



**THE HUN SCHOOL**  
OF PRINCETON

# **UPPER SCHOOL HANDBOOK**

For Students and Parents  
2021 - 2022

**NOTE:** As a result of the ongoing COVID-19 pandemic, all policies and procedures outlined in this Handbook are subject to change to ensure the health and safety of the Hun School Community. Please check: [hunschool.org/health-and-safety-during-covid](https://hunschool.org/health-and-safety-during-covid) frequently for updated School policies, which are considered official Handbook amendments, and read and follow the periodic updates provided by the School.

## *Welcome from the Head of School*

Welcome to the 2021 - 2022 year at The Hun School of Princeton!

I hope you will carefully read the guidelines and rules set out in this Handbook. They outline the basic responsibilities that come with being a student at The Hun School, and they fairly balance the structure and the freedom appropriate for a community of learners.

More fundamentally than rules, though, our School is based on values: academic excellence, integrity, kindness, respect, trust, and commitment. In a nutshell, we expect that you will be considerate of others, and that you will ask much of yourself. Our community depends on your striving toward those standards, and so does the quality of your experience here. Remember the rules, and don't forget the reasons that underlie them!

Please understand that no set of rules or guidelines can cover every conceivable situation that might arise. The rules, policies, and procedures set forth in the Handbook are intended to apply under most circumstances, but some situations may require immediate or non-standard responses. The Handbook does not limit the authority of The Hun School to deviate from the rules and procedures set forth in the Handbook, or to deal with individual circumstances as they arise in the manner deemed most appropriate by the School. The policies may also be revised or updated periodically, even during the school year. Any student or parent with a question about any Handbook policy or statement should feel free to speak with the Upper School head.

For more than a century, students have been this School's proudest asset. Now we are counting on your energy, talent, and simple human goodness to keep The Hun School tradition strong.

Best wishes for a happy and rewarding year!

Jonathan G. Brougham  
Head of School

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# **THE HUN SCHOOL OF PRINCETON**

## **MISSION OF THE SCHOOL**

The Hun School of Princeton empowers each student to thrive in a diverse and ever-changing world, by nurturing resilient character, providing individual mentorship, and inspiring vigorous and joyful learning.

## **SCHOOL PRINCIPLES**

Academic Excellence

Integrity

Kindness

Respect

Trust

Commitment

## **PARENTAL RESPONSIBILITY**

By enrolling a student in The Hun School, parents are expressing a belief in the philosophy and expectations of the School, as well as the professionalism of its faculty and administration. We expect parents to reinforce and support the School's rules pertaining to academic expectations and behavior.



# UPPER SCHOOL SCHEDULE

<b>Hun Upper School Daily Schedule 2021 - 2022</b>									
<b>Regular Rotation</b>									
Times	A	B	C	D	E	F	G	H	Min
8:25 AM	1	6	3	8	5	2	7	4	50
9:15 AM	Passing								5
9:20 AM	2	7	4	1	6	3	8	5	50
10:10 AM	Passing								5
10:15 AM	<b>Flex Period</b>								25
10:40 AM	Long Block - Advisory - Community Meeting - Clubs - Break								
10:45 AM	Passing								5
11:35 AM	3	8	5	2	7	4	1	6	50
11:40 AM	Passing								5
1:05 PM	Lunch /4/ Lunch	Lunch /1/ Lunch	Lunch /6/ Lunch	Lunch /3/ Lunch	Lunch /8/ Lunch	Lunch /5/ Lunch	Lunch /2/ Lunch	Lunch /7/ Lunch	50 plus 35
1:10 PM	Passing								5
2:00 PM	5	2	7	4	1	6	3	8	50
2:05 PM	Passing								5
2:15 PM	<b>Advisory Check-In</b>								10
2:20 PM	Passing								5
3:00 PM	6	3	8	5	2	7	4	1	40
3:05 PM	Passing								5
3:30 PM	<b>Teacher Access for Extra Help</b>								25
	<b>Athletic, Artistic, or Academic Enrichment</b>								
Drop	7 8	4 5	1 2	6 7	3 4	8 1	5 6	2 3	

The Daily Schedule for The Hun School of Princeton is shown above.

Special schedules are published by the administration for non-routine school days such as Convocation Day, Commencement, Examination Period days, and late start days.

## Schedule Structure

### Academic School Day

The academic school day extends from 8:25 a.m. to 3:00 p.m. on regular rotation days. Flex periods occur each day after the second academic period and are used for long block class periods, extracurricular club time, class meetings, assemblies, and advisory. Teacher access for extra help is explained below. Students in the Upper School who do not have a scheduled class or required study hall must arrive no later than Flex period for required community activities. Students who miss classes or required activities because of arrival after 9:00 a.m. may not participate in after school activities including athletic practices, contests, or performing arts rehearsals or productions.

