

The image shows the front entrance of Pingree School. It features a classical portico with four tall, white, fluted columns supporting a white pediment. The building's facade is made of light-colored stone or brick. In the center, there is a dark double door with a decorative pediment above it. Above the door is a large, arched window with a decorative glass design. The sky is clear and blue. The foreground consists of a paved walkway leading to the entrance, flanked by green grass and some shrubs.

# Pingree

SCHOOL

STUDENT/PARENT  
HANDBOOK 2016 – 2017

## STUDENT/PARENT HANDBOOK 2016 – 2017

Dear Pingree Students and Families,

Safety, trust, and freedom in Pingree School's learning community are rooted in a shared commitment to honesty, integrity, and character. We expect all members of this community to take this commitment seriously. While our mission statement is a living document that guides faculty, students, and staff in actions and behaviors, our Handbook provides the specific policies and guidelines that ensure a respectful, clear, and safe learning environment. The spirit of all rules and policies within the Handbook is guided by Pingree's mission.

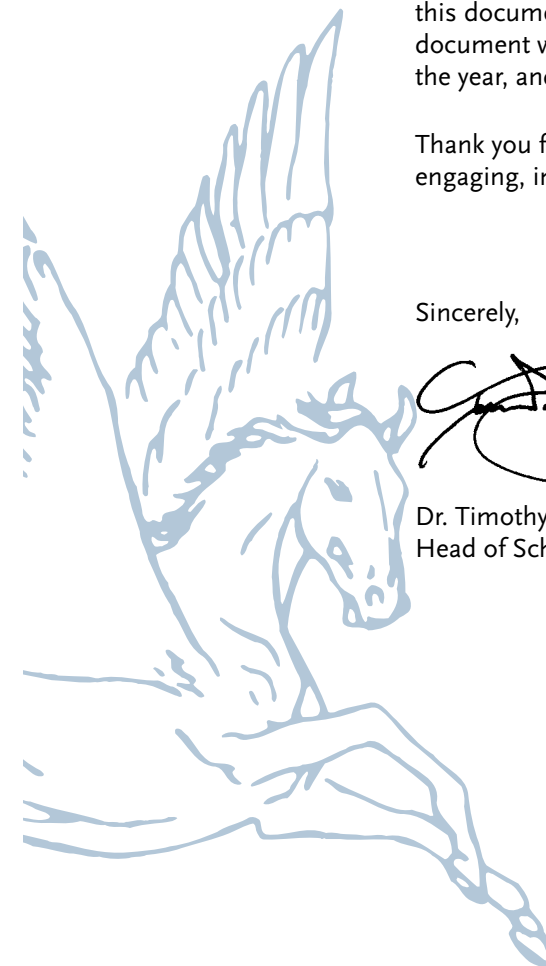
The fundamental purpose of this Handbook is to define the commitments that we—faculty and staff, students, parents, and guardians—are making to provide the best possible educational experience. Prior to the start of the school year, it is expected that all students and their family members will read this document to familiarize themselves with policies and expectations. A clear understanding of this document will improve school-home communication, assist with questions about procedures during the year, and increase the likelihood of a successful year for all.

Thank you for being an informed, contributing member of the Pingree community. Best wishes for an engaging, invigorating, and meaningful school year.

Sincerely,



Dr. Timothy M. Johnson  
Head of School



*The policies and practices contained herein may be amended at any time and are subject to change without notice at the discretion of the head of school. The policies set forth in this handbook are not intended to create, nor are they to be construed to constitute, any contractual rights or obligations.*

## MISSION STATEMENT

Dedicated to academic excellence and development of high personal standards, Pingree believes that a love of learning flourishes best in a diverse community that respects truth, curiosity, creativity, humor, and independent and imaginative thinking. Above all, Pingree strives to instill in its students integrity, decency, compassion, self-esteem, and commitment to one another and to the world at large.

## STATEMENT OF CHARACTER AND PURPOSE

As a coeducational college preparatory day school founded in 1960, Pingree seeks to achieve its mission primarily through its teachers, advisors, and coaches, all of whom establish close rapport with students in order to mentor them in scholastic work, athletics, and extracurricular participation, as well as to identify and encourage personal strengths. Through this interaction, and in partnership with parents, Pingree hopes to instill the values expressed in its mission.

As students become confident about themselves and their abilities, it is vital that they also recognize their obligations to society as responsible citizens. Pingree believes that a willingness to participate actively in efforts to bring about a better world is an essential goal for every student. Pingree seeks to help each individual develop the qualities of leadership and the courage to take risks while continuing to grow as a student and as a person.

## DIVERSITY STATEMENT

Pingree School's mission states that, "Pingree believes that love of learning flourishes best in a diverse community." In keeping with this philosophy, we must actively recruit students, faculty, staff, and trustees of diverse backgrounds. The school and its trustees are committed to ensuring that Pingree is open and welcoming to a population that is all-inclusive. We seek to be a community of people who respect, nurture, and sustain an awareness of how the diversity among us enriches all of our lives.

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## MAJOR DATES 2016 – 2017

Wednesday August 31 .....	Class Trips/Student Orientation
Thursday, September 1 .....	Class Trips/Student Orientation
Tuesday, September 6 .....	Opening Convocation and <b>Classes Begin</b>
	<b>Trimester One Begins</b>
Monday, October 10 .....	Columbus Day – No Classes
Tuesday, October 11 .....	Senior Class College Visit Day
Friday, November 11 .....	Veterans Day – No Classes
Friday, November 18 .....	Trimester One Ends
Monday and Tuesday, November 21 – 22 .....	Parent-Student-Teacher Conferences
.....	No Classes
Wednesday – Sunday, November 23 – 27 .....	Thanksgiving Recess
Monday, November 28 .....	Classes Resume
	<b>Trimester Two Begins</b>
Friday, December 16 .....	Winter Break begins at 2:45 p.m.
Tuesday, January 3 .....	Classes Resume
Monday, January 16 .....	Martin Luther King, Jr. Day – No Classes
Tuesday, January 17 .....	Martin Luther King, Jr. Day Celebration
Monday, February 20 .....	Presidents' Weekend – No Classes
Tuesday, February 21* .....	Presidents' Weekend – No Classes
Friday, March 10 .....	Trimester Two Ends
.....	Spring Break begins at 2:45 p.m.
Monday, March 27 .....	Classes Resume
	<b>Trimester Three Begins</b>
Monday, April 17* .....	Patriots Day – No Classes
Monday, May 29 .....	Memorial Day – No Classes
Friday, June 2 .....	Trimester Three Ends
Monday – Friday, June 5 – 9 .....	Final Exams
Friday, June 9 .....	End of Year Awards Ceremony
Saturday, June 10 .....	Baccalaureate
Sunday, June 11 .....	Commencement

*\*These vacation days may become school days if Pingree reaches the maximum number of cancellations due to inclement weather.*

## SCHOOL DIRECTORY

<b>ACADEMICS</b>	Kristin Brown	<b>ATHLETICS</b>	Alan McCoy
<b>Assembly</b>	Kristin Brown Lenworth Williamson	<b>Equipment and Lockers</b>	Nick Ogles Chris Powers Tara Sartori
<b>Attendance</b>	Grade Deans (see below) Pamela Sidell	<b>Rink</b>	Todd Mazzeo
<b>Registrar</b>	Tracy Johnson	<b>Sports Medicine</b>	Nick Ogles Britney Rand
<b>Report Cards/   Academic Progress</b>	Kristin Brown	<b>Transportation</b>	Tara Sartori
<b>Scheduling</b>	Kristin Brown Tracy Johnson	<b>BUSINESS AND FINANCE</b>	Jock Burns
<b>Textbooks</b>	Department Chairs (see below)	<b>Billing</b>	Janice Nelligan John Harrington
<b>ADMISSION</b>	Eric Stacey Mary Dyer Kate Frost Michael Posternack	<b>Financial Aid</b>	John Harrington
<b>ADVANCEMENT</b>	Kimberley Moore	<b>COLLEGE COUNSELING</b>	Meghan Farley Stephen Carey Ann Foye Tracy Johnson Nicholas Soodik
<b>Alumni Relations</b>	Kenneth Aboagye-Adinkra	<b>COMMUNICATIONS/   MARKETING</b>	Melody Komyerov Emma Fedor
<b>Database</b>	Paul Tetta	<b>COMMUNITY AND MULTICULTURAL   DEVELOPMENT</b>	Zara-Marie Spooner
<b>Fundraising</b>	Kimberley Moore	<b>COUNSELING AND ADVISING</b>	Susan Esty
<b>Major Gifts Officer</b>	Buddy Taft	<b>DISCIPLINE</b>	Lenworth Williamson
<b>Office Coordinator</b>	Donna Maggio	<b>EDUCATIONAL RESOURCE   CENTER</b>	Ann Lyons
<b>Parent Engagement</b>	Shelley Vassallo	<b>ENGLISH</b>	Jessica Moore, Chair Michael Gracey Christina Grenier Edward Kloman Eric McCollom James MacLaughlin Michelle Ramadan Nicholas Soodik Sara Tahir
<b>Parent Liaison</b>	Donna Maggio		
<b>Pingree Fund</b>	Diana Mathey		
<b>ARTS</b>	Eric Haltmeier, Chair Eric Clemenzi Tennille Hahn Phil McGowan Nate Olson Arlynn Poletta Mallie Pratt Jason Ries Thomas Smoker Elizabeth Taft Debora VanderMolen		



<b>FACILITIES AND GROUNDS</b>	Dave Jones Frank Bonaiuto Skip Lane Keith Mazzeo Todd Mazzeo Robert Wiley
<b>FOOD SERVICES</b>	Jack Ludden
<b>GRADE DEANS</b>	
Seniors	Jon Gistis
Juniors	Ann Lyons
Sophomores	James MacLaughlin
Freshmen	Anna McCoy
<b>HEAD OF SCHOOL</b>	Timothy Johnson
Executive Assistant	Joy Foley
<b>HEALTH SERVICES</b>	Allyson Larsen
<b>HISTORY</b>	Carolyn Paczkowska, Chair Kristin Brown Elizabeth Cooper-Mullen Susan Esty Casey Finch Ann Foye Jon Gistis John Glessner Anna McCoy Zara Spooner Buddy Taft Lenworth Williamson Michael Wilmot
<b>LANGUAGES</b>	Andrea Johnson, Chair Allison Angelico Owen Carpino David Goff Sheng-Chu Lu Lauri Perez Merrill Stabler Julie Zook
<b>LEARNING ACROSS BORDERS (LAB)</b>	
International	Andrea Johnson
Local	Jessica Moore
<b>LEARNING COMMONS/LIBRARY</b>	Meghan O'Neill David Medvitz
<b>MAIN OFFICE</b>	Joy Foley Gerard Garrett Pamela Sidell

<b>MATH</b>	Christina Kennedy, Chair Steven Filosa Dominic Fitzpatrick Abigail Goettler Eric Olson Colleen Tlagae James Williams John Young
<b>MORNING MEETINGS</b>	Lenworth Williamson Jason Ries
<b>PREP@PINGREE</b>	Steven Filosa Paul Mayo
<b>QUANTITATIVE CENTER</b>	Dominic Fitzpatrick
<b>RENTAL FACILITIES</b>	
Athletics Rentals	Chris Powers
School Events	Joy Foley
Outside Events	Britney Rand
<b>SCIENCE</b>	Robert VanTuyl, Chair Alec Burt David Hamilton Mary Harbist Katherine Karch Skylar McAlpin Stacey Nicholson
<b>SERVICE LEARNING AND CIVIC ENGAGEMENT</b>	Anna McCoy
<b>STUDENT ACTIVITIES</b>	
Coffee House	Michelle Ramadan
Events	Lenworth Williamson
Newspaper	Elizabeth Cooper-Mullen
Pegasus	Michelle Ramadan
Student Council	Lenworth Williamson
Yearbook (Gadfly)	Elizabeth Taft
<b>STUDENT AFFAIRS</b>	Lenworth Williamson
<b>SUMMER PROGRAMS</b>	Britney Rand
<b>TECHNOLOGY</b>	Robert Ogden Max De La Cruz David Medvitz
<b>TRANSPORTATION WRITING CENTER</b>	Pamela Sidell Christina Grenier

## ACADEMIC INFORMATION

### GRADUATION REQUIREMENTS

Successful completion of 67 credits (1 credit = 1 full credit trimester course), to include:

**ENGLISH:** 12 Credits. 1 credit for each trimester enrolled (through level 4) to include 3 trimesters of "American Literature"/"American Cultural Studies" or a department approved equivalent course.

**MATHEMATICS:** 9 Credits. Must complete through "Math 3."

**FOREIGN LANGUAGES:** 9 credits. Must complete 9 consecutive trimesters in a single language.

**HISTORY:** 9 credits, to include "Themes and Issues in World History," "Modern European History," and "U.S. History" or "American Cultural Studies."

**SCIENCE:** 9 credits to include biology, chemistry and physics.

**ARTS:** 6 credits. (1 full year for students in class of 2017 and 2018)

**SENIOR PROJECT:** All seniors must pass all requirements of the senior project.

**AFTERNOON REQUIREMENT:** All students are required to participate in the afternoon program. Students in ninth, tenth, and eleventh grade must participate all three seasons; twelfth graders are allowed an optional season off. Each year at least one season must be a physical activity.

Students must be enrolled in a minimum of 5.5 credits each trimester for 16.5 credits each year. Students may not enroll in more than 6.5 credits in a trimester. Students may meet the credit minimum with a combination of full-credit and .5 credit courses.

