorded tardy after 8:30 am may be referred to the Director of Curriculum and Faculty and subject to disciplinary action.

When a student accumulates three unexcused tardiness in one marking period, she will be assigned one hour of detention by the Attendance Officer. Upon the fourth unexcused tardy in the quarter, the student will be assigned one (1) hour of restoration from 7:00 am -8:00 am

or two (2) hours in service. After the fifth unexcused tardy in one academic quarter, the Attendance Officer will refer the student to the Director of Curriculum and Faculty who will request a conference with the student and her parent/guardian. Any further days tardy in one academic quarter will be considered a serious violation of school policy and could result in additional disciplinary action.

The Director of Curriculum and Faculty and advisors have the discretion to assign consequences for any unexcused tardy, regardless of the number of tardiness that a student has earned.

TARDY PROCEDURE

When a student is late for school, she must report directly to reception. After 9:00am all tardy students will be reported to the Director of Curriculum and Faculty.

Students will report immediately to their assigned class. Failure to report within five (5) minutes to class will result in disciplinary action.

All tardy arrivals must see the faculty member of any class missed on that day and submit any assigned work at that time. Acceptance of late work will be at the discretion of the faculty member.

EARLY DISMISSAL

The school strongly recommends that students not be dismissed before the conclusion of their scheduled academic day, but recognizes that occasionally this cannot be avoided. To ensure student safety, except in cases of family emergencies, parents and guardians may not dismiss their daughters via phone calls.

The Director of Curriculum and Faculty or advisors can deny the request for a student to be dismissed via a phone call. To be dismissed early from school a student must:

Bring a note from her parent/guardian (this must be in written form, email will be accepted) to the advisor no later than 8:00 am on the day to be dismissed. The dismissal note must include a parent/guardian contact phone number. The student will present the dismissal note to the classroom teacher for the class from which he will be dismissed. The student will report to the reception area at the time of her dismissal.

Any student dismissed early for a school sponsored event must see the faculty member of any class missed on that day and submit any assigned work at that time. Acceptance of late work will be at the discretion of the faculty member.

Any student dismissed from school before 2:00 pm will be ineligible to participate in any school activity on that calendar day. Exceptions to this policy are granted by the Director of Curriculum and Faculty.

SKIP DAYS

There are no skip days provided within the school calendar. Any student who participates in a skip day will be subject to disciplinary action and loss of academic credit.

LEAVE OF ABSENCE

In some instances, for compelling reasons, a student may be required to take a leave of absence from The Academy at Penguin Hall. Approval for a leave is granted by the Director of Curriculum and Faculty at his/her sole discretion. The President reserves the right to place students on a leave of absence in situations of prolonged absence. The President, in collaboration with others, will define all criteria for reinstatement should a student be placed on a leave of absence.

BULLYING

The Academy at Penguin Hall is committed to providing a safe, respectful learning environment for all students. All members of the school community should be treated with civility and respect in an inclusive manner. Bullying of any student will not be tolerated and will be grounds for discipline, up to and including suspension and expulsion for students, and termination of employment for employees. In accordance with Massachusetts law, the school has developed the following anti-bullying plan for education, discipline, and reporting to prevent bullying and to help adults and students to respond effectively to reports and observations of bullying:

INTRODUCTION TO BULLYING

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

The School 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 school community, and provide all students with the skills, knowledge, and strategies to prevent or respond to bullying or teasing.

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

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 School reserves the right to apply disciplinary measures and other corrective action in a case of a single expression, act or gesture if the School 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 School 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, Cyber-bullying 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 cyber-bullying 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 Director of Faculty and Development 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 cyber-bullying is strongly encouraged to promptly notify the President or the Director of Curriculum and Faculty. 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 Director of Curriculum and Faculty. A parent or guardian should also report any incident of retaliation in violation of this policy to the President or The Director of Faculty and Development.

Anonymous reporters: Reports made by students, parents or guardians, or other individuals who are not School 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 Resources: The School makes a variety of reporting resources available to the school community including, but not limited to:

- (1) an Incident Reporting Form
- (2) a dedicated mailing address (Julie Calzini, The Academy at Penguin Hall, 36 Essex Street, Wenham, MA 01984]

While use of an Incident Reporting Form is not required as a condition of making a report, the School makes the Form readily available as a convenient and efficient means of providing necessary information on which the School can base its response and investigation. The Incident Reporting form will be provided in the beginning of the year packets for students and parents or guardians. It is available in the school’s main office, the counseling office, the school nurse’s office, the school athletic office and other locations determined by the President or designee. It is also posted on the school’s website.