### Lunch

Lunch is provided for all faculty and students. Students with a class in the Period 4 block must eat during their assigned lunch period. On rotation days, students without a scheduled class during Period 4 may choose to eat lunch between 10:45 a.m. and 1:15 p.m. Daily lunch menus are regularly posted on RaiderNet.

### Class Periods

There are six daily class periods in the Upper School. The eight possible course slots are arranged through an eight-day cycle designated by a letter day rotation (letter days A-H). Two classes drop each rotation day from the Upper School schedule.

### Teacher Access for Extra Help

Upper School faculty are normally available for Teacher Access before school and after the last scheduled academic period until 3:30 p.m. Teachers are also available at various times during the academic day. Resident students may use on-duty resident faculty as resources during evening study hall.

## ATTENDANCE POLICIES

Regular school attendance is vital at The Hun School of Princeton, and students in good health are expected to attend school whenever possible. Attendance is monitored and records are maintained by the Office of the Dean of Students. The School calendar is distributed in advance of the school year so that parents and students may make personal plans that do not interfere with school time. We are responsive to individual circumstances and will excuse students to attend funerals, weddings, and religious services, or to visit colleges. Extended vacations, family trips, or early departures for travel convenience are not marked as “excused” and, although classified as “Absent by Parent Permission,” may entail academic consequences. College visits may not be scheduled during semester exam days. (In 2021 - 2022 exam days are December 6-16, 2021, February 28 - March 4, 2022, and May 2 – 11, 2022). **Students must take semester exams as scheduled.** All requests for or notifications of absences should be sent to the Office of the Dean of Students as individual teachers do not excuse students from school. Parents are asked to call the Office of the

Dean of Students at (609) 921-7600, extension 2232, to report excused absences or request absences by parent permission.

## **Types of Absences**

### **Excused Absences**

Excused absences are those that are approved by the Office of the Dean of Students. The Hun School generally approves absences characterized by unavoidable circumstances such as illness, meeting a health appointment, observing a religious holiday, or attending a family wedding, graduation, or funeral.

### **Absent by Parent Permission**

The School generally does not excuse absences that could be avoided, such as absences for family vacations scheduled during regular school days. If the student's parents or guardians authorize the absence, the absence is classified as "Absent by Parent Permission." Absences so designated may be permitted without academic consequence provided that the student completes missed assignments prior to their absence or makes arrangements with individual teachers to complete missing work in a timely fashion. Such absences may include but are not limited to community service trips, educational travel opportunities, or unavoidable family obligations.

### **Unexcused Absences**

Unexcused absences are those that are not approved by The Hun School or parents or guardians. All unexcused absences will entail academic consequences (see the "Absences and Academic Credit" portion of the "School Attendance Procedures" section below) and may also entail disciplinary consequences (see the Disciplinary Code section beginning on page 36). Unexcused planned group absences ("Senior Skip Days") or dishonesty related to absences may entail disciplinary consequences regardless of parent notification.

## **School Attendance Policies and Procedures**

### **Absence Notification**

If a student will be absent or late for the day, her or his parent or guardian should contact the Office of the Dean of Students by 8:00 a.m. about the absence and the reason for it, by calling (609) 921-7600, extension 2232. To request anticipated Absences by Parent Permission, students and parents should contact the Office of the Dean of Students and the student's instructors as much in advance as possible.

### **Absences and Tardiness**

School attendance is taken during every class period of each rotation day. Students who arrive tardy to school must receive a pass from the Office of the Dean of Students prior to admittance to scheduled class periods. Students who miss classes or required activities because of arrival after 9:00 a.m. on regularly scheduled school days may not participate in after school activities including athletic practices, contests, or performing arts rehearsals or productions. Students with approved medical appointments will be permitted to participate

in after school activities. Additionally, resident students who miss more than two academic periods because they have been designated on room rest by the school nurse are also ineligible to participate in after-school activities.

## **Illness**

Students who become ill at school should report to the school nurse after receiving a pass from the teacher of the class they are currently in or, if between classes, the teacher of the class in which they are scheduled next, unless the condition is serious enough to demand urgent and immediate attention. Failure on a student's part to obtain a pass or dishonesty regarding illness may result in disciplinary and academic consequences, including those for an unexcused absence. Students with scheduled free periods may report directly to the Health Clinic. Depending on their condition, the nurse may discharge students, allow them to remain in the Health Clinic, or arrange for them to return home. If the nurse deems it necessary for a student to remain in the Health Clinic through a class period change, the nurse so informs the Office of the Dean of Students. If the nurse is not available and a student is too ill to attend a required activity, the student should seek assistance through the dean of students, the head of the Upper School, or any attending faculty member.