Twelfth graders, in order to receive their diplomas/certificates, must pass all year-long courses and pass all courses during the third trimester.

A student cannot be promoted with more than one failure in a course on their record.

Students taking Advanced Placement (AP) and some honors courses are advised to pay close attention to course descriptions as extra class meetings may be required. The frequency of these extra classes will be decided by the particular department and may be added to in the case of excessive cancellations due to inclement weather. No student may enroll in more than 3 AP courses. Students must petition the Curriculum Committee to enroll in more than 4 honors courses or 4 honors/AP courses combined. Students who enroll in an AP course must sit for the AP exam in May.

H Block courses are .5 credit courses and all are graded pass/fail. The only possible exceptions to this include "Performing Arts Lab" during Trimester 3 and "American Cultural Studies."

The school reserves the right to cancel a class for which there is insufficient enrollment.

Pingree is proud of the quality of its faculty. Our teachers are hardworking, highly qualified in their disciplines, and committed to their students. Given our confidence in the ability and professionalism of every one of our faculty members, we ask you to trust our judgment by not requesting specific teachers.

## INDEPENDENT COURSEWORK

From time to time and by special permission, a student is allowed to complete an independent course or project for credit. Such a course is permitted for students who have shown themselves capable of working independently and who have a special interest that goes beyond the ordinary curriculum of the school. Independent projects must receive the approval of the department involved, as well as the Curriculum Committee. An independent study course must be in addition to the 5.5 course minimum requirement. Any student interested in pursuing an independent study and/or auditing a course must speak directly with the relevant department chair and submit a proposal and a course request form.

## CIVIC ENGAGEMENT AND SERVICE

Social justice is at the very heart of Pingree's Civic Engagement and Service Program. Our civic engagement philosophy involves learning how to serve and participate through listening, being available, reflecting, relating, and acting thoughtfully. Throughout their years at Pingree, students learn how to plan, lead, and inspire civic engagement in others at Pingree and in the larger community.

Pingree students participate in engagement and service activities at Pingree and beyond the school walls. As part of our Community Education Program, freshmen build a foundation for civic engagement by developing personal stewardship of the school and embracing a responsibility to not only conserve and care for, but also improve the Pingree community. Sophomores organize and lead "informed giving" activities through a variety of drives for community organizations, and juniors engage in civic learning in order to examine service from a "behind-the-scenes" vantage point.

Through long-term partnerships and direct interactions with people and organizations outside of Pingree, students learn how to adjust to the needs of others, and meet needs as defined by the communities being served. Seniors will have the opportunity to meet with alumni and community members who have turned their passion for service into a career. Additionally, seniors have the options of working with the director of civic engagement and service to develop a service-based senior project.

Additionally, students will have the opportunity to learn, serve, and engage as part of academic courses, athletic teams, the arts program, service trips, and the after-school service activity offered during the winter season.

## DROP/ADD & WITHDRAW POLICY

### DROP/ADD

Students will have a two-week drop/add period during which they may drop or add courses based on class space availability and the provision that they will still be carrying the minimum number of required credits. Please see the school calendar for specific dates.

### WITHDRAWAL FROM COURSES

All students must take a minimum of 5.5 credits each trimester, although they may challenge themselves further by enrolling in courses beyond this minimum requirement. However, when the challenge becomes an obstacle to success in other courses, after consulting with teachers, advisors, college counselors (for seniors), and parents, a student may withdraw from an extra non-required course without penalty according to the policy and deadlines explained below. Seniors should consult with the College Office before such

withdrawals and understand that the school must notify any colleges to which transcripts have been sent of any changes in the status of the course load a senior is taking.

- A student may not withdraw from any course that would bring their total load to below 5.5 credits.
- Students may not withdraw from any half-credit course (after the drop/add period).
- Students may withdraw from any full-year course with no penalty (nothing showing on the transcript) by the Wednesday before Thanksgiving. After this date, a student may not withdraw from an honors or AP course. If a student withdraws from any full-year course after this date, it will appear on the transcript as a withdraw-pass (WD/PS) or a withdraw-fail (WD/F).
- Students may withdraw from a trimester-length course by the mid-point of the trimester (see calendar for specific dates). If a student withdraws from a trimester-length course after this mid-term date, it will appear on the transcript as a withdraw-pass (WD/PS) or a withdraw-fail (WD/F).
- A student may not add a course after the drop/add period (to replace a dropped course) unless the student is moving down or up a level—and only if the chosen course fits with the student's schedule. (Note: there are no guarantees that a lower-level course will be available to a student who withdraws from a course.)
- When a student does withdraw from an honors or AP course and drops down a level, the student's grade will travel to the new course and the student will get five points added to their average (what is lost in the weighting for honors/AP courses).

## ACADEMIC WARNING

Students in danger of failing to meet one or more departmental or promotion requirements, or those who receive a grade of less than C- at the end of any marking period, or who the faculty feel would benefit from a formalized academic support plan, may be placed on academic warning, which indicates a student is not in good academic standing. Students on academic warning will receive a letter from the assistant head for academic affairs stating the terms and conditions of the warning at the time the warning is issued. Eligibility for such students for senior projects, Student Council, and for the privilege of Open Campus will be reviewed by the faculty. In placing a student on academic warning, the faculty will communicate certain recommendations that the student should strive to meet by the next marking period. In the event that students are unable to fulfill the terms of the warning, they may remain on academic warning or may be placed on academic probation.

## ACADEMIC PROBATION

A student placed on academic probation is in serious academic difficulty and may not be invited to return if unable to meet the demands of the action plan. A student on academic probation may not be invited to return; may have an invitation to return rescinded; may be required to repeat; may be required to undertake summer study; or may continue on probation. Recommendations with regard to students on academic probation are forwarded to the head of school.

## ADVANCED PLACEMENT (AP) EXAMS

AP Exams are offered to any student involved in a designated AP course or section of a course. Students must adhere to each department's policy regarding additional class time for AP courses. All students enrolled in an AP course are required to sit for the AP exam.

## CLASS ATTENDANCE

Please see the [Attendance](#) section of this Handbook.

## COURSE SELECTION—GENERAL GUIDELINES

Students meet with their advisors to plan their academic programs. A tentative four-year plan is devised, keeping in mind Pingree's graduation requirements, the goals and interests of each individual student, and the need to take a well-balanced course load. Pingree's objective is to prepare students for success in college and to develop each student's potential. Given our confidence in the ability and professionalism of every one of our faculty, we ask you to trust our judgment by not requesting specific teachers and to support our departments' course placement recommendations.

## EXAMINATIONS AND READING DAY

Students are expected to take final exams at the time for which they are scheduled, except in the case of a conflict within courses. Any other scheduling conflicts must be reported to the assistant head for academic affairs. All school rules apply during exam weeks except as noted below. The weighting of final exams is determined by each individual department. Seniors will take exams (if required) prior to the start of the senior projects. A student with two exams in one day is not permitted leave campus between exams. Cars are to be parked in the parking lot at all times as usual. Students who park elsewhere on campus will be sent from their exams to move their cars to the parking lot. Students who are in the building but not taking exams may study in the Commons or in any empty classroom. The Alumni Room, the front hall area, and the front stairway are not to be used for studying or gatherings while exams are in progress. The building is to be kept quiet while exams are in progress.

Reading Day is the academic day prior to final exams (see calendar for specific date). Reading Day is intended for students to use to prepare for exams. Although students are not required to be at school on Reading Day, many teachers hold review sessions and are available throughout the day to meet with students. We encourage students to form study groups; Reading Day is a good day for those study groups to meet.

## EXTRA HELP

Throughout the school year, extra help sessions are available during students' free periods with subject-specific teachers. Students are strongly encouraged to meet with teachers when concepts are unclear. Students must make arrangements ahead of time with teachers to determine an appropriate time and place.

## GRADES AND REPORTS

The school's reporting system is designed to provide a realistic assessment of each student's progress. Evaluation of work may include preparation for class, attendance and active participation in class, quizzes, tests and examinations, papers, projects, and other assignments as determined by faculty standards. Grades and comments are communicated six times each year according to the following schedule.

**MID-TERM INDICATOR GRADES AND COMMENTS:** Unofficial indicator grades and narrative comments are provided at the midpoint of each trimester.

**TRIMESTER 1:** Official trimester grades are provided at the end of Trimester 1. Narrative comments are included for any student whose grade has changed substantially from the mid-term and whose grade is a C- or below. Parent-Student-Teacher conferences are held at the end of Trimester 1.

**TRIMESTER 2:** Official trimester grades are provided at the end of Trimester 2. Narrative comments are included for any student whose grade has changed substantially from the mid-term and whose grade is a C- or below. Parent-Student-Advisor conferences are held at the end of Trimester 2.

**TRIMESTER 3:** Official trimester grades and final grades (for full-year courses) are provided at the end of the year. Narrative comments are included for any student whose grade has changed substantially from the mid-term and whose grade is a C- or below. Comprehensive advisor letters are also included in the year-end report card.

Only final grades in courses are listed on student transcripts.

The following is the system of letter grades, with their numerical equivalents, used in keeping official school records:

A+	97–100	C+	77–79
A	93–96	C	73–76
A–	90–92	C–	70–72
B+	87–89	D+	67–69
B	83–86	D	63–66
B–	80–82	D–	60–62
		F	0–59

## HONOR ROLL

To determine Honor Roll and Head of School's List, letter grades are translated into numbers as follows:

A+	98	C+	78
A	95	C	75
A–	92	C–	72
B+	88	D+	68
B	85	D	65
B–	82	D–	62
		F	55

For each AP or Honors course, an additional five points are awarded.

Honor Roll is calculated at the end of each trimester on the basis of the grade earned during that trimester only. Students in the top 10% of each class will earn High Honors; students in the second 10% of each class will earn Honors; students in the third 10% of each class will be placed on the Head of School's List. Students with all As of any kind (A, A-) will be included on the Head of School's List.

## DEPARTMENTAL DISTINCTION AND HIGHEST SCHOLARSHIP BOWLS

Each year, Pingree School recognizes outstanding academic achievement with departmental distinction. Departmental distinctions are "awarded to students in each department for their unflagging curiosity and passion for the subject, positive attitude, outstanding work ethic, and exceptional achievement in the specific discipline." Departmental distinctions are listed on the student's transcript.

Highest Scholarship Bowls are awarded at the end of the year to seniors whose final cumulative grade point average is a 95 or above.

## CUM LAUDE SOCIETY

The Cum Laude Society is a national organization that recognizes and honors those select juniors and seniors who have demonstrated highest excellence in scholarship as well as unquestioned character, honor, and integrity in all aspects of school life. Membership is determined during the spring term by a confidential deliberation and vote of the faculty members of Pingree's chapter. A student must complete five trimesters of academic work at Pingree to be eligible for cum laude. Only grades a student obtains at Pingree will be used in the selection for cum laude.

## HOMEWORK

Homework is an integral part of the academic program at Pingree. Length and type of assignments will vary depending on the subject and teacher. As a general guideline, it is suggested that students have no more than 30 to 45 minutes of homework on average per class meeting for freshmen and sophomores and 45 minutes to one hour of homework on average per class meeting for juniors and seniors. Students are expected to complete their homework assignments on their own unless a teacher makes it clear that collaborative work is acceptable on a particular assignment. Because of the nature of the school calendar and special school activities, there are times when faculty should be sensitive to the added academic and extracurricular demands placed on the students. Teachers are expected to list assignments in Veracross or other class websites so that assignments and due dates are visible to students. Homework over Winter Break and Spring Break should be limited to the equivalent of one night's homework assignment, with the exception of AP courses. Students should be given sufficient advance notification of the due dates of all major graded work (tests, papers, etc.). All major assessments must be posted on the test calendar at least one week prior to the date of the assessment. In the case of snow days (or other missed school days), students should expect to complete assignments and check class websites for additional assignments.

## MAJOR ASSESSMENTS

Students generally will be told about major tests, papers, and projects at least one week in advance, and will not be required to take more than two major tests in one day. Students assigned more than two major assessments on one day should alert their teachers immediately to resolve the conflict. Tests missed because of illness can be made up during proctored study periods as arranged with the subject teacher.

## NO MAJOR ASSESSMENT DAYS

In addition to the religious holidays and No Major Assessment Days listed below, and to support the entire community in celebrating the work of our athletes and artists, the day immediately following sports awards and art department concerts may be considered No Major Assessment Days. Please see the Pingree School calendar for a complete list of No Major Assessment days for the academic year.

## RELIGIOUS HOLIDAYS

In seeking to fulfill its mission to instill in its students integrity, decency, compassion, self-esteem, and commitment to one another and to the world at large, Pingree School respects the observance of major holidays of those religions practiced by members of our community. In an effort to recognize the religious holidays celebrated by our diverse communities of faith that fall during the school week, and to send a clear message about the importance of these events, there will be no major assessments on those days. Please refer to the list below for a listing of the major religious holidays celebrated by members of our community. Please see the Pingree School calendar for a complete list of No Major Assessment Days.

## RELIGIOUS HOLIDAYS

Christmas (Christianity)	Good Friday (Christianity)
Diwali (Hindu)	Orthodox Easter (Christianity)
Easter (Christianity)	Passover (Judaism)
Eid al Adha (Islam)	Rosh Hashanah (Judaism)
Eid al Fitr – Ramadan (Islam)	Yom Kippur (Judaism)

## SAT I AND SAT II AND ACT TESTS

The course description guide includes information about what courses prepare students, in part or in full, for SAT subject area tests. The Office of College Counseling publishes dates for students to register and take SAT and ACT examinations throughout the year. PSATs are administered to sophomores and juniors in the fall at Pingree. See the college office coordinator for details.