Reporting Contact Information: Contact information for reporting bullying or retaliation to the President or the Director of Curriculum and Faculty Development

Name	Title	Email Address	Telephone Number
Molly Martins	President	mmartins@penguinhall.org	978-468-6200 Ext.1001
Julie Calzini	Direct of Faculty and Curriculum Development	jcalzini@penguinhall.org	978-468-6200 Ext. 1006

Reporting by Faculty and Staff: Any member of the faculty or staff of the school who witnesses or otherwise becomes aware of bullying or cyber-bullying 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 Director of Curriculum and Faculty 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 Director of Curriculum and Faculty or designee does not limit the authority of the staff member to respond to behavioral or disciplinary incidents

consistent with the School policies and procedures for behavior management and discipline.

Responding to a Report of Bullying, Cyber-bullying or Retaliation

Preliminary Considerations including the Safety and Well-being of Students

Before fully investigating the allegations of bullying or retaliation, the President 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 President 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 President 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 President 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 School’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 President 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 School’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 School's applicable policies and procedures. Also, if an incident occurs on school grounds and involves a former student under the age of 21 who is no longer enrolled in school, 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 School policies and procedures, consult with other individuals the President or designee deems appropriate.

Investigation

The President 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 School's policies, all students and staff are required to cooperate with the School's investigations of bullying or retaliation complaints.

During the investigation the President or designee may, among other things, interview students, staff, witnesses, parents or guardians, and others as necessary. The President 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 President or designee, other staff members as determined by the President 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 President or designee will maintain confidentiality during the investigative process. The President or designee will maintain a written record of the investigation. Records of investigations will

be deemed confidential records of the School and not student records and accordingly, will not be provided to students, parents or guardians except to the extent deemed appropriate by the President in his or her discretion.

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

Determinations

The President 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 school policy or inappropriate behavior has occurred. If, after investigation, bullying or retaliation is substantiated, the President 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 school activities. The President 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 President or designee may choose to consult with the students' 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 President 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 School's policies on confidentiality of student records and information. Therefore, the President 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 School reserves the right to apply disciplinary measures and other corrective action if the conduct is found to violate

another of the School's policies, be inconsistent with the School's mission or educational purpose, or be in breach of the School's general expectations for appropriate behavior.

Certain types of conduct, whether or not it meets the definition of bullying, may also trigger the School's duty to report to an outside agency, such as hazing or child abuse. In such situations, the School 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 School may use a range of responses that balance the need for accountability with the need to teach appropriate behavior. Skill-building approaches that the President or designee may consider include but are not limited to:

- offering individualized skill-building sessions based on the school's anti-bullying policy;
- providing relevant educational activities for individual students or groups of students, in consultation with school counselors and other appropriate school 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 President or Director of Curriculum and Faculty decides that disciplinary action is appropriate, the disciplinary action will be determined on the basis of facts found by the President or Director of Curriculum and Faculty, 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 School. Discipline will be consistent with the Plan and with the School'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 school; exclusion from participation in school-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 school; any other action authorized by and consistent with the school's disciplinary policy, or as deemed appropriate by the President or designee.

If the President 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 President or designee will consider what adjustments, if any, are needed in the school 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 President 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 President or designee will work with appropriate school staff to implement them immediately.

Counseling Assistance

School Counselors will be available to work with individuals and the families of both the target and the aggressor. The School has an existing relationship with Health and Educational Services Inc. if long term counseling is recommended for either individual involved.

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 President is responsible for the implementation and oversight of this Plan. Questions and concerns related to this Plan may be referred to the President, The Director of Faculty and Development, or the School Counselor (hereinafter these individuals may be referred to collectively as "Principal or designee").

The Bullying Prevention and Intervention Plan (this “Plan”) is a comprehensive approach to addressing bullying and cyberbullying, and the school 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 school community.

Annual Notice, Handbooks and Training

At the beginning of each school year, the School will send parents and students written notice each year about the student-related sections of the Plan and the School'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 School will post the Plan and related information on its website.