## **Extended Absences**

In the event that a student is absent from school for more than three academic days in a row for medical or mental health reasons, clearance to return to school must be provided by the responsible medical authorities in writing to the Office of the Head of Upper School **prior** to the student returning to campus or to class. Failure to provide this documentation is grounds for the School to immediately cancel an enrollment contract and require the student to leave school. Students may be granted extended medical leave or withdrawal options prior to required dismissal. (See "Medical Leave or Withdrawal" below.)

## **Closed Campus**

Students must remain within the perimeter of the School campus during the academic day unless on a faculty-directed group outing or with express permission from the Office of the Dean of Students. Students must carry their keycards with them in order to access buildings. Replacement cards will cost \$10. With appropriate permission, seniors may leave campus for lunch beginning in the 2<sup>nd</sup> marking period provided they sign in and out with the Office of the Dean of Students.

## **Departure From Campus or Early Dismissal**

Students may not leave school before the end of the academic day without permission from their parents or guardians to do so unless they have no scheduled classes or activities. Students with such permission should sign out with the Office of the Dean of Students prior to departure and are not permitted to return for afternoon activities unless so authorized by the dean of students. Parents or guardians who must schedule appointments for students during the school day should call the Office of the Dean of Students prior to removing their student from class for the appointment. Students are not permitted to use taxi or online transportation companies such as Uber or Lyft to depart campus during the academic day unless authorized by parents and the Office of the Dean of Students.

## **Absences and Academic Credit**

A student with twelve or more absences in any course in a given semester may be denied academic credit in that course for the semester. In such instances, the Academic Leadership Team will review the case and make a recommendation to the head of school. All absences, except those relating to school activities, college visits (three per year for seniors), or approved medical leave (see “Medical Leave or Withdrawal” below) are counted toward this total. To keep parents and students apprised of their status, the Office of the Dean of Students will notify the parents, as well as the student and the head of the Upper School, in writing, when a student has missed six classes. If a student accumulates a total of nine absences in a semester for any given class, a parent conference will be requested.

## **Medical Leave or Withdrawal**

The School may, at any time, require the medical withdrawal of a student, and the School reserves the right to send any student home if extensive care becomes necessary, or if the School, in its sole discretion, views a medical withdrawal as the most appropriate response to a student’s medical situation. It also reserves the right to review, assess, and make decisions on each individual case if a student is out of school for a prolonged period of time. In connection with a student’s absence or return, the School, in its discretion, may require communication from a health professional. Students who, on the advice of a doctor, must be absent for extended periods are considered on Medical Leave. Medical Leave may last for up to twenty-five school days before Medical Withdrawal may be required. The School will work with families, on the advice of medical professionals, to adjust schedules and course requirements prior to requiring Medical Withdrawal but will not, in all circumstances, accommodate medical recommendations if they mean a substantial adjustment to the academic standard established by the School.

## **Absences and Homework**

Homework for excused absences or absences approved by parent permission is posted on The Hun School website under the RaiderNet link which can be accessed at [www.hunschool.org](http://www.hunschool.org). If the homework is not posted, please email the teacher directly (check the School directory for correct spelling of names) or leave a voicemail for the teacher. If you need additional assistance, contact the Upper School Academic Office, extension 2272. Students with planned excused absences or absences approved by parent permission are expected to proactively manage required work with their individual teachers prior to their absence.

## **Advanced Placement Examination Attendance**

Students in Advanced Placement classes are required to take the AP exams as administered by the College Board each May. Any student taking an Advanced Placement examination is excused from School on the day of that examination with the day not counting as a school absence. Students have the option of participating in after-school activities including interscholastic athletics, both that day and the previous day. Students taking Advanced Placement examinations may adhere to casual dress guidelines as listed in the Dress Code section of this Handbook.

## College Visit Absences

Seniors are allowed **THREE** general excused absence days for the purpose of visiting colleges and universities. Seniors who are invited on “official visits” by collegiate athletic coaches should inform the Office of the Dean of Students of their plans as these days do not fall under the general visit category. Juniors are not permitted to use class days to visit colleges unless the College Counseling Office and the Office of the Dean of Students grant permission. Juniors are encouraged to visit institutions during vacations and holiday breaks. Teachers should be notified of a student’s plans to miss classes due to college visits at least one week prior to the planned trip. College visits may not be scheduled during semester exam days.