## TRIMESTER AWAY

A student who is interested in taking a trimester away must submit that request in writing to the director of enrollment management and the assistant head for academic affairs by February 1 of the preceding year. In addition, the student must meet with the assistant head for academic affairs to discuss the implications of the semester away on the student's course planning. Following this meeting, the student must submit a proposal to the Curriculum Committee that outlines the student's plan. The school will evaluate the student's request and will make a decision based on the number of students planning on being away for the trimester and in consideration of whether the trimester away is, in the school's opinion, in the student's best academic interest. Tuition equal to one half the cost of the time away will be charged to maintain enrollment at Pingree. Students who enroll at Pingree as freshmen will be limited to four trimesters away during their time at Pingree. Students who enroll at Pingree after tenth grade may be limited to two trimesters away. Please visit [pingree.org](http://pingree.org) for more detailed policy information.

## LEAVE OF ABSENCE

The school works closely with families to ensure that students receive appropriate care for medical and psychiatric concerns. When medical, psychological, or other personal reasons necessitate a student's absence from school for a prolonged period of time, the school's first priority is to accommodate the health and welfare of the student. In some cases, the school may require that a student take a leave of absence. Should such a situation arise, the student and family will be notified that the student is on a Leave of Absence from the school. During the leave, all academic and co-curricular obligations will be suspended. Prior to the student's return, the school will need to be in touch with the student's treatment team and will need to have them sign off on the student's health and safety. When both family and school are satisfied that the concerns have been addressed, a meeting will be arranged with the assistant head of school for academic affairs, the student's advisor, and other school professionals involved with the care of students (i.e. director of advising and counseling, school nurse) to assess the student's educational options going forward. Each case will be handled individually with the best interests of the student in mind. Depending on the duration of the absence, students may be asked to make up incomplete work, move to a pass/fail status, repeat a year of schooling, or pursue their studies in a more suitable school environment where their needs can be supported. If it is determined that resumption of study at Pingree is not in a student's interests, the school will support the family in a transition to an appropriate environment when the student is ready.



## CLASS ATTENDANCE AND CONSEQUENCES OF NUMEROUS ABSENCES

When a pattern of absence has been noted, the relevant grade dean will be in touch with the student, parents, and advisor. After FIVE excused or unexcused absences in any given trimester, a student will receive a written warning requiring a meeting with the relevant grade dean to explain why the student should not be placed on a pass/fail status. After EIGHT absences, the assistant head will meet with the student and the student's family, at which time it is likely the student will be placed on a pass/fail status. In the case of seniors, that status will be reported to the colleges to which the student has applied. If a student has missed more than 25% of the classes in a specific course, the student will not receive credit for the course except by vote of the faculty. In the case of a senior, this could mean failure to receive a diploma until an equivalent course is successfully completed.

## ADMINISTRATION

The following are brief descriptions of the roles some of Pingree School's administrators play in the operation of the School.

### HEAD OF SCHOOL • DR. TIMOTHY JOHNSON

The head of school is responsible for the daily and strategic operation of Pingree School. The head reports directly to the Board of Trustees and is supported by the Administrative Team. Joy Foley is executive assistant to the head of school. Please contact her if you would like to arrange a meeting with Dr. Johnson.

### ASSISTANT HEAD OF SCHOOL FOR ACADEMIC AFFAIRS • KRISTIN BROWN

The assistant head for academic affairs oversees the academic program at Pingree School. The assistant head is responsible for all areas of the daily implementation of the academic program. The assistant head oversees and supports the faculty with regard to the daily implementation of the academic program. The assistant head also supports the academic department chairs and chairs the Department Chair and Curriculum Committee meetings. Decisions involving class offerings, faculty assignments, and academic content and expectations are ultimately made in this office. The assistant head for academic affairs is supported by the registrar/scheduler, Tracy Johnson.

### DIRECTOR OF ADMISSION AND ENROLLMENT MANAGEMENT • ERIC STACEY

The Office of Admission handles all inquiries, interviews, and applications from prospective families, as well as outreach through school fairs and other community events. In addition to Eric Stacey, other admission personnel include Mary Dyer, senior associate director of admission and director of diversity outreach; Michael Posternack, associate director of admission; and Kate Frost, admission office coordinator. Student and parent involvement in the admission process is always welcome. Students may volunteer as tour guides, and parents are encouraged to volunteer as greeters during the admission season.

### DIRECTOR OF ADVISING AND COUNSELING • DR. SUSAN ESTY

The director of advising and counseling is available throughout the school day to talk with students wishing to explore questions or concerns about school and/or adolescent issues. In addition, the director is the contact person for families who wish to share with the school any information about students and/or their families that may be helpful for the school to know. Pingree strongly encourages families to share any significant personal information that may impact a student's school functioning, so that we can work together to support the student. The director of advising and counseling works with advisors and with a student support team to monitor and support the social and emotional health and wellness of our student community.

### DIRECTOR OF ATHLETICS • ALAN McCOY

The director of athletics is responsible for the school's athletics and afternoon programs. All underclassmen must participate in three seasons, and seniors in two. Questions concerning programs, eligibility, or independent projects should be directed to the director. The athletics staff includes Tara Sartori, athletics office coordinator; Chris Powers, coordinator of facilities, fields, and equipment and director of auxiliary rentals; Nick Ogles, head athletic trainer and equipment and uniforms coordinator; and Britney Rand, athletic trainer and sports information and community programs coordinator.

### DIRECTOR OF FINANCE AND OPERATIONS • JOCK BURNS

The Business Office is responsible for billing, payroll, accounting, and project management. The financial planning of the school is carried out in this office. The Business Office also oversees the financial coordination of the Parents Association. The director is assisted by John Harrington, controller, and Janice Nelligan, financial and human resources coordinator. Questions regarding billing may be directed to Janice Nelligan. Questions about auxiliary programs, rentals, and special events may be directed to Britney Rand.

**DIRECTOR OF COLLEGE COUNSELING • MEGHAN FARLEY**

The Office of College Counseling helps students identify their strengths, develop an appropriate list of colleges, and answer questions concerning the application process. The Office of College Counseling also has meetings with Pingree parents to help them understand the complete college admissions process. The Office has catalogues from most colleges and arranges seminars with college representatives at Pingree. Questions concerning the college process at Pingree should be directed to Director Meghan Farley, College Counselors Stephen Carey, Ann Foye, and Nick Soodik, or College Office Coordinator Tracy Johnson.

**DEAN OF STUDENTS • LENWORTH WILLIAMSON**

The dean of students is responsible for all areas of student life that are not directly a part of the academic, athletics, or afternoon programs, such as attendance, lateness, and minor and major discipline issues. The dean of students is the advisor to the Student Council as well as the coordinator of the class trips in the fall and the student activities groups during the year. The dean of students is responsible for overseeing the grade dean system and the disciplinary process.

**GRADE DEANS • JON GISTIS (12), ANN LYONS (11),  
JIM MACLAUGHLIN (10), ANNA MCCOY (9)**

Grade Deans, in conjunction with a team of faculty, are responsible for all activities, attendance, and minor disciplinary issues for their respective classes. In addition, the grade deans organize and run parent evenings and other social events.

**DEAN OF COMMUNITY AND MULTICULTURAL DEVELOPMENT • DR. ZARA SPOONER**

The dean of community and multicultural development works with the entire Pingree community to address issues of diversity, multicultural education (which includes global education), and social justice within the school community. Faculty, staff, students, and parents work in collaboration with the dean of community and multicultural development to realize the goals established in the mission statement and strategic plan. The dean is the key contact person for parents, faculty, staff, and students who would like to discuss diversity, multicultural education, and social justice topics as they relate to community-building initiatives and to curriculum development.

**NURSE AND HEALTH AND WELLNESS EDUCATOR • ALLYSON LARSEN, BSN, RN**

The Office of Health Services is available throughout the school day to provide assistance to students who are ill, as well as to students who may have questions or concerns pertaining to their health. A certified athletic trainer is also available before and during all sport activities held on campus to address emergency care, rehabilitation of injuries, or preventative services for the students. While Pingree is not a covered entity under HIPAA, every effort is made to maintain the privacy of student health information. All discussions with health personnel are confidential, except where there is a concern about a student's immediate safety. It is our practice to collaborate with parents over the health and safety of their students.

**DIRECTOR OF INSTITUTIONAL ADVANCEMENT • KIMBERLEY MOORE**

The Office of Institutional Advancement leads all initiatives and programs that develop and nurture long-term relationships with prospects, donors, and volunteers. Through events, publications, the web, and personal contact, the Advancement Office communicates Pingree's mission to both the internal and external community, articulates the school's vision, invites constituents' participation, and ensures acknowledgement and stewardship of gifts. The Advancement Office is responsible for annual, major, capital, and planned giving campaigns; parent and alumni relations; and on- and off-campus special events. Kim Moore, the director of institutional advancement, is assisted by Diana Mathey, director of the Pingree Fund and major gifts; Kenneth Aboagye-Adinkra '12, director of alumni relations; Shelley McCloy Vassallo '76, parent engagement; Paul Tetta, database manager; and Donna Maggio, advancement office coordinator.

**DIRECTOR OF COMMUNICATIONS AND MARKETING • MELODY KOMYEROV**

The Office of Communications and Marketing oversees and directs strategic communications and marketing plans for Pingree School, producing communications and marketing for all promotional, event, advertising, and public relations materials, and overseeing digital communications for Pingree's academic, admission, and advancement offices. Melody Komyerov, director of communications and marketing, works with Emma Fedor, the assistant director of communications. Together, they support the regular day-to-day and weekly news communications for the current community of students, parents, faculty, and staff. The office develops and produces news stories, photos, videos, and multimedia communications for the school website, [pingree.org](http://pingree.org), the alumni magazine, *Pingree* magazine, and the school's social media channels. The office also manages the school's relationship with the press and other outside media, handles crisis communications, and maintains the Pingree brand through consistent, effective, and clear messaging. Any requests may be sent to: [communications@pingree.org](mailto:communications@pingree.org)

**INTERIM DIRECTOR OF TECHNOLOGY • ROBERT OGDEN**

The director of technology is responsible for overseeing all aspects of technology infrastructure, software, and the use of technology in the classroom. The director of technology is assisted by Max De La Cruz, technical support specialist, and David Medvitz, technology educator. Any questions regarding the use of technology at Pingree should be directed to Bob Ogden at [bogden@pingree.org](mailto:bogden@pingree.org).

**EXECUTIVE DIRECTOR, THE MALCOLM COATES PREP@PINGREE PROGRAM • STEVE FILOSA**

The executive director of the Malcolm Coates Prep@Pingree Program is responsible for overseeing all aspects of Prep@Pingree, a year-round academic and cultural enrichment program for talented, hard-working, middle school students predominantly from underserved communities. The director serves as Prep@Pingree's chief executive officer and is responsible for Prep@Pingree's fundraising, communications, enrollment, budget, staffing, and program development. Executive Director Steve Filosa works with Program Director and Alumni Coordinator Paul Mayo.

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## ADVISING AND COUNSELING

Each student has a faculty/staff advisor who is the primary liaison between school and home. Advisors are concerned with the overall well being of their advisees. They help with scheduling, monitor students' academic progress, offer advice, and mediate conflicts. Advisors meet twice each week with their advisory groups and individually with each advisee on an as-needed basis. Students returning to Pingree request advisors in May for the following school year.

Director of Advising and Counseling Dr. Susan Esty is a trained counselor who serves as a resource to students, faculty, staff, and parents. Dr. Esty supports advisors by providing guidance for advisory time and by assisting advisors with particular issues or concerns. Questions about the advisory program or about an individual advisor go to Dr. Esty. Dr. Esty is also available to consult on counseling or other personal issues.

Pingree expects its students to accept responsibility for maintaining nutritional and drug-free health and safety in order to achieve educationally. The school, with the advice of the Counseling Office, reserves the right to contact parents if there is a concern about safety, eating habits, a suspected problem with drugs or alcohol, or other behavioral concerns. In the event that any member of the school community becomes concerned about another member's behavior, the concerned individual should contact Dr. Esty, who will then make an assessment of how to handle the concern.

The director of advising and counseling also works with other administrators in the school to provide students with programs and other opportunities for personal growth and health education.

## ATHLETICS AND AFTERNOON PROGRAMS

The afternoon activities at Pingree are considered an extension of the classroom, where each student can build self-confidence, develop physical skills, and learn the value of a team or group experience. Afternoon program instructors, coaches, and students work toward common goals, strengthening their sense of community through group effort. Students are required to participate in an afternoon activity all three seasons in the ninth-, tenth-, and eleventh-grade years, and two of three seasons during the twelfth-grade year. At least one season each year needs to be a physical activity.

The goals of our afternoon programs include:

- Clear, consistent, and high expectations that challenge students to stretch
- Growth in skills and fitness
- Physical activity
- Leadership development
- Mental exercise and intellectual growth
- Team building
- An emphasis on developing interpersonal skills
- Encouraging relationships across grades and between students and faculty, coaches, and advisors
- Civic engagement and a contribution to the school and larger community

While the afternoon program is not graded, it is a graduation requirement. Successful completion is based on satisfactory attendance and positive engagement in the respective sports or activities. Periodically, over the course of each season, there will be several check-in dates to monitor how students are performing. Should there be any issues around attendance or engagement, the student's advisor and parents will be notified and a plan of action will be put in place to help the student complete the activity in a satisfactory manner.