The School 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 School 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 President 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 President or The Director of Faculty and Development.

Conclusion

The Academy at Penguin Hall is committed to providing a school environment that is free from bullying, cyber-bullying, retaliation or any other form of behavior that has a negative impact on members of our school community. This Bullying Prevention and Intervention Plan is intended to (1) assist the school 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 School policy; (3) to implement appropriate disciplinary and other responsive actions when they are found to be warranted, and (4) help the School to maintain a positive, safe and respectful school environment.

CALCULATORS

TO BE DETERMINED BY FACULTY

CARPOOLS

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

CELL PHONES

Cell phones are not to be used in classes. Teachers will collect phones at the start of class. Should a student misuse their phones or fail to turn in their phones, they will be subject to disciplinary action. Cell phones will be handed back at the end of each class.

CLASS ATTENDANCE

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 will be cause for suspension.

CLEANLINESS OF CAMPUS

Students are expected to help maintain a neat and clean campus. Students must exercise good judgment with food and drinks. Students must use trash and waste receptacles that are provided throughout the campus, and always clean up after themselves. Recycling of materials is strongly suggested.

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 School 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 feels they are a victim of such mistreatment are encouraged to report such mistreatment to any counselor, teacher, or to the Director of Curriculum and Faculty or Principal. Any person within the School community with any knowledge whatsoever of suspected abuse or neglect, or any concern about possible abuse or neglect, should report it immediately to the Director of Curriculum and Faculty, the President, 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 School 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 School can.

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 school prior to admission. In the case of students already enrolled, the court-certified copy must be submitted as soon as possible. The school 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 school 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 AND INTERNATIONAL TRAVEL PROGRAMS

To enhance the overall experience at The Academy at Penguin Hall, the school provides qualified students several educational opportunities involving domestic and international travel. All school 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 school 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, he 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 school.

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 school. Violations of the covenant render a student liable to disciplinary action, up to and including not participating in the trip / program.

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)
- pants/leggings with skirt or dress or tunic length shirt/jeans must not be ripped and fit properly
- skirts and dresses- appropriate length (all hemlines must be at least fingertip length)
- dress shorts
- sweater

- sweatshirt or fleece (with appropriate shirt underneath)
- turtleneck
- APH gear may be worn.
- Those students on a team may wear warm ups on game days for team spirit.
- Sandals, sneakers and appropriate foot wear, protective footwear in the Fabrication Lab

Not permitted during the academic day:

- halter, tube, spaghetti strap (or tops with sleeves less than 2 inches wide), backless, sleeveless tops
- Students may not wear clothing that advertises or makes reference to drugs or alcohol
- logo (long or short sleeved) T-shirts
- fatigues, fleece pants, cut-offs, sweatpants, yoga pants or anything resembling yoga pants (See not above about leggings)
- 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

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)

Liturgies, Convocations, Funerals, Semi-Formals and Other Events:

- All students must dress appropriately when the school community gathers for school wide liturgies, convocations or other occasions as announced by the administration.
- When attending school funerals, wakes or other occasions as announced by the administration students are expected to be attired in dress pants, dress shirts, or dresses. Students are expected to be similarly attired at other formal events as announced by the faculty and administration.

Accountability

On the first violation of the dress code students will be assigned consequences. She may be required to purchase appropriate clothes from the school store in order to avoid academic disruption.

On the second offense of the school dress code, the parents and guardians of the student may be contacted by the Director of Curriculum and Faculty, and further disciplinary action may be taken which may include sending the student home to correct the dress code issue. Repeated offenses of the dress code could result in service hours, probation, suspension or expulsion from The Academy at Penguin Hall.

Questionable Matters

The Director of Curriculum and Faculty is the final arbiter in all matters of the dress code. Any matters of questionable appearance will be referred to the Director of Curriculum and Faculty, 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. All lost time will be made up in detention.

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 Counseling Department. 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.

The Academy at Penguin Hall is aware of the need for policies and protocols to be followed in the event a student decides to use alcohol / drugs. To ensure the development of a

healthy and safe community and the wellbeing of all members of The Academy at Penguin Hall community, the following policy regarding the use of alcohol, controlled substances (narcotics, steroids, abuse of prescription medications and other substances as defined by law) and tobacco is in effect.