- Students must obtain approval for college visits at least one week in advance from the Office of the Dean of Students by completing the Excused College Visit form available from the College Counseling Office.
- Students must obtain parent permission (day students) or Resident Life Office permission (resident students) for excused college visits and notify all affected teachers of their absences prior to departure.
- Students may not use school days to visit a college more than once, unless that student has been offered admission or has been invited to a special program.
- Parents are responsible for their children while they are on college visits, even if they do not accompany their children on the trips. Students should remember that they are representing The Hun School while on college visits, and that all school rules still apply.
- Students are not permitted to miss classes to meet with college coaches.

## School Closings

School closings due to weather or other emergencies will be communicated to each family through automated phone calls and emails. The answering machine on the School switchboard will provide closing information after 6:30 a.m. School closing information will also be posted on the School website and social media channels. For this reason, it is important to keep your contact information in RaiderNet up to date.

# UPPER SCHOOL ACADEMICS

## Academic Expectations, Reports, and Honors

### Credits

Typically, a student must take five core academic courses, may elect to take a sixth course, and must apply to take a seventh course in a given semester. Students must earn a minimum of 20 credits. (Beginning in 2019, all students in the 9<sup>th</sup>, 10<sup>th</sup>, and 11<sup>th</sup> grades are required to participate in our NextTerm experiential program in May and June which earns one-half credit each year but does not count toward the 20 minimum credit requirement.) Each full-year academic course is equal to one credit. A half-year course is equal to one-half credit. Each NextTerm course is equal to one-half credit. Only one credit is given for a course (i.e., repeating a course a student has already passed will not earn a second credit) except for select courses as designated in *The Hun School of Princeton Program of Studies* posted on [www.hunschool.org](http://www.hunschool.org). Seniors and post-graduates must take a minimum of five core

courses and pass four, including English, in order to be eligible for graduation; a minimum of five courses must be in the core subjects. The Upper School head, the department chairs, and college counselors must approve any deviations from this policy. Students will not receive a diploma or transcript if there are any incomplete grades or if all graduation requirements are not fulfilled. Please note that students are not permitted early graduation regardless of credits earned. The Hun School of Princeton prides itself on using community as a vehicle for learning and attendance at and participation in this learning environment is a core aspect of our graduation requirement.

## **Graduation Distribution and Content Requirements**

The *Upper School Program of Studies* provides students with an innovative and individual approach to meeting their graduation requirements. Although students are required to complete twenty credit courses for graduation, twenty-four credit courses are recommended as students craft their individual path through our curriculum. Courses are categorized among three distributions: STEM (Science, Technology, Engineering, and Math), Humanities, and Arts courses. Student **Distribution** and **Content** requirements are outlined below:

### **STEM (Science, Technology, Engineering, and Math)**

- **7 credits required**

Prescribed courses necessary to satisfy content requirements:

- Biology
- Chemistry
- Algebra 1
- Geometry
- Algebra 2

### **Humanities (English, History and Global Studies, Modern Languages and Classics, and Interdisciplinary Studies)**

- **10 credits required**

Prescribed courses necessary to satisfy content requirements:

- English 1
- English 2
- English 3
- 2 English 4 semester electives (half-credit each)
- World Studies
- United States History
- 2 sequential years of any Language
- Academy 9 (includes Coding, Arts Survey, Seminar, and Health/Wellness)
- Academy 10 (includes Civics, Arts Survey, Seminar, and Health/Wellness)

### **Arts (Visual Arts and Performing Arts)**

- **2 elective credits required or 1.5 elective credits plus Academy Arts**

## **Capstone**

Seniors and postgraduate students are required to propose, complete, and present an



independent study project during their final year at The Hun School of Princeton. The Capstone Experience provides opportunities for students to complete in-depth studies or explorations that are meaningful to them through internships, travel, service, research, or additional coursework. The Capstone proposal process begins in the fall of the Senior / PG year and is managed by the Capstone Director and the Senior Grade Level Dean .

## **NextTerm**

Students in grades 9, 10, and 11 are required to participate in the experiential, interdisciplinary NextTerm semester program in May and June. NextTerm is a three-week, experiential, intensive, for-credit course designed to prepare students for a world of constant change and offer them interdisciplinary, real-world learning experiences. NextTerm courses are half-credit classes that count toward a student's grade point average but do not replace required classes during the traditional school semesters.