### AFTERNOON PROGRAM OFFERINGS BY SEASON:

FALL	WINTER	SPRING
Cross Country	Basketball	Baseball
Dance (coed)	Fitness	Fitness
Fall Theater Production	Ice Hockey	Independent Project
Field Hockey	Independent Project	Instr. Tennis
Fitness	Musical Orchestra Ensemble	Lacrosse
Football	Newspaper	Newspaper
Golf	Robotics	Rowing
Independent Project	Service/Civic Engagement	Sailing
Newspaper	Ski Team	Softball
Pursuit	Swimming & Diving (coed)	Tennis
Robotics	Tae Kwon Do	Track & Field
Soccer	Technical Theater	Ultimate Frisbee
Technical Theater	Winter Musical	
Volleyball	Yearbook	
	Yoga/Zumba	

## DESCRIPTIONS OF AFTERNOON PROGRAM OFFERINGS

### INTERSCHOLASTIC SPORTS:

Pingree fields 45 teams in 18 interscholastic sports. Teams play full schedules of home and away games, including some weekend contests. See below for more detail on interscholastic athletics.

### PURSUIT:

Pursuit offers outdoor education training in self reliance, leadership, wilderness skills, first aid, and physical fitness.

### DANCE:

The afternoon dance program is designed to help students develop good body mechanics that can be adapted to dance.

### THEATER AND THEATER PRODUCTION:

Students may participate in a theater production either as a cast member or through technical theater doing set construction, sound, and lighting.

### YOGA/ZUMBA:

Offered during the winter season, these programs teach participants the fundamentals of both Yoga and Zumba.

### NEWSPAPER:

Members of the newspaper staff write and edit articles and develop layout design for the *New Columns*, Pingree's student newspaper.

### FITNESS:

The fitness program is designed to improve conditioning, agility, and strength and to teach participants about body mechanics and nutrition.

### ROBOTICS:

Pingree's afternoon robotics program has students work in teams to design and problem solve. The Robotics Team participates in regional competitions.

### SERVICE/CIVIC ENGAGEMENT:

Students are given the opportunity to serve the larger community beyond the Pingree campus.

### INDEPENDENT PROJECTS:

An independent project may involve a sport that is not offered at Pingree and in which a student has ability and serious interest. A student must request approval for participation in these activities by completing a proposal before the start of the athletics season.

An independent project that involves playing a sport that Pingree offers, but that is undertaken in a season other than the school season in which it is offered at Pingree, is permissible with departmental approval. However, Pingree's expectation is that the student will play for the school team during the school season when that sport is offered by Pingree.



If you are pursuing an independent project in a sport not offered at Pingree you may do a maximum of two seasons of that sport/activity. The third season should be a Pingree afternoon program offering. If you are doing an independent project in a sport offered at Pingree (i.e. you play on the school soccer team in the fall and you are doing soccer training in the winter season) the third season needs to be a Pingree afternoon program offering.

## INTERSCHOLASTIC AND INSTRUCTIONAL ATHLETICS

Pingree offers a wide range of sport options, often with two and sometimes three levels of competition so that all students can participate at levels appropriate to their abilities. A student's commitment to athletics requires both positive engagement and attendance at all scheduled activities. Freshmen, sophomores, and juniors are required to participate in three seasons; seniors must participate in two. Because the Afternoon Program and Athletics Program are a required and integral part to each student's education at Pingree, our offerings are designed to be consistent with the school's mission.

1. The Athletics Program is intended to offer each member of the community an opportunity to participate in a physical activity. Through athletics, each student is encouraged to commit both to personal growth and to the goals of the team.
2. The program is intended to teach each student the value of achievement through a group effort and respect for teammates, coaches, opponents, and officials.
3. The Athletics Program aims to reach every student by recognizing different levels of ability. Teams at all levels emphasize skill development, teamwork, and dedication to achievement and excellence.
4. Pingree believes in maintaining an atmosphere of sportsmanship. The Athletics Program encourages our student-athletes to compete in a positive, respectful manner; to manage stress; and to maintain a winning attitude even under trying circumstances. Without confusing the will to win with over-emphasis on winning, Pingree encourages its athletes to work as vigorously as possible in the spirit of the game.

## NEPSAC CODE OF CONDUCT

Pingree is a member of NEPSAC (New England Preparatory School Athletic Council) and subscribes to its Code of Ethics, Proper Conduct, and Sportsmanship:

"As a basic principle, we believe that the lessons learned from fairly played athletics, including practices and games, whether interscholastic or not, are of benefit to our students and our school. The purpose of this Code of Ethics and Conduct is to define what "fairly played" means and to provide guidelines for New England Preparatory School Athletic Council athletes, coaches, officials, and spectators alike to follow.

At the heart of this matter lie several terms that are often hard to define, yet no more important tasks confront teachers and coaches than to set standards that are fair and honorable. Throughout this code, when such terms as "proper conduct" and "good sportsmanship" are mentioned, they refer to such standards.

1. Treat other persons as you know they should be treated, and as you wish them to treat you.
2. Regard the rules of your game as agreements, the spirit or letter of which you should not evade or break.
3. Treat officials and opponents with respect.
4. Accept absolutely and without quarrel the final decision of any official.

5. Honor visiting teams and spectators as your guests and treat them as such. Likewise, behave yourself as an honored guest when you visit another school.
6. Be gracious in victory and defeat; learn to take defeat well.
7. Be as cooperative as you are competitive.
8. Remember that your actions on and off the field reflect on you and your school.

## GUIDELINES FOR PLAYERS:

1. Players shall, at all times, represent themselves and their school with honor, proper conduct, and good sportsmanship. They shall understand that competitive rivalries are encouraged, but that disrespect for opponents is unsportsmanlike and lessens the value of the rivalries. They shall confine the competitiveness of the game to the field, and in particular behave properly on the sidelines and in the locker rooms both before and after games. Students who consistently demonstrate unacceptable behavior will not be considered for any athletics awards or honors at Pingree or in its leagues.
2. Players shall comply fully with rulings of officials. In no way, either in voice, action, or gesture, shall they demonstrate their dissatisfaction with the decisions made.
3. Players will not deface property or remove equipment of any kind from their own or another school.

## GUIDELINES FOR SPECTATORS:

1. Spectators, whether students, faculty, parents, alumni, or friends, bear important responsibilities to the school and the atmosphere and conduct of games, whether home or away. They should watch games from those areas defined by each school as spectator areas. They must not run up and down sidelines; call to players, coaches, or officials in an unsportsmanlike manner; go into the field of play; or deface property. Any action that detracts from the ability of coaches, players, and officials to do their best is not acceptable.
2. Faculty members should remember that their responsibilities for student discipline and behavior extend to disciplining and controlling students who misbehave as spectators.
3. The use of alcohol and illegal drugs must not be associated with any athletics event. This includes participants and spectators."

Pingree will address behaviors in cases where students are having difficulty conforming to proper conduct and good sportsmanship, either on or off the field. If a coach feels that a student has fallen short of expectations, the athletics director will set up a conference with the student, the student's advisor, and the team coach to determine the best course of action.

## CLUBS AND ACTIVITIES

Many faculty and students pursue interests outside of the formal academic and athletics programs, which they share in the Activities Program. The purpose of the program is to further develop students' skills and talents, leadership abilities, and self-confidence. Examples of activities offered:

Admission Tour Guides	People of Color Affinity (POC)
Environmental Group	Pingree Multicultural Coalition (PMC)
Gadfly (yearbook)	Science League
Gender Sexuality Alliance	FX SQUAD (sound, lighting, and theater tech engineering)
Math Team	Student Events
New Columns (newspaper)	Student Government
Pegasus (literary magazine)	Women Empowered (WE)

All students are encouraged to participate in any of these activities or to create new organizations where there is an interest and they can solicit faculty supervision.

## ATTENDANCE

Pingree believes that daily attendance is central to the educational process and to the interaction of students and teachers in our program. With this in mind, we encourage families to schedule foreseeable and predictable trips and appointments during times that minimize student absence from our program. While unforeseen events, illness, and injury may make it difficult for students to attend class, the integrity of our academic program and our emphasis on participation requires students to be present in class and other required events whenever possible.

At an absolute minimum, Pingree requires a student to attend 75% of the scheduled classes per course per trimester to be eligible to receive credit for the course based on the student's graded performance. If attendance is below 75%, a vote of the faculty may be required for course credit to be awarded.

There are two types of absences. Excused are those due to illness or by prior arrangement. Unexcused are all other absences. The school expects all families to adhere strictly to the school calendar and especially discourages absences immediately before or after vacations. Any absence must be excused with a note or telephone call from a parent or guardian. Unexcused absences are a disciplinary offense and will be referred to the dean of students. Any unexcused absence incurs a "0" for work due or completed in class that day.

### EXCUSED ABSENCES

#### ILLNESS

The parent or guardian of an ill child must call (978-468-4415) or email [mainoffice@pingree.org](mailto:mainoffice@pingree.org), the school's Main Office by 8:00 a.m. each day the student will be absent due to illness or injury. Leave a message in the general mailbox if no one answers. Students who appear ill or are injured during the school day should be assessed by the nurse. A parent or guardian will be called and a decision will be made as to dismissal from the school day. If a student misses more than three consecutive days for unknown reasons, the nurse will contact the household. Following an extended absence of five or more days, the student may be asked to provide a note from their treating physician stating a diagnosis and plan for return to full activity at school. If a student is absent due to illness on a given day and misses classes, the student may not return for non-academic activities later the same day.

Parents and guardians are encouraged to have their children stay home if they exhibit any of the following: fever above 100.4 degrees within the last 24 hours; sore throat or swollen glands; contagious symptoms such as diarrhea, vomiting, or undiagnosed rash or skin eruptions; head lice or nits. Students diagnosed with a communicable disease are excused from school according to the guidelines of the Massachusetts Department of Public Health. Any student with a confirmed case of impetigo, meningitis, pertussis, ringworm, chickenpox, scabies, or other contagious conditions is excused from school. The nurse will explain treatment to the parents or guardians and provide information. The student may return to school only after receiving appropriate treatment from their medical provider and subsequently being re-examined by the school nurse to verify that treatment has been effective. Students who have been placed on antibiotics may return to school no sooner than 24 hours after beginning treatment. For additional information regarding communicable diseases, please contact Health Services.

#### OTHER EXCUSED ABSENCES

Only the dean of students may give permission for excused absences other than illness, whether for part or all of a day. Written requests for a partial-day excused absence, stating the type, date, time, and duration of the appointment, should be given to the dean of students no later than 8:00 a.m. on the day of the appointment. If classes are to be missed, all teachers are to be informed of the excused absence. Written requests for full-day excused absences should be given to the dean of students at least three days before the date of the proposed absence. The dean of students will give the student an excused absence form to be signed by all teachers of classes to be missed and to be returned to the dean of students. Extended excused absences must be approved by the Curriculum Committee.

## COLLEGE VISITS

The school encourages college visits during the summer prior to the senior year. A senior who wants to visit a college during the school year may do so during two College Visit Days in the fall, one of which is designated in October and one of which can be of the student's choice. In addition, there are two floating days in April for visits to colleges to which students have been accepted. Seniors must complete an excused absence form obtained from the dean of students prior to a college visit.

## PHYSICIAN APPOINTMENTS

Medical appointments that conflict with a student's school schedule are strongly discouraged. In cases of unavoidable or emergency appointments, a parent must send a note to or call the dean of students in order to document the student's absence.

## RELIGIOUS OBSERVANCES

The school respects all major religious observances and understands that students will miss school for these observances. Communication between home and school is requested in such cases so that teachers can show sensitivity in arranging makeup work. This information is used to determine the days when no assessments will be given due to a religious observance.

## LEAVE OF ABSENCE

The school works closely with families to ensure that students receive appropriate care for medical/psychiatric concerns. When medical, psychological, or other personal reasons necessitate a student's absence from school for a prolonged period of time, the school's first priority is to accommodate the health and welfare of the student. In some cases, the school may require that a student take a leave of absence. Should such a situation arise, the student and family will be notified that the student is on a Leave of Absence from the school. During the leave, all academic and co-curricular obligations will be suspended. Prior to the student's return, the school will need to be in touch with the student's treatment team and will need to have them sign off on the student's health and safety. When both family and school are satisfied that the concerns have been addressed, a meeting will be arranged with the assistant head of school for academic affairs, the student's advisor, and other school professionals involved with the care of students (director of advising and counseling, school nurse) to assess the student's educational options going forward. Each case will be handled individually with the best interests of the student in mind. Depending on the duration of the absence, students may be asked to make up incomplete work, move to a pass/fail status, repeat a year of schooling, or pursue their studies in a more suitable school environment where their needs can be supported. If it is determined that resumption of study at Pingree is not in a student's interests, the school will support the family in a transition to an appropriate environment when the student is ready.

## UNEXCUSED ABSENCES

Any absence, other than illness, not approved in advance by the dean of students according to the above rules, is considered an unexcused absence. Teachers are not responsible for providing extra help to students to cover an unexcused absence. Unexcused absences are a disciplinary offense and will be referred to the dean of students. Any unexcused absence incurs a "0" for work due or completed in class that day.

## CLASS ATTENDANCE AND CONSEQUENCES OF NUMEROUS ABSENCES

When a pattern of absence has been noted, the grade dean will be in touch with the student, parents, and advisor. After five excused or unexcused absences in any given trimester, a student will receive a written warning requiring a meeting with the assistant head of school to explain why the student should not be placed on a pass/fail status. After eight absences, the assistant head will meet again with the student and family, at which time it is likely the student will be placed on a pass/fail status. In the case of seniors, that status will be reported to the colleges to which the student has applied. If a student has missed more than 25% of the classes in a specific course, they will not receive credit for the course except by vote of the faculty. For a senior, this could mean failure to receive a diploma until an equivalent course is successfully completed.