School Policy and Consequences

Policy

- It will be considered a major violation of school rules for any student to possess, sell, distribute, or use alcohol /drugs (including steroids) on campus or at any school sanctioned activity or event off campus.
- It will be considered a major violation of school rules for any student to be under the influence of alcohol/ drugs (including steroids) on campus or at any school sanctioned activity or event off campus.
- It will be considered a major violation of school rules for any student to possess any type of drug paraphernalia on campus or at any school sanctioned activity or event off campus.
- Abusing prescription or over-the-counter medications, household cleaners, or aerosol propellants on campus or at any school sanctioned activity or event off campus is also a major violation of school rules.
- Exceptions to this policy will be made for authorized and appropriate use of prescription and over-the-counter medications in accordance with the school's policy and protocol on medications.

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-school time and/or off school premises may have ramifications, including but not limited to loss of privileges or other disciplinary action at the school'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 school 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 school, the student will participate in a conference with the Director of Curriculum and Faculty, 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 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 school 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.

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 consonant with the mission of the school.

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 school administration.

Any electronic device brought onto the campus or to any school sanctioned activity or event may be confiscated by the school and/or searched by the school at any time.

EXCHANGE PROGRAMS

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 School's guest or any other person will result in disciplinary action.

FIELD TRIPS

Students are required to have a "Field Trip Permission Form" signed by a parent or guardian on file prior to participating in any school-sponsored field trip. Moderators of the field trip are required to provide this form, and students are to have parents / guardians sign the form. This form is to be submitted to the moderator at least forty-eight hours in advance of the scheduled trip. Students not submitting the form properly will not be allowed to participate in the trip. A telephone call is not sufficient permission for a field trip.

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

Students are required to use school 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 school'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.

FOOD OR DRINKS

We ask that students use common sense when carrying drinks or food outside of the café. Students should limit beverages around technology. Students are responsible for the cleanliness of the cafeteria. Students should clean tables before leaving. The throwing of anything in the cafeteria is forbidden. Students are not allowed to have backpacks, bags or jackets on in the serving area of the cafeteria.

GAMBLING

Gambling in any form is not allowed. Violations of this prohibition may subject a student to suspension or expulsion from The Academy at Penguin Hall.

GUIDELINES FOR USE OF SCHOOL BUILDINGS BY STUDENTS

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

Students wishing to use the gymnasium at times other than those when regular activities are in progress must obtain permission from the Athletic Director. Gym shoes are to be worn at all times except while doing yoga.

HALLWAYS

During unstructured time and lunch periods, students are permitted to be at their lockers or in the hallways during the first five (5) minutes and last five (5) minutes of a period. At all other times students should be in a supervised area.

HAZING

Hazing is a serious offense. **The Academy at Penguin Hall encourages students to report such offenses promptly to any counselor, teacher, the Director of Curriculum and Faculty or the President.** Hazing is prohibited by both state law and the school's policies and will not be tolerated in this community. The school, through the President, will report all incidents of unlawful hazing to appropriate law enforcement officials, as required by law.

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 school'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 school 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 school 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.

HEALTH INFORMATION

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 school.

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 school 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 school 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.

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 school reserves the right to take action, including proceeding without a statement from the student, or to ask the student to leave school.

LOCKERS

All students will be assigned book lockers by their Advisors. Only locks issued by the school may be used to secure school lockers. All other locks will be removed. The Academy at Penguin Hall is the exclusive owner and a cotenant of all school 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 school locker assigned to them.

All students are required to lock their valuables in their lockers, especially in the gymnasium/locker room area. 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.

MEDICATIONS

Parents and students are required to provide the school's health office with a list of all medications that the student currently takes, including prescription and non-prescription medication. School 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 School's nurse or his/her designee to develop appropriate measures.

MESSAGES

Families should make every effort to personally communicate messages to their daughters. In the event that communication is not possible, the school office will always assist in emergencies, but will not interrupt classes to deliver non-emergency messages. Students will be called to the office for messages during homeroom and at the end of the day.