## **Community Service Requirement**

Minimum 12 hours each year for grades 9 and 10

Minimum 15 hours each year for grade 11

Minimum 20 hours each year for grade 12 and postgraduates

The Community Service Program is an important part of The Hun School's curriculum. Contributions of students' time and talents in the community help develop a sense of responsibility and caring for others. Freshmen and sophomores are required to contribute 12 hours of service each year, six hours of which may occur in grade level service learning projects. Juniors complete 15 hours of independently chosen service hours, and seniors 20 hours. Students in grades 9-11 who have not completed the yearly community service requirement will have their final grades held until the hours have been completed and will not be allowed to register for classes in the fall. Please note that grade level service learning projects when offered are required as part of The Hun School curriculum. Students who are absent on these days will be required to make up their commitment during a Saturday activity. Seniors who have not completed their community service requirement will have their diplomas and/or final transcripts withheld until the requirement is fulfilled.

## **Health and Wellness Education**

In keeping with the mission to develop character, community, and values as well as meeting students' differing talents, interests, and academic needs, all Upper School students complete a series of graded standards in their Grade 9 and 10 Academy course. These demonstrated competencies in physical health and nutrition, mental and emotional health, safe and healthy relationships, and substance abuse education are embedded in age-appropriate units and implemented through one marking period of our Academy classes in grades 9 and 10.

## **Drivers' Education Option**

Students are given the option of a pass/fail course in driver's education, normally completed as part of the sophomore year. Students who are citizens of the United States are placed in the driver's education course unless their parents notify the School in writing of their decision not to participate. The pass/fail credit for this course is not included in a student's grade point average.



## Credit Substitutions

Upper School level courses taken in Middle School, or junior high school, may not count toward the 20 graduation credits, but may help meet departmental requirements, commonly in math and foreign language. Courses taken at other high schools, universities, or on-line, during a student's tenure at The Hun School, may not be used to fulfill Upper School graduation requirements without prior approval of the head of the Upper School. Approved programs must be certified and must provide an official transcript to The Hun School before students will be allowed to advance to the next level. Outside grade(s) or transcript(s) will be attached to The Hun School's transcript and will become an official part of the student's permanent file. Such grades are not included in the calculation of The Hun School grade point average with the exception of courses taken at Princeton University through the School's articulation agreement with the University.

## Grades and Reports

The scholastic year is divided into two equal semesters with two marking periods in each and one May-term semester called NextTerm. Sufficient work is evaluated in each course during each marking period to permit a reasonable assessment of scholastic achievement and progress. Grades are posted online on RaiderNet for parent and student review and are updated at least bi-weekly by each individual teacher. Grade reports are sent to parents following each marking period to supplement posted grades and periodic teacher comments. Student Advisors send a summary overview of student progress in the middle of the third marking period. The final, or yearly, grade in each course is the average of the two semester grades. The School does not officially rank students and will not report ranking to colleges. The final overall GPA is calculated by the total number of credits. Honors and AP courses are weighted on student transcripts by a factor of 1.03. However, the maximum grade for any course is 100. Grades are numeric according to the following scale:

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

## Exams

A cumulative examination or equivalent project is administered for all semester courses at the end of each semester for grades 9-12. All year-long courses administer one skills-based exam or project in March. All exams are weighted as 12% of the course grade. Scores on Advanced Placement exams may be used as the full-year exam grade on student report cards

if the exam improves their overall semester average.

## **Course Withdrawal**

Students may not withdraw from a full-year course after the first semester is completed and the second semester begins without the approval of the Upper School head. If a student withdraws from a full-year course before the end of the first marking period, the course will not appear on the report card or the transcript. Thereafter, a grade of WP (withdrawn passing), or WF (withdrawn failing) may appear on the transcript and no credit will be given. If a student withdraws from a semester course during the first three weeks of the semester, the course will not appear on the report card or transcript. Thereafter, a grade of WP (withdrawn passing), or WF (withdrawn failing) may appear on the transcript and no credit will be given.

## **Honors and AP Courses**

Initial enrollment in Honors and AP Courses is contingent upon meeting course prerequisites or by application. Prerequisites for enrollment in an Honors or AP course are listed in *The Hun School of Princeton Program of Studies* posted on [www.hunschool.org](http://www.hunschool.org). Achievement in Honors and AP classes is reviewed at the end of each marking period. If achievement in an Honors or AP class is not satisfactory, the School may require or recommend a move to a standard class, when such a class is available. Students enrolled in AP courses are required to take the AP Exam offered by the College Board each May. Scores on Advanced Placement exams may be used as the full-year exam grade on student report cards if the exam improves their overall semester average.

## **Academic Honors**

The Honor Roll is determined by semester GPA and published following the completion of each semester. Only full-year and semester courses are used to calculate the Honor Roll. NextTerm, marking period, and pass/fail courses are not included. The Honor Roll is calculated using semester averages and determined based upon the following requirements:

Honors:	Average of 90 or above with no grade below 87
High Honors:	Average of 95 or above with no grade below 90

Students who violate the Honor Code in a given semester are not eligible for Honor Roll distinction regardless of their GPA.