## HOMEWORK DURING ABSENCES

Students are expected to complete their homework assignments on schedule, even during an absence. Students may request assignments via email or communicate with a classmate.

## LATE ARRIVAL TO SCHOOL

All students are expected to be at school at the beginning of the school day. A student who arrives late to school with or without documentation must sign in at the Main Office. A student who arrives late to school with an excuse by means of a parent or guardian telephone call, email, or note must sign in at the Main Office stating time of arrival and reason for lateness. They will receive an excused lateness. Late arriving students may not be allowed to participate in any after-school activities. In each circumstance, the student must proceed directly to class after signing in at the Main Office. Please refer to the Athletics Handbook for more specific information.

## SIGN-IN/SIGN-OUT

If, during the course of the day, a student must leave campus due to an appointment or an off-campus afternoon activity other than an away game, the student must sign out in the Main Office, stating time of departure and destination. If the student returns before 4:45 p.m., the student must sign in at the Main Office stating time of arrival. If this procedure is not followed, the student may be viewed as being off campus without permission, which is a violation of a major school rule. School bounds can generally be defined as those mowed, paved or open areas that surround the school buildings. The Athletics Center, hockey rink, and all wooded areas abutting the playing fields are out of bounds unless the student has received specific permission from a coach, faculty member, or the dean of students. Only seniors who have open campus privileges are free to leave campus in the afternoon prior to a late game or school commitment. Students who are not seniors may only leave campus during this time if a parent or guardian has directly contacted the dean of students or the grade dean ahead of time, granting permission for their child to leave campus. If given permission to leave campus prior to a late game or school commitment, the student is expected to sign out and in at the Main Office. The land area behind the student parking lot, the areas around the pond, and the hill between the two driveways are also out of bounds.

## SENIOR OPEN CAMPUS

Senior Open Campus is a privilege giving the senior class permission to leave campus. It is a privilege that the faculty grants to the senior class when, in the opinion of the faculty, that class has earned it. Conditions of the Open Campus are developed by the senior class and determined annually by faculty vote. All seniors and their families receive copies of the guidelines, expectations, and disciplinary actions for breaking the rules.

## BEHAVIOR AND DISCIPLINE

All members of the Pingree community have a right to pursue the opportunities offered or sponsored by the school without the fear of discrimination. No student, administrator, faculty, or staff member may, in any way, interfere with the pursuit of these opportunities on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, or other legally protected basis. Actions contrary to this school policy are breaches of a major school rule and will be subject to the disciplinary procedure set forth below.

First and foremost, every Pingree student is expected to be honest in all situations. It is a violation of our core values if an individual is not honest in interactions with administrators, teachers, or peers. If a student has been found to be dishonest, the case will be referred to the dean of students and may result in a Discipline Committee hearing.

### MAJOR DISCIPLINARY INFRACTIONS

- Drug infractions
- Alcohol infractions
- Violations of the Academic Honesty Policy
- Bullying
- Harassment
- Sexual misconduct
- Stealing
- Fighting
- Repeated minor offenses

While most major disciplinary offenses are defined by their nature, the following specific policies have been established and could result in appearance before the Discipline Committee:

### DRUG AND ALCOHOL INFRACTIONS

Using, possessing, or being in the presence of drugs, drug paraphernalia, or alcohol by Pingree students is not allowed on campus, during school-related activities, or while traveling to or from the school. A student coming to the campus or to a school-related activity under the influence of alcohol or drugs will be regarded in the same light as a student who chooses to violate the on-campus rule.

### HARASSMENT

Harassment is a form of discrimination if it creates a hostile environment in which the target of the discrimination is made to feel threatened, intimidated, demeaned, or unsafe.

Conduct, in the form of speech, gestures, demonstrations, or other actions may constitute harassment if it threatens, intimidates, or demeans a person based on the legally protected characteristics referred to above, and, as a result, unreasonably interferes with that person's ability to participate in the opportunities Pingree offers or sponsors.

The following are examples of harassment by conduct or speech that are prohibited, whether the conduct or speech is that of a student or an adult. The following enumeration is not intended to exclude other forms of conduct or speech, which under the circumstances may be characterized as harassment:

- Unwelcome or offensive display of material, jokes, remarks, or epithets based on race, color, religion, sex, sexual orientation, gender identification, national origin, or disability.
- Language, conduct, or the display of material directed at a targeted individual or group that dehumanizes, derides, stereotypes, or otherwise results in making such individual or group feel unsafe.
- The recitation of lyrics in a song, lines in a movie or play, or the repetition of statements made by others based on one of the above-mentioned forms of harassment.
- The use of a computer or other forms of electronic or communicative devices, whether on- or off-campus, to direct communications toward another individual(s) that constitute any of the above mentioned forms of harassment.

### SEXUAL HARASSMENT

It is the goal of Pingree School to promote a community that is free of sexual harassment. Sexual harassment is unlawful and will not be tolerated by Pingree School. Further, any retaliation against an individual who has complained about sexual harassment or retaliation against individuals for cooperating with an investigation of a sexual harassment complaint is similarly unlawful and will not be tolerated. To achieve our goal of providing a community free from sexual harassment, the conduct that is described in this policy will not be tolerated. We have provided a procedure by which inappropriate conduct will be dealt with if encountered by members of the community.

Because Pingree takes allegations of sexual harassment seriously, we will respond promptly to complaints of sexual harassment. Where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as necessary, including disciplinary action where appropriate.

Please note that while this policy sets forth our goals of promoting a community that is free of sexual harassment, the policy is not designed or intended to limit our authority to discipline or take remedial action for conduct which we deem unacceptable, regardless of whether that conduct satisfies the definition of sexual harassment.

### DEFINITION OF SEXUAL HARASSMENT

In Massachusetts, the legal definition of sexual harassment is as follows: "Sexual harassment" means sexual advances, requests for sexual favors, and verbal or physical conduct of a sexual nature when: (a) submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition of employment or as a basis for employment decisions; or (b) such advances, requests, or conduct have the purpose or effect of unreasonably interfering with an individual's performance by creating an intimidating, hostile, humiliating, or sexually offensive environment.

The legal definition of sexual harassment is broad; in addition to the above examples, any other sexually oriented conduct, whether intended or not, that is unwelcome and has the effect of creating an environment that is hostile, offensive, intimidating, or humiliating to any members of the community may also constitute sexual harassment.

While it is not possible to list all those additional circumstances that may constitute sexual harassment, the following are some examples of conduct which, if unwelcome, may constitute



sexual harassment depending upon the totality of the circumstances, including the severity of the conduct and its pervasiveness:

- Unwelcome sexual advances—whether they involve physical touching or a note;
- Sexual epithets, jokes, written or verbal references to sexual conduct, gossip regarding one’s sex life, comments about an individual’s body, comments about an individual’s sexual activity, deficiencies, or prowess;
- Displaying sexually suggestive objects, pictures, cartoons;
- Inquiries into one’s sexual experiences;
- Discussion of one’s sexual activities.

As stated above, retaliation against an individual who has complained about sexual harassment and retaliation against individuals for cooperating with an investigation of a sexual harassment complaint are unlawful and will not be tolerated by Pingree School.

Individuals might unintentionally act in a manner that others experience as sexually harassing or humiliating. Whatever the basis for the harassment, it is prohibited. Attempts to justify such behavior as a “prank” or “joke” do not change its harassing nature, and individuals behaving in such a manner assume responsibility for their own actions. Members of the Pingree community who believe that they have been subjected to sexual harassment have the right to file a complaint with the school. This may be done in writing or verbally.

Incidents of sexual harassment are considered to be major disciplinary offenses and will be heard by the Discipline Committee. Students who believe that they have been subjected to harassment should contact the dean of students or the director of counseling. These people are also available to discuss any concerns you may have and to provide information to you about our policy on sexual harassment and our complaint process.

In cases of sexual harassment and sexual misconduct, an independent investigator may be retained. The report will be presented to the head of school and dean of students to determine the direction of the proceedings. The school may determine to keep the accused off campus to protect the allegent.

## STATE AND FEDERAL REMEDIES

In addition to the above, if you believe you have been subjected to sexual harassment, you may file a formal complaint with either or both of the government agencies set forth below. Using our complaint process does not prohibit you from filing a complaint with these agencies below.

- The United States Equal Employment Opportunity Commission (EEOC):  
1 Congress Street, 10th Floor, Boston, MA 02114; 617-565-3200.
- The Massachusetts Commission Against Discrimination (MCAD):  
Boston Office: 1 Ashburton Place, Room 601, Boston, MA 02108;  
617-727-3900  
Springfield Office: 424 Dwight Street, Room 220, Springfield, MA 01103;  
413-739-2145.

Each of these agencies has a short time-period for filing a claim (EEOC: 180 days; MCAD: 6 months).

## NON-DISCRIMINATION POLICY

All members of the Pingree community have a right to pursue the opportunities offered or sponsored by the school without the fear of discrimination. No student, administrator, faculty, or staff member may, in any way, interfere with the pursuit of these opportunities on the basis of race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, disability, or other legally protected basis. Actions contrary to this school policy are breaches of a major school rule and will be subject to the disciplinary procedure set forth below.

Conduct facilitated by a teacher or other adult and used within the classroom or teaching environment is the exception to this policy. The key distinction between words spoken inside and outside the classroom is that language explored in the classroom is regarded in quotes and understood not to be our own. In class we seek thoughtful inquiry and choose to labor in the difficulties, complexities, and possibilities of words, phrases, and ideas.

## PROCESS

**FIRST OFFENSE**—When a student commits a first offense, the student is approached and the incident is brought to the attention of the dean of students. The dean of students will notify the student’s advisor, the dean of community and multicultural development, the director of advising and counseling, the grade dean, and the head of school. The dean of students will meet with the student, the advisor, and the dean of community and multicultural development to determine the nature of the offense, and to educate the student. The student is required to inform parents and guardians about the event within a 24-hour period. This will be followed by a telephone call from the student’s advisor, and a letter from the dean of students. This first offense is recorded in the files of the dean of students.

**SECOND OFFENSE**—The second offense will go immediately to the dean of students and the Discipline Committee, where appropriate actions will be taken, including suspension or expulsion. In the event a student uses inappropriate language, with or without accompanying action, deemed so egregious that it threatens the well-being and/or safety of an individual or group in the community, it threatens the entire community; in such a circumstance the student’s case is immediately sent to the Discipline Committee and expulsion is an option.

## HAZING AND BULLYING

Hazing and bullying are offenses against one of the most fundamental guidelines of behavior that we have at Pingree, namely that each member of the Pingree community will treat every other person with the greatest care and respect. Any incident of hazing or bullying will be considered as a major disciplinary offense and may be referred to the Discipline Committee.

Pingree School adheres to Massachusetts General Law Section 370 of Chapter 71, which prohibits bullying. See (<https://malegislature.gov/Laws/SessionLaws/Acts/2014/Chapter86>). Members of any organization who fail to comply with the Massachusetts statutes will be subject to the disciplinary process, which may result in immediate expulsion or suspension. Parents and students are encouraged to contact the dean of students or the director of counseling.

## INTIMACY POLICY

Sexual intimacy is not allowed on campus or on any school sponsored trips. Any violation of this policy may result in an appearance before the Discipline Committee.

## ACADEMIC HONESTY POLICY\*

Academic honesty in the advancement of knowledge requires that all students and teachers respect the integrity of one another's work and recognize the importance of acknowledging and safeguarding intellectual property. Every member of this community bears a responsibility for ensuring that the highest standards of academic integrity are upheld. Only through a genuine partnership among students, faculty, staff, administrators, and parents will Pingree be able to maintain the necessary commitment to academic integrity. Honesty is an expectation of all members of the Pingree community, and academic dishonesty is considered a serious breach of conduct and a major disciplinary offense.

Being unaware of whether an act constitutes academic dishonesty does not excuse the act. At the beginning of each year, each academic department will distribute and review the Academic Honesty Policy. While the teacher will explain what constitutes plagiarism and cheating in general terms, it is a student's responsibility to seek clarification about an assignment or task.

We hope students will learn to review for tests with classmates and will learn to discuss or brainstorm more complicated assignments together. However, aside from this, unless a teacher specifically asks students to work with others, all homework, classwork, projects, quizzes, tests, and papers must reflect a student's own work, ideas, thoughts, and understanding. We expect students to always be honest in their approach to their work.

The forms of academic dishonesty are categorized as follows:

**CHEATING**—Cheating is the use of any resource not allowed by an instructor to aid in the completing of an assessment or assignment. This includes, but is not limited to, copying answers; copying or consulting notes during a quiz or exam; inappropriately consulting with another person regarding test content; unauthorized collaboration; presenting a paper or project for credit in more than one course without permission of both teachers; the unauthorized use of online sources, translators, or calculator programs; or taking any other action which unfairly aids oneself or another person.

**PLAGIARISM**—Plagiarism is taking an idea or work that is not common knowledge and submitting it as the student's own work, without giving credit to the original source. This act can be intentional or unintentional. Work is defined as, but not limited to, quotations, phrases, complex ideas, research, tables, charts, graphics, text, Internet resources, a paper, or a thesis. Paraphrasing of any of the above without proper citation is also plagiarism. Examples of plagiarism include, but are not limited to, quoting a phrase, passage, and/or data from a source and not citing that source and/or not using quotation marks; neglecting to include appropriate source citation (footnotes, endnotes, bibliography) in one's work; misrepresenting evidence; using another author's structure or argument and failing to cite the source; or assisting someone else in plagiarizing.