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

OFF-CAMPUS BEHAVIOR

Students should be aware that certain activities outside of school hours or off school property may result in loss of school 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 school, is contrary to the mission of the school, impinges on the rights of other students, employees, or members of the school community, or has a direct or immediate effect on the discipline or general welfare of the school, even if such conduct takes place off campus, during non-school hours or on breaks from school. Such conduct will be evaluated at the sole discretion of the school, and the school 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 school 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 school), which do, or could, impact the welfare of any member of the school community or the reputation or functioning of the school.

PARENTS AWAY

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

PARENT CONDUCT

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

PARKING

All student drivers must fill out a Driver Information Form prior to parking their cars on campus. All student drivers will receive a parking decal once they have submitted appropriate information. Students will park in the designated lot. Should a car be left in the parking lot without the appropriate decal it will be towed.

PROCEDURES FOR SCHOOL 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 WFXR (25) television, and on the school's web page (www.penguinhall.org). The school will also contact families via the School Reach 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 (penguinhall@penguinhall.org) by November 1.

SCHOOL DANCES

The Student Council will sponsor dances for the student body. Dance dates are posted on the school 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 a registered guest of a student. Registration will be coordinated through Student Council and the Student Life Office. All students 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 student or her 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 school. 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 school'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 School Dances:

- The Academy at Penguin Hall students and guests only.
- 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/guest must show respect for the staff, faculty, campus, each other and themselves.
- No backpacks or large bags are allowed. All purses, handbags, pockets will be searched.

SCHOOL IDENTIFICATION CARD

Students are required to carry their official school identification card with them at all times, during school and at all school-related functions and activities. Loss of a student ID card should be reported to the advisor immediately. Replacement cards will be provided for a \$5.00 fee and it may take up to 24 hrs. for the new card to be printed. A student must produce her ID card immediately when asked to produce it by a faculty or staff member. A student who refuses to produce her ID or is not carrying her ID is liable for disciplinary action.

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

SECURITY CAMERAS

In furtherance of its policies and procedures regarding safety, security and appropriate conduct, the School utilizes video surveillance equipment in appropriate places within and around School buildings. While private areas such as restrooms, showers, and dressing rooms will not be subject to video surveillance, the area's leading into and out of such facilities can be subject to monitoring. In addition, such facilities are still subject to visual and physical searches by authorized School personnel, or their designees, for reasonable purposes.

Activities in the covered areas are monitored and recorded through a closed circuit video surveillance system. The recorded video is stored by the School for a period of time and is subject to review by authorized administrators or security personnel. The School reserves the right to disclose the contents of such recordings as necessary to ensure the security and safety of students and employees, to investigate any suspected misconduct, and to report any suspected illegal activity to the appropriate authorities. If you have any questions regarding the School's use of video surveillance, please contact the President.

All students and employees are prohibited from tampering with or disabling the surveillance equipment. Violation of this prohibition will lead to disciplinary action up to and including expulsion (if a student) or termination of employment (if an employee).

STUDENT DIRECTORY

There is a published Student Directory that includes a student's name, parent / guardian's name, address, phone number and home e-mail address in The Academy at Penguin Hall's portal. Families not wishing to have their information published can opt out through The Academy at Penguin Hall Family Update Form.

STUDENTS DISMISSED FROM CLASS

Students are not allowed to leave a classroom while class is in session without the explicit permission of the teacher.

Any student sent from a classroom for disciplinary reasons is to report to main reception area to wait. The Director of Curriculum and Faculty will be notified immediately. The student must remain in the office until she receives further instructions.

In the event a student needs to see the nurse or attend a school counselor meeting the student must check in with her classroom teacher prior to visiting the nurse or attending the guidance appointment. At the conclusion of the nurse visit or school counselor meeting the student must report to class immediately unless a medical emergency makes this impossible. A student who does not comply is subject to disciplinary action.

TEACHER ABSENCE

Students must report for their first period class by 8:00 am each day, even if a teacher is absent, and remain in the classroom until a substitute arrives or until an administrator dismisses the class.

If a teacher fails to appear for class, the class is required to remain and wait quietly while a class member goes to notify the school office. A school administrator will then give directions to the class. Students are required to check the Student Portal for assignments when there is no substitute for an absent teacher.

TRUANCY

A student is deemed truant when he is absent from school or from a class without school and/or parental permission. The student will at a minimum receive in-school suspension. Parents will be informed of any instance of truancy as soon as possible. Truancy also results in a student being placed on disciplinary probation for one semester. Truancy by a student already on probation may result in expulsion.