## **Scholars Track Designation**

Students who apply for and complete the requirement for the Global, STEM, Civic Responsibility and Ethical Leadership, or Arts Scholars Track will have the appropriate designation affixed to their Hun School transcript and diploma upon commencement. Applications for and information about the various Scholars Tracks are available from a student's Grade Level Dean or on [www.hunschool.org](http://www.hunschool.org).

## **Cum Laude Society and National Honor Society**

Juniors and seniors with the strongest academic records after a minimum of three completed semesters are eligible for election to the Cum Laude Society in recognition of superior

academic achievement and honorable character. Cum Laude selection is made by faculty Cum Laude members based upon cumulative grade point average and other criteria required by the national Cum Laude Society organization. Sophomores, juniors, and seniors are also eligible for application to the John Gale Hun Chapter of the National Honor Society, which considers scholarship, character, service, and leadership in its selection criteria. A panel of faculty review applications and offer membership in NHS to a select group of students each October. Students found to have committed Honor Code violations in the two semesters prior to their election or application will be deemed ineligible for Cum Laude Society and/or National Honor Society.

### **Valedictory and Salutatory Awards**

The John Gale Hun Valedictory Award is presented to the member of the graduating class who has earned the highest cumulative grade point average over the course of the previous three years as a student at The Hun School of Princeton. The Paul R. Chesebro Salutatory Award is presented to the member of the graduating class who has earned the second highest cumulative grade point average over the course of the previous three years as a student at The Hun School of Princeton. Students who transfer to The Hun School after the start of the sophomore year or spend one or more semesters away from the School are ineligible for these awards.

### **Homework**

Homework is an integral and important part of our courses of study. Students should expect to spend thirty minutes a night on each standard or honors course subject. Students in Advanced Placement courses should expect 45-50 minutes of homework per night per AP course. The amount will vary from class to class, with the workload increasing as one progresses through the School. Homework is announced at the end of each class and is posted daily on RaiderNet for easy student and parent access.

### **Homework Policy**

Because homework is an essential part of our mission to provide a vigorous but individually nurtured experience, the Hun School of Princeton has crafted the following policy to inspire a meaningful and effective homework strategy for Hun students:

### **Workload Communication**

- The School proactively communicates Advanced Placement course expectations clearly to students and parents and recommends that students limit the number of AP classes in a given academic year. Additionally, the School supports students and parents in prioritizing balance in their overall schedule including athletics, extra-curricular commitments, and family time.
- Students who elect to enroll in three or more Advanced Placement courses in a given academic year are required to complete a workload agreement (signed by their parents) acknowledging the time commitment of AP classes for 45 minutes of homework per AP class per class meeting night.

## **Workload Management**

- The School maintains and enforces the 30/45 minute homework policy with continued communication on the part of faculty as to anticipated time expectations.
- The School maintains and enforces Homework Holidays for Thanksgiving, Winter, and Spring Breaks. Over Spring Break, AP teachers are permitted to assign ungraded, one-hour practice packets to simulate actual test conditions and identify areas of weakness for the May exams.
- The School works with the Athletic Department, the Performing Arts Department, and Student Government to select additional weekends on the academic calendar to offer students additional Homework Holidays.
- During the final week of each marking period, the School limits scheduled events during Community Life Period in order to allow students maximum study and review time.

## **Off-campus or Independent Study**

Students who wish to pursue a summer or semester program of study away from The Hun School or an Independent Study for academic credit, must submit a written proposal at least a semester in advance and present it orally to the Academic Leadership Team for approval. Independent Study courses are generally approved for students who have exceeded The Hun School's curricular offerings or have an interest in a subject area not normally offered in the Hun School curriculum. Students who are approved for Independent Study courses may incur additional costs in the event that School resources are unavailable. Tuition or other charges may be incurred if semester programs require or result in the School incurring additional costs or holding an open resident or other academic place for a student. Please check with the Admission and/or Business Office about specific details. Independent Study classes are listed on The Hun School Transcript and grades are factored into a student's grade point average. Approved summer or semester away programs must be certified, and the visited school or institution is responsible for producing semester or summer grades. Off campus summer course work for credit may still result in a required placement exam for proper placement in the Hun School course of studies. With the exception of courses taken through The Hun School's articulation agreement with Princeton University, grades from outside programs will not be entered on The Hun School's transcript and are not included in the calculation of The Hun School grade point average. The outside grade or transcript will be attached to The Hun School's transcript and will become a part of the student's permanent file. It is recommended that these semester programs be undertaken in the junior year.