**INCORRECT DOCUMENTATION**—Though technically plagiarism, a poor attempt at giving credit to a source, such as providing insufficient or incorrect information, may be considered "Incorrect Documentation." A student may be "charged" with incorrect documentation—even if this is not the student's first offense under the Academic Honesty Policy—as long as it is the first offense of incorrect documentation.

\*Aspects of this policy are adapted from St. Petersburg College, University of Rochester, and Highland Park Senior High School Academic Honesty Policies.

## PROCESS

In the case of a suspected violation of the Academic Honesty Policy, the classroom teacher, student, student's advisor, department chair, assistant head for academic affairs, and dean of students will pursue a due process hearing that is both educational and attentive to the seriousness of the offense.

1. The teacher will share the suspected violation with the department chair and, in consultation with the assistant head for academic affairs, make a decision about whether there is enough evidence to support a possible violation of the Academic Honesty Policy to proceed to the next steps. If the violation is determined by the department chair to be "Incorrect Documentation" and if, after consulting with the assistant head for academic affairs, it is confirmed to be a first incorrect documentation violation, then the consequences stated below (under Incorrect Documentation section) will be followed.
2. The classroom teacher and department chair will meet with the student and the student's advisor to examine and discuss the potential violation and the subsequent process. The teacher and department chair will use this meeting to inform the student of any additional information that must be provided to confirm that the work did not violate the Academic Honesty Policy. The student will be asked to inform parents and guardians.
3. The advisor will follow up by contacting the student's parents within 24 hours.
4. If the student does not agree there has been a violation, the student and the student's advisor will meet with the assistant head for academic affairs and department chair to "defend" the work in question. At this meeting, the assistant head for academic affairs will determine if there is enough evidence to support turning the case over to the dean of students.
5. If the student accepts that there has been a violation, the assistant head for academic affairs and/or the dean of students will meet with the student and the student's advisor to talk through the consequences of the violation. The consequences are listed below.

## CONSEQUENCES

### INCORRECT DOCUMENTATION:

1. Advisor will notify the parents. The department chair will notify the assistant head of school for academic affairs.
2. The student will be expected to attend one documentation class within 10 academic days from the date the violation was confirmed. The department chair will notify the documentation teacher about the need for the class and will copy the student, advisor, and assistant head for academic affairs. The student is responsible for scheduling the class with the documentation teacher.
3. The documentation teacher will notify the classroom teacher, department chair, advisor, and assistant head for academic affairs when the class has been completed.
4. The student will be expected to correct the work once the class is completed.
5. Any further offense will be regarded as a violation of the Academic Honesty Policy as plagiarism.

## CHEATING AND PLAGIARISM

**FIRST OFFENSE**—For a first offense, the work receives an initial grade of zero (0). The student may then retake or rewrite the original work or submit an equivalent, alternative assignment at the discretion of the department chair for 50% credit. The student will be required to meet with the assistant head of school for academic affairs and the dean of students. The student and parents will be informed of the seriousness of a second violation, which could result in expulsion. In cases of plagiarism, the student will also be expected to attend a documentation class within 10 academic days of the meeting with the assistant head for academic affairs and dean of students.

In some cases, the assistant head of school for academic affairs and dean of students may recommend to the head of school that the case be referred directly to the Discipline Committee.

**SECOND OFFENSE**—For a second offense, the work receives a grade of zero (0). A second offense will be referred directly to the Dean of Students Office and Discipline Committee, and may result in suspension or expulsion.

The assistant head of school for academic affairs and dean of students will write and co-sign a letter home to the parents or guardians to document the incident and resulting discipline. The student's advisor will call home to notify the parents. The letter will be added to the student's file.

## ACCEPTABLE USE POLICY

Anyone who uses or accesses Pingree's technology resources agrees to abide by all of the provisions in this Acceptable Use Policy. Pingree's Acceptable Use Policy is guided by the L.A.R.K. Principles established by the Peck School:

**LEGAL** Illegally copied or downloaded software, music, or games may not be used on any device on the Pingree campus. Ignorance of the law is not immunity.

**APPROPRIATE** Only appropriate words and images are used and viewed.

**RESPONSIBLE** Diligent care is taken with all hardware and software so as to prevent damage or misuse, whether intentional or not.

**KIND** Technology use does not in any way tread on the rights or feelings of others. Students model the values found in Pingree's mission statement in all uses of technology.

Pingree's technology resources are the property of the school and Pingree has the right to access, monitor, read, intercept, copy, or delete any communications or data without notice. If it is determined as necessary, Pingree may disclose this information to third parties. All technology and network resources are to be used for school related activities only.

Conduct that violates the following guidelines is subject to school disciplinary action. This conduct includes, but is not limited to the following:

### VIOLATING ACCESS AND PRIVACY RIGHTS

As a technology device user, you have access to the Pingree-BYOD wireless network. Misuse of these includes, but is not limited to:

1. Using a device without the owner's permission.
2. Recording (video or audio) of an individual without their consent.
3. Using an account or accessing/editing/deleting data files that you are not authorized to access.
4. Digital communication that constitutes any of the mentioned forms of harassment in our Non-Discrimination Policy.
5. Using the school's technology resources, including your own device on the school's wireless network, in the commission of a crime or for personal gain.
6. Disrupting or unauthorized monitoring of electronic communications.
7. Sending or posting messages that could be an embarrassment or be harmful to Pingree by virtue of the sender's address or other means of identification.

### MODIFYING PINGREE TECHNOLOGY RESOURCES

Users may not modify resource settings, install/uninstall software, damage, disrupt, impede or modify the operation of Pingree technology resources including the wireless network. Students, faculty, and staff are responsible for the care and condition of school-owned devices and may be held financially responsible for the repair/replacement of that equipment. Any deliberate damage will be the responsibility of the individual.

### STUDENT-OWNED DEVICES

- Students are expected to abide by the expectations of their teachers with regards to the use of devices in class.
- Students are expected to bring a fully charged approved device to school every day.
- Pingree School cannot be held responsible for the theft or damage done to personally owned devices.
- The Acceptable Use Policy applies to student-owned devices on campus as well.

### PROPER USE OF SOCIAL NETWORKING AND SHARING SITES

Pingree realizes that social networking sites are becoming an important means of communications. However, we reserve the right to block any social networking sites from our network in order to keep academic work the focus. Behavioral expectations of students are the same whether using technology or engaging in person.

Nothing from another private social networking site, including photos, video, or quotes from individuals, may be repurposed without permission of the owner.

Members of the Pingree community with questions concerning our Acceptable Use Policy should speak with a member of the Technology Team.

### MINOR DISCIPLINARY INFRACTIONS

Minor infractions include, but are not limited to the following:

- Lateness to class
- Dress Code violation
- Leaving trash behind in cafeteria
- Littering
- Disrespecting property or space

## OFF-CAMPUS BEHAVIOR

Pingree does not and cannot take responsibility for activities or actions of our students that take place off school grounds and are not school related. Parents must take full responsibility. However, when the actions of a Pingree student either off-campus or by electronic means are deemed so egregious that the safety of those in the community and/or the school's position in the community may be compromised, the school may take action. If the school chooses to do so, all appropriate disciplinary procedures will be followed.

The school reserves the right to go so far as to withhold a diploma from a student who has committed a serious crime or taken other actions deemed both egregious and contrary to the school's mission, whether on or off campus.

## TOBACCO AND VAPING

Pingree is a smoke-free environment. Using, possessing, or being in the presence of tobacco, e-cigarettes and vaping in any form is a violation of school rules. A first offender will receive three days of P.E.A.P. (Pingree Early Arrival Program) and will be on "smoking probation." If a second offense should occur, the student will be required to appear before the Discipline Committee.

## DRESS CODE

Pingree believes that dress should show respect for self, others, and the educational mission of the school. Clothing should not distract from the educational experiences at school. While respecting self expression, we believe it is necessary to set clear standards in order to ensure safety and fairness for all students. We expect students to be in compliance with dress code at all times.

### DRESS CODE GUIDELINES

- Clothing must be in good condition
- No sweatpants, athletic pants, or athletic shorts
- Skirts and shorts must be of appropriate length
- No pajamas
- No hats may be worn in the building
- Footwear must be worn at all times
- Shoulders and midriffs must be covered
- Undergarments must not be visible at any time
- Pants must be worn at an appropriate height

On some occasions students may be asked to dress more formally for events of significance to the community. It is expected that all will do so.

## ENFORCEMENT

Every adult in the community is responsible for enforcing the dress code. If a student is out of dress code, an adult will (1) speak with the student, (2) request that the student immediately change into the appropriate attire, and (3) report the offense to the advisor. If the student does not have the appropriate clothing, the student will be sent to the grade deans to borrow clothing. All members of the adult community are encouraged and empowered to enforce the dress code.

After three reports, the advisor, in consultation with the grade dean, will discuss the pattern of violations with the student and parents, after which the student will serve a morning sanction at 7:00 a.m. (known as PEAP, Pingree Early Arrival Program). If continued violations are reported, the advisor will involve the dean of students and the Discipline Committee may be convened.

## DISCIPLINE PROCESS

### 3-2-1 POLICY

All minor infractions are to be reported to the relevant grade deans.

(3) After three violations of a minor infraction, the student will be required to attend an early morning consequence. The time will be from 7:00 a.m. to 8:00 a.m. on selected days.

(2) After three more violations of minor infractions, or after a student has been asked to serve their second early morning consequence, the parents may be called in for a meeting with the dean of students and advisor.

(1) If there is one more minor infraction, the student may be asked to go before the Discipline Committee.

## DISCIPLINE COMMITTEE

In the event that a student violates a major school rule, the incident is reported to the dean of students. The dean of students meets with the head of school to determine whether the case will go before the Discipline Committee. If it is decided that a committee meeting is appropriate, the director of advising and counseling, the student's advisor, and parents are notified by the dean of students. The committee convenes as soon as possible to review the matter. Upon evaluating the information, the Discipline Committee recommends disciplinary measures to the head of school, whose decision is final. The school communicates the decision to the parents.

## WHO IS ON THE DISCIPLINE COMMITTEE?

Four faculty, the relevant grade dean, and the dean of students serve on the Discipline Committee. Three students also serve on the committee. Rotating members of the Discipline Committee are selected by the dean of students, assistant head of school for academic affairs, and head of school.

## COMMUNICATION OF THE FINAL DECISION

The head of school, in consultation with the dean of students and the assistant head of school for academic affairs, will decide on the most appropriate methods of communication based on the infraction and respect for confidentiality. Our operating philosophy will be to communicate school values and consequences when Pingree's core values are violated. The dean of students, assistant head of school for academic affairs, and/or head of school may be involved in this communication.



## REPORTING POLICY REGARDING DISCIPLINARY INFRACTIONS

Certain colleges and universities are asking questions on their applications about student infractions, including those resulting in probation, suspension, and dismissal. We expect any student who has been subjected to disciplinary action to answer any pertinent application question honestly. Colleges and universities also are asking the same questions of students' schools. The College Counseling Office will answer any questions that are posed on secondary school reports. Pingree also will report any disciplinary incidents that occur after the school statement has been written, and which result in probation, suspension, or dismissal. In all such cases, a letter will be sent to the colleges and universities to which the student applied. Such a letter will address the infraction as well as the punishment, and will then refer the college to the student who will have the opportunity to write a letter explaining the circumstances related to the infraction. A student's disciplinary record, with the exception of dismissal, will not become a part of the student's transcript.

The transcript of a student who withdraws from the school prior to disciplinary action will state "withdrawn pending disciplinary action."

## ACADEMIC WORK AND DISCIPLINARY ACTION

Based on the seriousness of an inappropriate action by a Pingree student, the school's response can be as severe as suspension or expulsion. Earlier sections of the handbook refer to major and minor disciplinary infractions and we try to determine appropriate punishments based on the nature of the infraction. It should be noted that students who are suspended for infractions of a nonacademic nature will be given the opportunity to submit in a timely fashion their missed academic work for full credit.

## HEALTH AND SAFETY THREATS

Students who pose an unreasonable health or safety risk to themselves or other members of our community may be temporarily removed or involuntarily withdrawn from Pingree. Conditions for continued enrollment may also be imposed. Reports of health or safety risks will be reviewed by a risk assessment team. The team will conduct an individualized assessment to determine whether there is an unreasonable risk of substantial harm. The assessment will consider multiple factors, including but not limited to the nature, duration, and severity of the risk; the probability that the potential harm will actually occur; observed behavior and the best available objective evidence; current medical knowledge; and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk. Students and their parents will be notified of the school's health and safety concerns and given an opportunity to present relevant information. The student may be required to disclose pertinent medical history and be evaluated by an independent health care professional. A determination by the assessment team may be appealed to the head of school whose decision shall be final. Before a final decision is reached, students may be temporarily removed from school as a precaution. Students withdrawn from school under this policy will have a "Withdrawn" notation recorded on their transcripts. The assessment team may also impose a behavior contract or other express conditions, which the student must satisfy to be eligible to return to Pingree and remain enrolled.

## DAILY STUDENT LIFE

The school day typically begins at 8:00 a.m. and students should expect to arrive on campus by 7:50 a.m. in order to be ready for their first commitment. Students may arrive at school any time after 7:00 a.m. On Monday and Friday mornings, we meet as a whole school in the theater for Morning Meeting. On Tuesday mornings, students meet with their advisors. On Wednesday mornings, students meet with their grade for community education. On Thursday mornings, students arrive at 9:00 a.m. The school day typically ends by 5:00 p.m. (this varies during the winter season). Students may stay later for games or other afternoon requirements; these are scheduled in advance, and students should make necessary plans to meet commitments and arrange travel.