USE OF TOBACCO PRODUCTS

In view of the evidence that tobacco products are injurious to health, the possession and use of such products are prohibited everywhere on campus and at all school-related activities. Violation of this policy will result in disciplinary action. Repeated violations will render a student subject to expulsion.

VANDALISM AND STEALING

Human dignity and respect for the common good requires that each individual respect the personal property of one another and the school property which is intended for the responsible use of all the members of The Academy at Penguin Hall community. Stealing and vandalism are considered to be serious violations of school policy and will render a student subject to expulsion from The Academy at Penguin Hall. Students caught vandalizing or stealing will be required to make restitution. Students and parents are

responsible for reimbursing The Academy at Penguin Hall for any damages and / or theft of school resources.

VIOLENCE

Students must never resort to physical confrontation to resolve their differences. Fighting for any reason will not be tolerated and will result in disciplinary action including possible suspension or expulsion, loss of athletic or extracurricular activities privileges, parental conference, behavior probations, or other disciplinary action as may be deemed appropriate. Fighting includes (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. Threatening includes any behavior which purposely places or attempts to place another in fear of imminent bodily injury or physical contact. The theft of another person's electronic identity or the masking of one's true identity as another person to make threats and/or harass individuals on or off campus will render a student subject to expulsion.

WEAPON POSSESSION

The possession of a weapon or other dangerous object on campus or at any off campus school-sponsored activity will result in expulsion from The Academy at Penguin Hall. The appropriate law enforcement agency will be notified and the student may be subject to arrest. Dangerous objects include, without implied limitation, items such as guns, firearms, explosive devices, knives, slingshots, pepper spray, and other chemical sprays.

ATHLETICS

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). Please review this section to ensure your son is eligible to participate in MIAA interscholastic events. The information contained herein is intended to provide student athletes and parent / guardian (s) with an understanding of the Athletic Department's philosophy, goals and policies. Participation on an athletic team can be a rewarding educational experience. It is important that student athletes realize the time demands, responsibility, dedication and sacrifices required when making this commitment. Student athletes must maintain good academic and disciplinary standing to maintain the privilege of participating in the interscholastic athletic program.

Athletic Program Goals

The Academy at Penguin Hall emphasizes the development of basic skills, and appropriate attitudes, values, sportsmanship and team concepts. Participation at the varsity level is generally limited to the most highly skilled players and those with the ability to interact with other players for team success. The coach will make all decisions relative to the level of play and placements on teams (varsity, junior varsity or freshman). It should be understood that playing time could be limited by the strategy of the game. The School strives to allow as many students as possible to participate and share the experience and benefits derived from team membership.

Concussion Management

Any athlete who exhibits signs, symptoms, or behavior consistent with a concussion (such as loss of consciousness, nausea, headache, dizziness, confusion, or balance problems) shall be immediately removed from the contest and shall not return to play until cleared by an appropriate health-care professional.

When an athlete is cleared to return to play by a physician with documentation after they have sustained a concussion, a gradual return to play plan will be administered by the Athletic Trainer to monitor the athlete and insure they are symptom free during sports specific activities, before allowing them to participate in live athletic participation. Any prior concussion history for an athlete before attending The Academy at Penguin Hall should be noted in the mandatory Pre-Participation Head Injury Concussion Reporting Form that is due before each sports season for record keeping purposes. This form can be found under the Athletic Tab on the website on the Concussion Information and Protocol page.

The school uses the ImPact concussion program as one tool in the evaluation process and all athletes that participate in contact sports are required to have a baseline test before being cleared for play. Post injury impact test results will be forwarded to the student athlete's licensed physician for evaluation.

The school coaches and medical personnel will always put the student's health and well-being first and are required to err on the side of caution in regards to concussion management.

To promote wellness and assist in the diagnosis and treatment of head injuries the school has implemented the ImPact program. All student athletes must complete an ImPact computer test each year. In the event a student sustains a head injury the student is expected to take the ImPact test, in the school nurse's office, no later than 72 hours after receiving the injury.

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.

Students must discuss participation in school sponsored exchange and service programs that conflict with team commitments with the coach and Athletic Director at least six weeks prior to tryouts or the season of play.