## **Transcripts**

In addition to the student's yearly academic grades (including the NextTerm grades for students in grades 9, 10, and 11), both courses taken at Princeton University through the articulation agreement with The Hun School as well as Hun Summer School grades for courses taken for credit or make-up (for all students in rising grades 9 through 12) are required to appear on the student's transcript. Summer courses will be designated as "summer," and are calculated in the overall grade point average. Grades and transcripts for summer school credit or make-up courses completed at a school other than The Hun School will be attached to The Hun School transcript and become a part of the student's permanent file, but will not be calculated as part of The Hun School grade point average. Student-

athletes should refer to NCAA guidelines and speak with the College Counseling Office to determine NCAA transcript requirements.

## **Academic Review**

If students encounter some difficulty in achieving academic success, they may be placed on academic support in order to encourage their improvement. The Academic Support Committee consists of all of a student's current teachers, their advisor and grade level dean, and the dean of students. Following each marking period, the Academic Support Committee meets to discuss students with an overall grade point average of 70 or below, with one or more failing grades, or with two or more grades in the 60s. The Academic Support Committee makes one of the following recommendations:

### **Academic Mandatory Study Hall**

Students having academic difficulty may be assigned to a mandatory student prep period during one or more of their free periods. The dean of students or grade level deans can also place students in mandatory study hall based upon parent request, teacher recommendation, or perceived academic weaknesses.

### **Academic Warning**

Students are placed on academic warning when they have an average of 70 or below, are failing one or more courses, have two or more course grades in the 60s, or at the discretion of the Academic Support Committee. Students on academic warning are required to attend mandatory study hall, and their parents receive a letter outlining a plan of improvement for the student.

### **Academic Probation**

A student failing two or more courses in a marking period, or who has been on academic warning without improvement for two consecutive marking periods, will be placed on academic probation. Academic probation indicates that a student's enrollment status is in immediate jeopardy, and without improvement, the student should not expect an invitation to re-enroll. Students placed on academic probation may be required to attend an action plan meeting with their grade level dean, the dean of students, and their parents or guardian. In order to ensure proper focus toward improvement, students on academic probation will not be eligible to hold leadership positions and may have their participation in extracurricular programs adjusted.

### **Dismissal or Non-Renewal**

In cases of continued academic difficulty without improvement, the Academic Support Committee may recommend non-renewal or dismissal to the head of school. Students who fail a course or have two or more grades in the 60s may be required to attend summer school before enrollment in the next grade.

A student who has failed a required course with a grade below 55 must repeat the course, if permitted to return to The Hun School. Students can make up a course with a failing grade of 55-59 by attending The Hun Summer School, another program approved by The Hun

School, or by repeating the course the following year. The Academic Office will consult with parents regarding any failures and will determine the appropriate plan of action.

Sometimes, despite the best efforts of parents and the School, a student simply fails to thrive at The Hun School. When a student is continually unhappy, upset, or emotionally negative; regularly misses or is late to School obligations; persistently fails to complete work or duties; or generally does not make the effort needed to be a positively contributing member of our community, he or she risks being required to leave the School. This is usually through a disciplinary action but may be an educational decision that conveys that the School and the student are not a good match for each other. The head of school reserves the right, at any time, to ask a student to leave the School if he or she deems it in the best interest of the student in question or the School or feels that the student's parents are not in support of the School and its mission. The School reserves the right to withhold academic records until families have met their full financial obligation to the School.

### **Extracurricular Adjustments**

It is important to note that academic achievement is the School's priority. When students fail to meet their academic requirements in a satisfactory manner their participation in extracurricular activities may be reduced by the School. When students fail to keep up to date in assignments, tests, etc., grade level deans or the Academic Support Committee may recommend to the athletic director or activity sponsor and Upper School head that participation be reduced until work is brought up to date. Any student who is failing a course at any time during the marking period will not be excused from that class period to attend or participate in an athletic or extracurricular activity unless specific permission has been granted by the Upper School head and the teacher of the failing course. In an extreme situation, the Upper School head may remove a student from an extracurricular activity, event, or program if it is determined that such action is warranted to promote academic effort or success. It should be noted that the School expects all students to be able to succeed academically while participating in extracurricular activities. When removing a student from an extracurricular activity brings a student below the level of expected participation, this may be judged by the School as evidence that the student is failing to thrive at The Hun School and continuing enrollment may be in jeopardy.