Special events are scheduled for specific areas of the campus or its buildings. Students and parents are asked to stay in those areas after hours.

## BOOKS

All required course books are available for purchase online through Follett Books or via alternative book suppliers. Please check the Pingree School website [[pingree.org](http://pingree.org)] for a complete list of course books and to link directly to Follett Books.

## BOUNDARIES

School bounds can generally be defined as those mowed, paved, or open areas that surround the school buildings. The Athletics Center, hockey rink, and all wooded areas abutting the playing fields are out of bounds unless the student has received specific permission from a coach, faculty member, or the dean of students. The land area behind the student parking lot, the areas around the pond, and the hill between the two driveways are also out of bounds.

If students need to go to the student parking area or the hockey rink during the academic day, they must sign out in the Main Office, clearly stating the time of departure and purpose. They must sign in upon returning to the building.

Students found to be out of the school boundaries during the school day may face disciplinary action.

## STUDENT CARS

All student cars must have a Pingree parking permit. Students may drive to and from school but are not to use their cars during the school day without special permission. Students must have a parental permission slip on file in the office if they drive to school, or if they arrive with another student who drives. These permission slips will include descriptions and license numbers of the cars. All students' cars must be parked in the designated student parking lots. If a complaint is received about a student's driving, either on-campus or off-campus, on the way to or from school, or on a school-related trip, the student will be warned and the student's parents and the parents of the carpool riders notified. If a second complaint is received, the student's driving privileges will be suspended. Any further complaint may incur loss of driving privileges for the remainder of the school year. Students who ride in student carpools are reminded that they also have a responsibility for safe behavior in cars.

## FIRE DRILLS

The procedure for leaving the building from any particular room is posted in that room. Students should make a quick and quiet exit to the lawn near the ice rink, where grade deans take attendance.

## LOCKERS

Every student has a book locker with a lock. Gym lockers and team locker rooms are assigned seasonally. All sports lockers are equipped with combination locks.

## LOST AND FOUND

Large wooden lost-and-found boxes are located around the campus. Students may also check with the Main Office for lost items.

## MEALS

### BREAKFAST

Students may purchase breakfast foods, for a nominal cash amount, in the Commons between the hours of 7:15 a.m. and 10:00 a.m.

### LUNCH

There are two 30-minute lunch periods each day (see daily schedules for exact times.) The school's food service provides a healthy, well-balanced lunch. Parents with concerns should contact Director of Finance & Operations Jock Burns.

### SNACKS

There are two snack periods during the day, one in the morning and one in the afternoon.

**NOTE:** All food is to be eaten in the Commons area. No cups or dishes should be taken out of the Commons. Students are expected to clean up after themselves.

## PETS

Students may not bring pets to school without permission.

## SCHOOL STORE

The school store will be open periodically throughout the week for purchase of Pingree supplies and clothing items.

## VISITORS

Students are welcome to invite friends to visit school for a day. They must notify the Main Office, dean of students, and all of their teachers at least 24 hours in advance of the visit. Visitors must sign in at the Main Office and obtain a visitor pass for the day. Visitors are expected to obey all school rules, including the Dress Code, and students are responsible for their guests. The dean of students reserves the right to limit the number of student visitors to the school.

## EMERGENCY CLOSINGS, DELAYS, EARLY DISMISSALS

If there is a need for a late start, early dismissal, or closing due to severe weather or any other emergency, parents will be informed through the automated rapid notification service. Notices will also be posted on the school's website.

## WEATHER CANCELLATION BEFORE SCHOOL DAY

The school will remain open most days with only severe weather causing a school delay or closing. Even when school is open, parents are expected to determine if the weather conditions in their area permit safe travel to the campus. Pingree families will be notified through the automated rapid notification system. In addition, announcements of a school delay or closing due to weather will be posted on the school's website: [pingree.org](http://pingree.org). Decisions are made at or before 6:30 a.m. Parents and students are asked NOT to call the school.

## ATHLETICS POLICY ON SCHOOL CANCELLATION DAYS

If school is cancelled as a result of weather conditions, games and practices will also be cancelled. Any exception to this policy must be cleared through both the director of athletics and the head of school.

## WEATHER CANCELLATION DURING SCHOOL DAY

If a weather condition or emergency occurs during the school day that necessitates early dismissal, buses will run early. The school will stay open for students awaiting transportation.

**NOTE:** In the event of excessive cancellation of classes due to inclement weather or other unexpected causes, the school administration will determine whether or not the school calendar should be adjusted to include additional classes and/or school days.

## STUDENT ACCESS TO BUILDINGS

Student cards will provide access to the school building Monday to Friday from 7:00 a.m. to 7:00 p.m. in certain specified door entrances. The athletics center and arts wing also have proximity card access entrances. All other doors will remain locked, providing egress only. If students need to enter the building during breaks or vacation, they will need to enter through the front door during open hours.

Student cards will not provide access to the Fitness Center. The Fitness Center is open for student use Monday to Friday from 2:30 p.m. to 6:30 p.m., and the doors will be unlocked during this time to allow access. A Pingree staff member will be in the Fitness Center during these hours. If a student's card is lost or misplaced, the student will need to purchase a replacement card. The Business Office will charge a \$25 processing fee to the student's account for a replacement card. Card procedures will be explained to students in morning meeting.

In addition, all visitors to the school will need to enter through the front door, sign in at the Main Office, and wear a visitor badge. We are in the process of reviewing additional security at the front door and will inform you of updates as changes are implemented.

## HEALTH AND SAFETY

### STUDENT HEALTH SERVICES

Health needs in a day school tend to fall into seven major categories. The following explains Pingree's support for, and response to, student health needs.

**ILLNESS**—In general, students who are too ill to attend school should stay home and contact teachers or classmates in order to receive assignments. When a student becomes ill during the school day the nurse will assess the student's condition, provide appropriate medical care, and initiate communication with parents and school personnel. The nurse may, at any time, require a student go home if, in the nurse's judgment, it is in the best interests of the student's health and/or the health of the rest of the community.

**ATHLETIC INJURIES/ SPORTS MEDICINE**—The Eastern Independent League (EIL), of which Pingree is a member, requires that each school have a certified athletic trainer on staff and in attendance during all athletics events, games, and practices. Pingree School staffs two full-time athletic trainers, both licensed by the state of Massachusetts, ensuring that our student-athletes are under proper care at all times. Pingree Sports Medicine works in conjunction with Hamilton's public safety personnel (Police and Fire) when transportation is needed for medical emergencies.

Athletic trainers are healthcare professionals who specialize in the prevention, diagnosis, treatment, and rehabilitation of injuries and sport-related illnesses. They prevent and treat chronic musculoskeletal injuries from sports, physical, and occupational activity, and provide immediate care for acute injuries. The National Athletic Trainers' Association represents and supports over 35,000 members of the athletic training profession. Visit [www.nata.org](http://www.nata.org) for more information on athletic trainers.

**MEDICAL EMERGENCIES**—In the event that a student is seriously hurt and needs immediate medical attention during the course of the day, the school nurse, athletic trainer, and/or another staff member trained in emergency medical care will be called to the scene. In the event of major emergency, emergency services will be called and the student will be transported to the nearest healthcare facility. Parents will be notified as soon as possible of such an occurrence.

**MENTAL HEALTH**—In the normal course of working with adolescents, we frequently need to respond to emotional crises or provide support to students who are wrestling with longer-term issues and problems. School Counselor Susan Esty is a valuable resource for students, staff, and parents seeking advice. The school counselor also works with faculty advisors to help them in their daily interaction with students.

**NUTRITION AND HEALTH CONCERNS**—Pingree expects its students to accept responsibility for maintaining nutritional and drug-free health in order to achieve educationally. The school, with the advice of the director of advising and counseling, reserves the right to contact parents if there is a concern about safety, eating habits, or a suspected problem with drugs or alcohol.

**MANAGEMENT OF STUDENT MEDICATIONS**—Students are encouraged to plan their medication regimens outside of the school day. However there are times when medications must be given during school hours. At no time should students carry medications. Exceptions are the medications that students are responsible for during their time at school such as epipens, inhalers, and pumps specific for delivering continuous medication for a specific diagnosis. All other medication must be kept in the Health Office. The school's Health Office stocks the listed over-the-counter medications that are signed off by each parent or guardian at the start of each year on the "Over-the-Counter Medications Form." Each prescription medication must be in a current, labeled bottle listing the prescriber. We consider it the student's responsibility to be compliant with taking a prescribed medication. If a dose

is missed the nurse will attempt to remind the student. In the case of repeated missed doses we will work with the parent and advisor as well. Pingree offers many athletic-, community-, and learning-based opportunities for overnight trips away from school. It is important for students with prescription medications to have their physician complete the prescription medication form for each medicine. This form can be downloaded from the online parent portal. At the end of the school year any medication not picked up from the health office will be disposed of a week after graduation.

**RETURN TO SCHOOL AND PARTICIPATION IN ACTIVITIES**—School personnel, including the nurse, counselor, and athletic trainer, have the responsibility to make decisions regarding return to school and or activities. Using professional judgment and practice guidelines, based on the student's present symptoms, the school personnel may require consultation with a written report from a treating physician for the current condition before return to school and or activities is permitted. It is our policy that students be off of narcotic pain medication before they return to school. It is in the student's best interest that they be well enough to attend school without this level of pain medication.

Please see information regarding [Leave of Absence](#) policy in the [Attendance](#) section.

### EMERGENCY FORM

It is essential for parents to keep us current with daytime telephone numbers and the names and telephone numbers of other people to contact if they cannot be reached. This form must be submitted to the school nurse annually by August 1 and updated as changes occur throughout the year. Please contact the Main Office to make these changes.

### CONCUSSION TESTING

Pingree School utilizes the ImPACT Concussion Testing software. This is a neurocognitive-testing program that helps certified athletic trainers, nurses, and doctors properly care for any student at Pingree who sustains a head injury. The athletics training staff, in conjunction with the nurse's office, take these types of injuries very seriously. The ImPACT test is one of many tools Pingree uses to help determine the extent of the injury, proper care, and limitations to aid in speedy recovery and return to play.

With the ever-increasing abundance of information and studies about the human brain and the effects that concussions have on them, it is important to test adolescents at least every two years so as to have the most current baseline tests.

All students are required to take this test, regardless of their choice in afternoon activity or program. Every student has until the first Monday of athletics preseason to complete the test. If it is not completed by that date, the student will not be allowed to participate in preseason practices and tryouts.

### HEALTH PHYSICAL

In accordance with the Massachusetts State Law, students are required to have an annual physical exam. Health physical and immunization records are current if they are not older than 13 months from August 1 prior to the start of school activities: orientation, preseason, and the first day of school. Parents should consult with their healthcare provider to ensure these exams are carried out annually for their child. Medical forms must be completed and returned by August 1. Students will not be admitted to school or preseason sports without current forms on file. If a physical expires during the school year it is the family's obligation to send in a current form to the Health Office.

## SCHOOL POLICIES

### PARENT–SCHOOL PARTNERSHIP EXPECTATIONS

A Pingree education depends upon a healthy partnership among school, student, and family. Our community thrives on these strong and positive relationships. On those rare occasions when parents or family members engage in conduct or activities that are disruptive or detrimental to the administration, faculty, or staff, or to the educational environment, and are not in keeping with the spirit of cooperation and trust that is essential to the partnership, the school administration will engage in discussion with the family to try to rectify the situation. If no resolution seems possible, the school reserves the right to revisit the student's enrollment at the school.

### PARENTS AWAY FROM HOME

If parents plan to be away from home, they are encouraged to inform the advisor of how to reach them in case of emergency and give the advisor the names, address, and telephone number of the person who will be responsible for their child.

### CUSTODY MATTERS AND PARENT OBLIGATIONS

It is the obligation of parents with court orders relative to the three custody policy topics delineated below to provide the school counselor with an official copy of any court order prior to the first day of school annually.

### HEALTH, EDUCATION, AND WELFARE RECORDS OF STUDENTS

Absent an order of the court to the contrary, both parents shall have equal access to the records of their minor child involving the health, education, and welfare of the child. It is Pingree School's policy, upon request by either parent, to communicate freely with both parents about the health, education, and welfare of their children. Both parents will be notified in the event a child is withdrawn from school. It is the policy of Pingree School not to interpret court orders. Pingree will follow the mandate of the General Statutes unless provided or served with a certified copy of a court order specifically ordering Pingree School to refuse a parent access to the records of a minor child involving the health, education, and welfare of that child.

### PARTICIPATION BY BOTH PARENTS

Absent an order of the court to the contrary, each parent shall be allowed to participate in school activities that involve parents in general, such as school field trips, class parties, and school events. Parents are expected to conduct themselves appropriately at all times. It is the policy of Pingree School not to interpret court orders. Pingree will follow this policy unless provided or served with a certified copy of a court order specifically ordering Pingree School to refuse a parent access to school activities that involve parents in general.

### STUDENT PICK-UP FROM SCHOOL

Absent an order of the court to the contrary, either parent will be allowed to pick up their child or children from school. It is the policy of Pingree School not to interpret court orders with respect to custody or visitation. Pingree will allow either parent at any time to pick up their child or children unless provided or served with a certified copy of court order specifically ordering Pingree School to prohibit a child from being picked up by a particular parent.