Practices are held daily for approximately 2 ½ hours, or as appropriate to the activity. Some practices may be held on weekends. No official practice may be held without an Academy at Penguin Hall coaching staff member present.

Starting Dates

Starting dates for each season are posted on the school calendar.

The conclusion of the season is defined to include participation through the last MIAA sponsored tournament or event.

Pre-season Responsibilities

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

- Submit a completed physical to the Nurse's Office. Date of physical must be within 13 months of the start of the season.
- Complete an ImPact computer test.
- Demonstrate parental / guardian permission to participate, noted on the Student Contract
- Be less than 19 years of age on or before September 1 of the current school year. Students in grade 9 must be less than 16 years of age on or before September 1 of the freshman year.

- Demonstrate and maintain academic eligibility.
- Fulfill all financial obligations to the School and return all equipment issued the previous season.
- Be in good standing in connection with disciplinary issues.

Students transferring into The Academy at Penguin Hall must work with the Athletic Director to ensure eligibility for participation in the interscholastic athletic program. The Director of Curriculum and Faculty is responsible for declaring eligibility of all transfer students.

Team Tryouts/Selection

Prior to each season the school will sponsor an information night for parents and prospective student athletes. Attendance at the information night is mandatory. During the session staff will explain the School's philosophy of athletics and coaches will provide an explanation of her expectations and guidelines for tryouts. It is the duty of the student to demonstrate to the coach that he can fulfill the required expectations. If a student is not selected for a team, he may contact the coach personally for an explanation. Students not selected are encouraged to explore other sport opportunities.

The coaching staff of each sport has the sole responsibility for selecting the members of the team, determining the level of play beneficial to the development of each player and the amount of playing time. Player concerns should be addressed first between the player and coach. If a resolution is not achieved, parents may schedule a meeting with the coach. If a resolution is not reached between the athlete, parent and coach, the matter may be presented to the Athletic Director. Parents / students should not contact the Headmaster or Principal regarding athletic concerns until all other possibilities have been exhausted. The President is the final arbiter of all concerns in this area.

Athletic Participation Warning

Although most athletic injuries are usually minor, serious injury, including permanent paralysis or death, may occur.

School Equipment Responsibilities

Students are responsible for and are expected to maintain proper care of all equipment issued to them. Students are responsible for payment for any items lost, stolen or damaged. Each item not returned will be assessed at a rate comparable to the current replacement

cost. All equipment is to be returned within three days of the completion of the season. Student/athletes are not to wear uniforms (practice or game) at any time other than those allowed by the specified team regulations.

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, Athletic Director and the Director of Curriculum and Faculty. Members of faculty, staff and administration may eject spectators, at their own discretion, at any time.

MIAA Rules of Note

The Academy at Penguin Hall abides by the policies of the MIAA in all interscholastic athletic programs. Student athletes and parents must be familiar with the rules listed below. The text of the rules can be found at www.miaa.net and then click on the Blue Book link.

Rule 45. Loyalty to the High School Team: Bona Fide Team Members

Rule 46. Only One School Sport Per Season is Permitted

Rule 62. Student Eligibility: Chemical Health/Alcohol/Drugs/Tobacco

As noted in The Academy at Penguin Hall Alcohol and Drug policy the school will apply the stipulations of this rule to students who are in the presence of underage alcohol consumption and / or the use of other illegal substances.

TECHNOLOGY RESOURCES AND GUIDELINES

Student Center: 7am-5pm

Acceptable Computer Use Policy for Students

The school 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 school expects that students will use these technology resources only in accordance with the school'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 school's technology resources. All data created, stored, received, sent, and viewed on or through such resources are subject to monitoring and access by the school at any time.***

Internet Use

Internet research is an integral part of the educational process. The school expects students to use appropriate search engines, databases, and other Internet materials in support of their academic and school-related extra-curricular activities in a responsible manner. The school recognizes that some Internet resources do not serve the school's educational purposes. Access to materials not considered to be of educational value in the context of the school setting is therefore restricted. The school 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 school's filtering system is considered a violation of the Acceptable Use Policy. Use of unauthorized proxy servers to intentionally bypass school filtering will result in disciplinary action.***

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

Electronic Mail

The school provides electronic mail (email) accounts to all students. Students are expected to use this email account for school-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 school staff members even if such transmissions have been deleted.

User guidelines for assigned e-mail 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 school's email system.
- Unauthorized use of another individual's e-mail account is prohibited and will result in disciplinary action.

School Network

Each student user has access to the technology resources provided by the school. Each student's network account provides limited centralized storage on school servers and should be cleared periodically. It is expected that students will keep passwords secure and private but will disclose them when required to authorized school staff. School administrators have the right to review all files on all servers. Periodically, network and school 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 school's mission. Use of school 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 school's technology resources appropriately.

- All use of the Internet through the school will be for school purposes only.
- Students will respect the privacy of others.
- Students will always use appropriate language.
- Students will only use software provided by the school.
- It is illegal to copy or run software without a proper license.
- Students will not install any software on school 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 school 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 school 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 school is prohibited. Using, accessing, distributing or creating such resources will render a student liable for disciplinary action.

Use of Laptop Computers, PDA's, IPod's, IPad's

Students are afforded the privilege of using personal laptop computers, PDA's, iPads and iPods to connect to the school wireless network. Use of personal electronic resources to connect to The Academy at Penguin Hall network resources (stand alone or network) must abide by the following:

- Users must abide by all components of the Acceptable Use Policy.
- The Academy at Penguin Hall encourages students to use computers and iPads throughout their academic experience. Teachers reserve the right to monitor and restrict computer and iPad use in classrooms if necessary.
- Students will only use software provided by the school.
- It is illegal to copy or run software without a proper license.
- Students will not install any software on school 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 school 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.

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 Director of Technology and the Director of Curriculum and Faculty. 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 school 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 school'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 school 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 school. Students should not post anything compromising that could then be linked to the school.
- 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 Headmaster 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 Director of Curriculum and Faculty. Contact between faculty, staff and students should be limited to school 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, your school 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 school: respect, integrity, honesty, compassion and trust.

SEXUAL AND OTHER HARASSMENT POLICIES

The Academy at Penguin Hall is committed to providing an educational environment that is free of sexual harassment. This school will not tolerate sexual harassment of students, employees or other members of the school community by anyone, whether on school property, at school-related activities or events off school property, or at school-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 a School investigation of harassment and any intimidation, coercion or other attempted interference with an investigation of a harassment complaint.

The School will take seriously all complaints of sexual harassment, the condoning of sexual harassment or retaliation and will have each such complaint thoroughly investigated.

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 school-related decisions affecting that individual; or

- o 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 a School 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 School on a case-by-case basis. The following are, however, some examples of language and conduct which all students of the School are cautioned to avoid. **This is not an exhaustive list.**

- Comments to, or about, any student or School 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 School employee or any other person, or if he has witnessed the sexual harassment of another, the student should report the incident promptly to the President, 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 President, then to the Headmaster or the Chief Financial Officer. It is the policy of the School 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 School'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 school'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 School 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 School. 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 School 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 school can take for violations of this policy, please see the "Bullying" policy.

OTHER FORMS OF HARASSMENT

The Academy at Penguin Hall prohibits harassment based on gender, race, color, national/ethnic origin, religion, disability, sexual orientation, social class or economic status. Such harassment may occur when someone tries to humiliate or intimidate you, such as, but not limited to:

- making racist comments
- making derogatory comments about your religion or ethnicity
- making cruel personal jokes
- teasing you about your sexual orientation

Anyone who believes that he/she has been harassed as described above should report such action to the President or any other administrator with whom the student feels comfortable, or to any counselor or teacher. The school will follow the complaint handling and disciplinary procedures set forth above regarding sexual harassment.

Student and Parent Acknowledgement and Receipt of Student Handbook

I acknowledge that I have received a copy of The Academy at Penguin Hall's Student Handbook. I understand that it contains important information on

policies and procedures. I realize that this handbook is not intended to cover every situation which may arise but is simply a general guide to refer to.

I understand that it is my responsibility to familiarize myself with the information and that I agree with the policies of The Academy. I further understand and acknowledge that The Academy may change, add or delete any policies or provisions in this handbook as it sees fit in its sole judgement and discretion

I acknowledge and understand that this Student Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

Student's Name: _____ Class: _____

Parent's Printed Name: _____

Parent's Signature: _____

Date: _____