### DRIVING POLICY TO OFF-CAMPUS SCHOOL-SPONSORED EVENTS

Pingree School provides transportation for all school-sponsored events. For athletics and activity travel, we feel that there is much to be gained in team and school spirit by instilling in each of our students a sense that it is important to be fully committed to one's team and school. If, however, a parent feels it is essential that a student drive alone to a school-sponsored event, written consent from a parent or guardian and approval from the coach or activity leader is required.

### STUDENT PHOTO AND VIDEO USE POLICY AGREEMENT

Throughout the year, staff members from the Marketing and Communications Department, or freelance vendors hired by the department, may photograph and/or record video of Pingree students, faculty, and staff while at school or while engaging in school-sponsored events and/or programming. The resulting photographs and videos may be shared with the community via the weekly school e-newsletter and the school's various social media channels, in addition to being used for public marketing and communications materials including, but not limited to, the school website, admission brochures, giving solicitations, event promotions, and invitations and postcards, both in print and digital form.

**Families who would prefer that their child not be photographed or recorded must contact the Department of Marketing and Communications to make their wishes known in writing at the beginning of each school year. All such requests for privacy will be strictly adhered to and respected by the school.**

### LEARNING COMMONS

The Pingree School Learning Commons is an innovative, welcoming environment for teaching and learning that ensures all of our students have access to the best tools, resources, skills, and supports available. Faculty and staff from four departments including the Library, Writing Center, Educational Resource Center, and Technology Department work together as a team to empower students to think critically, to encourage a love of learning, and to provide support to our diverse, academic community.

### LEARNING COMMONS GUIDELINES

- Student behavior must reflect the atmosphere of academic purpose.
- Bottled water only, please.
- Students are expected to clean up after themselves and to respect the space as a community privilege.
- Resources (books, laptops, etc.) may be borrowed and are subject to loan policies. Students will be billed for replacement costs for damaged/lost items.
- Suggestions for resources, programs, services, and facilities are always welcome. Please contact any member of the Learning Commons Team for requests.

### PERSONAL PROPERTY

Certain items are not allowed on campus or their use is restricted. No knives or firearms are allowed under any condition. Portable music devices and other personal stereo equipment may only be used in the Commons. Students are responsible for their own possessions. Valuable items should be locked in student lockers.



## SCHOOL-SPONSORED EVENTS

Events that are outside the daily life of the school but that involve Pingree students and are planned by Pingree students and faculty are considered to be school-sponsored. Such events include academic field trips, athletics or club activities, banquets, cast parties, class trips, and class dances held at Pingree. Any parent who wants to know whether or not an event is school-sponsored should feel free to call the School. School-sponsored events will be chaperoned by teachers and often parents, as well. School rules apply at school-sponsored events.

## RULES FOR ATTENDING DANCES AT PINGREE

Students attending dances at Pingree must arrive no later than one hour after the scheduled beginning. A student who leaves a dance may not return. All school rules apply for Pingree students and their guests.

## SCHOOL TRIPS POLICY

Pingree believes that school trips provide a valuable dimension to a student's educational experience. A clear understanding of the trip and its goals, of the expected behavior and responsibilities of the students, and of the duties and commitments of the leaders and chaperones is essential to the success of the trip. Pingree has developed the following guidelines and responsibilities for both school-sponsored and non-school-sponsored trips. School-sponsored trips include academic day trips, school athletics overnights, and some cultural, athletic, and activity-based tours.

## GUIDELINES FOR SCHOOL-SPONSORED TRIPS

### FOR STUDENTS

1. The school must approve student participation in school trips.
2. All school rules are in effect during school-sponsored trips and disciplinary responses will be enforced as outlined in the this Handbook.
3. Students are expected to follow the schedule established for each trip.
4. The trip leaders will establish curfews and specific rules appropriate to the circumstances of each trip. Violation of any such rules will be treated as major disciplinary offenses.
5. The trip leader reserves the right to send home, at the student's expense, any student whose behavior is considered detrimental to the aims of the trip or to the group as a whole.
6. Students and parents will be expected to sign the same permission slip, thus acknowledging that they understand and accept the rules and expectations of the trip.

## FOR CHAPERONES

1. All trips must be approved by the Trips Committee. Each trip must have one clearly defined trip leader.
2. It is the responsibility of the chaperones, whether faculty, parent, or friend of the school, to make sure that the trip is a safe, enjoyable, and worthwhile experience for all involved. Chaperones are reminded that their example and leadership form a part of the students' experience. Guidelines for chaperones will be set forth before each trip, and all guidelines must be approved by the Trips Committee.
3. Chaperones have the authority to enforce all rules, either acting on them at the time or referring disciplinary situations back to the trip leaders.

## GUIDELINES FOR THIRD-PARTY AND NON-SCHOOL-SPONSORED TRIPS

Any trips planned during vacation periods that are third-party or not school-sponsored trips remain the responsibilities of the parents, chaperones, or organizations sponsoring the trip. To the extent parents are involved in promoting such trips, the following guidelines must be adhered to:

1. Recruitment, announcements, and correspondence for the trip must be done in a manner that clearly establishes that any parents or school personnel and the tour organization involved are independent of Pingree School for the purposes of the trip. School letterhead and the school logo may not be used in any representation or communication regarding the trip.
2. The school name shall not be used in conjunction with the trip. This includes the Pingree name or logo on athletic uniforms.
3. There will be no on-campus fundraising for the purposes of the trip.
4. The head of school may communicate the school's position to parents regarding such trips. The communication will underscore parents' responsibility to investigate any organizations responsible for the trip, including their practices concerning chaperones, discipline, and emergency and medical responses.
5. Employees of the school may not chaperone non-school-sponsored trips.

## PARENTS' INFORMATION

### PARENT-STUDENT-TEACHER CONFERENCES

Conferences between parents and teachers play a significant role in a student's education.

Communication between parents and the school serves to clarify expectations, assess progress, and aid in understanding the child. Pingree takes seriously its responsibility to bring important information to the attention of parents and, in turn, to respond to parents when they have questions regarding the program or a student's progress. Advisors are the primary contact between home and school. We request that parents schedule a meeting with their advisor as well as with the classroom teachers during conference time.

### PARENT VISITING NIGHT

In the fall, parents are encouraged to attend Parent Visiting Night to meet their child's teachers and visit classes.

### PARENT ATTENDANCE AND BEHAVIOR AT SCHOOL EVENTS

All parents know the importance of showing support for their child's activity at school by attending events such as athletic contests, drama productions, musical concerts, etc., and the school enthusiastically encourages that attendance. Parents attending such events should keep in mind that they are setting an example for their children and that it is most important that the child learn good sportsmanship and good manners from their parents' examples. The school has guidelines for spectators at school events. Please see [Spectator Guidelines](#) under "Athletics and Afternoon Programs."

- Pingree is a smoke-free campus.
- Spectators should watch games from those areas defined as spectator areas.
- Parents should not run up and down sidelines; call to players, coaches, or officials in an unsportsmanlike manner; or go onto the field of play.

### EFFECTIVE COMMUNICATION WITH THE SCHOOL

At Pingree, we value our partnership with parents and we make every effort to respond to all requests within 24 business hours. Parents may communicate their concerns with teachers either directly or through a student's advisor. We assume that parents and faculty will communicate respectfully and objectively with students' best interests always in mind. The head of school and the assistant head of school for academic affairs are available to resolve issues and work with parents to find a solution. When issues of discipline, lateness, or absences need to be addressed, the dean of students is available to hear concerns.

## HOMEWORK

We encourage parents to help students establish good study habits by supporting them in finding time in the evenings for completing assignments. However, students are expected to complete all assignments independently without the assistance of others, including parents. If a student receives help on an assignment, without the prior approval of the teacher, this may constitute a violation of the Academic Honesty Policy. If a parent is concerned about the student's ability to complete an assignment, please contact the student's advisor, the head of the Educational Resource Center, or the assistant head of school for academic affairs.

### PARENTS ASSOCIATION

All parents of Pingree students constitute the membership of the Pingree Parents Association. The purpose of this organization is to provide a forum for parents to express and exchange ideas, opinions, and concerns with members of the faculty and staff, to assist in the dissemination of information about all phases of student life at the school, and to undertake projects beneficial to the Pingree community as a whole.

### PARTIES AND SOCIAL GATHERINGS

One of the greatest concerns of parents of adolescents is how to guide their children in regard to parties and social gatherings. Pingree School shares this concern, especially in relation to parties given without parental permission or adult supervision. While Pingree cannot be responsible for the out-of-school behavior of its students, we strongly support families who take a firm position against unsupervised parties. However, when the actions of a Pingree student either off-campus or by electronic means are deemed so egregious that the safety of those in the community and/or the school's position in the community may be compromised, the school may take action.

We urge parents to use the following guidelines when giving parent-hosted parties:

First and foremost, it is illegal to serve alcohol to minors. Parents who do so are liable under the law. Students should not be allowed to consume alcoholic beverages, whatever the source. Students should especially not be allowed to leave and re-enter a party. Possession, transportation, or consumption of liquor by an individual under the age of 21 is illegal in the Commonwealth of Massachusetts.

Parents and their children should work together to reach a clear understanding of the ground rules of the party. These should include the guest list, firm hours for the beginning and end of the event, and the presence of adults throughout the event. Parents should be prepared to retain keys from anyone who appears to have consumed alcohol or used drugs, and call the person's parent or guardian. Parents should call the host's parents to inquire about the ground rules for the party.

## VOLUNTEERING AT PINGREE

Pingree welcomes the contributions of parents and encourages them to take an active role in the life of the school. The time and talents of volunteers immeasurably enrich the education our students receive at Pingree, and the school counts on all parents to actively participate in support of its programs. Visit the PPA section of the online parent portal if you would like to get involved.

### PARENTS ARE ENCOURAGED TO VOLUNTEER FOR SUCH ACTIVITIES, COMMITTEES, AND EVENTS AS:

Admission Office Greeter	Grandparents Day
Athletics Office Parent Liaison	Hosting events for Office of Advancement
Auction Committee	Hosting parent get-togethers
Communications Office Liaison	Hosting students or teachers from other countries
Faculty/staff appreciation events	Parent Multicultural Education Steering Committee
Golf Tournament	Snack Shack

## FUNDRAISING

Pingree has a tradition of strong annual and capital giving. Every gift, large or small, is a statement of support of Pingree and its educational programs. The school counts on every family to continue this tradition of philanthropy and to be a partner in helping to support the school. The Office of Institutional Advancement must approve all fundraising plans proposed by parents, students, and alumni. Contact Director of Institutional Advancement Kim Moore ([kmoore@pingree.org](mailto:kmoore@pingree.org)) if you have any questions or would like to participate.

### PINGREE FUND

Tuition alone does not cover the full cost of a Pingree education. Our Pingree Fund bridges the gap and allows parents, alumni, grandparents, and past Pingree parents to make a tax-deductible contribution to Pingree. Each gift benefits the entire community by helping us to continue to fund new initiatives in curriculum and teaching, support our dedicated and highly talented faculty, provide opportunities for a variety of extracurricular activities, support students who could not otherwise attend Pingree with financial aid, and maintain our beautiful, state-of-the-art facilities. Each gift to the Pingree Fund, no matter how large or small, is important.

### CAPITAL FUNDRAISING

Past capital campaigns have raised substantial funds to create the campus our students enjoy today. The generosity of hundreds of donors—parents, faculty and staff, alumni, overseers, parents of alumni, and friends—has enabled Pingree to enhance its campus with upgraded facilities, spaces, and student and faculty resources. Our latest campaign, Proudly Pingree: The Campaign for Arts, Athletics, and Access, launched the opening of new arts and athletics facilities, and attracted funding for scholarships and financial aid.

### ENDOWMENT FUND

From time to time, Pingree seeks funds for its endowment in support of curriculum and faculty development, salaries, tuition assistance, and program enrichment.

### PLANNED GIVING AND BEQUESTS

Planned gifts help to ensure the excellence of a Pingree education for generations to come. Established in 1994, the Pegasus Society recognizes those who invest in the school's future by naming Pingree in their estate plans or by making life income gifts. Such gifts can provide important tax benefits for donors and their heirs. Contact Director of Institutional Advancement Kim Moore ([kmoore@pingree.org](mailto:kmoore@pingree.org)) if you have any questions or would like to participate.

## THE MALCOLM COATES PREP@PINGREE PROGRAM

Prep@Pingree, Pingree School’s nationally recognized academic enrichment and scholarship program, enrolls 75 students who have successfully completed seventh or eighth grade at partnering organizations from Lawrence and Lynn, in addition to enrolling a limited number of tuition-paying students from other communities. For five weeks each summer and continuing throughout the school year, the program encourages students to sharpen their math, verbal, analytical, written, and study skills through courses including math, English, engineering design, and history. Co-curricular activities include public speaking, and interview and application skills, in addition to off-campus exploration within Essex County and beyond. Several students subsequently attend independent high schools, including Pingree School, Brooks School, Central Catholic High School, Groton School, Noble and Greenough School, Kimball Union Academy, Notre Dame High School, Phillips Academy at Andover, Phillips Exeter Academy, Proctor Academy, St. John’s Preparatory School, Presentation of Mary Academy, St. Paul’s School, and The Governor’s Academy. Currently 5% of Pingree School’s enrollment is comprised of Prep@Pingree alumni. Pingree students work as student instructors for Prep@Pingree. Annual philanthropic investments sustain Prep@Pingree’s operating expenses and related scholarships to Pingree School. Gifts of all sizes are welcome and have a profound impact on all who connect to Prep@Pingree.

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