### **Continuing Enrollment, Re-Enrollments, and Re-Application**

Each spring the School issues re-enrollment contracts to students for the following year. Re-enrollment is not guaranteed and is at the discretion of the School. Students on disciplinary warning or higher or academic probation may have their re-enrollment contracts held until evidence of improvement is apparent. Those students whose families have not met their financial commitment may also have their re-enrollment agreement withheld. Students who have withdrawn or have been separated from The Hun School and wish to return must re-apply through the Admissions Office. When a student is on academic probation, or otherwise is experiencing significant academic, social, or disciplinary problems, the School may withhold the re-enrollment contract until the student's achievement or behavior improves or an indicated set of recommendations are followed. The School may also exercise its right to rescind enrollment at any time, including after a contract has been issued. With the exception of students who leave during the final two weeks of school, the School is not responsible for helping students complete academic work for the remainder of the



school year once they have withdrawn or have been asked to leave. In these cases, it is the student's responsibility to find another school to attend and complete the year. The Hun School will forward the course grades at the time of withdrawal to the new school. The School reserves the right to withhold academic records until families have met their full financial obligation to the School.

### **Repeat and Post-Graduate Students**

The School does not permit an enrolled student at The Hun School to repeat a grade unless there are physical or other health circumstances which prohibit him or her from attending classes for an extended period of time and which would make it necessary to repeat the grade. The School does not permit graduates to participate in a post-graduate year at The Hun School.

## **Medical Leave or Withdrawal**

The School may, at any time, require the medical withdrawal of a student, and the School reserves the right to send any student home if extensive care becomes necessary, or if the School, in its sole discretion, views a medical withdrawal as the most appropriate response to a student's medical situation. It also reserves the right to review, assess, and make decisions on each individual case if a student is out of school for a prolonged period of time. In connection with a student's absence or return, the School, in its discretion, may require communication from a health professional. Students who, on the advice of a doctor, must be absent for extended periods are considered on Medical Leave. Medical Leave may last for up to twenty-five school days before Medical Withdrawal may be required. The School will work with families, on the advice of medical professionals, to adjust schedules and course requirements prior to requiring Medical Withdrawal but will not, in all circumstances, accommodate medical recommendations if they mean a substantial adjustment to the academic standard established by the School.

### **Initiation of Leave**

Medical leave is defined as the extended absence from academics and extracurricular activities due to necessary outside therapeutic interventions to address physical or mental health needs. Medical Leave may last for up to twenty-five school days before Medical Withdrawal may be required.

**School Initiated:** The requirement for a medical leave will be determined by the head of Upper School, dean of students, director of counseling, director of health services and the relevant grade level dean. The initiation of such a requirement is determined through behaviors or consequences of a student's behaviors that include at least one of the following:

- a.) not being able to participate or attend class and extracurricular activities with satisfactory attendance. This can include but is not limited to the inability of a student to attend specific or full days of classes on multiple occasions that demonstrates a clear pattern of avoidance or aversion.
- b.) behaviors that have an unwarranted negative impact on others in the community.
- c.) behaviors or intentions associated with harming themselves.

d.) behaviors that include those that require more involved treatment, care, or support that can be provided by the professionals employed by The Hun School while the student is in attendance and/or in residence.

**Family Initiated:** A request for a medical leave in order to receive treatment, care, or support that requires a student to miss a determined amount of the extended school day for an extended length of time which includes a consequence of significant interference with academic and extracurricular activities, can be made by the family to the School.

Families may begin the process by reaching out to the head of upper school, dean of students, director of counseling, director of health services, or the grade level dean. The aforementioned group will make a determination regarding details surrounding communication with the family, and requirements as the family moves forward with the leave.

### **Residential to Day Transition**

In certain instances, resident students may be able to attend school healthfully, but may need more care or supervision than what staff can provide in residence. Students may be required to live with a parent or guardian while attending school in person during school hours, in order to receive the necessary support outside of the school day.

### **During Leave**

The goal of a medical leave is to address behavioral foundations that prevent the student from being able to actively engage within the community safely and fully. If a medical leave is granted at the request of the family or the School, families are expected to:

- a.) Have their student participate in the recommended therapeutic interventions outlined by the consulting professionals (physicians, specialists, mental health clinicians, etc.).
- b.) Provide the School with information about the interventions and participation within, as well as access to the presiding clinician.
- c.) Maintain communication with the assigned contact at the School during the duration of leave as requested by the School in regards to progress and participation.

### **Returning to Campus**

Approved full reentry to the academic, athletic, and/or boarding environment will be determined by the aforementioned school staff collaborating with outside professionals to assess the needs of the student and what the School is able to provide in regards to the necessary support for the student to engage in the community in the way of academics, athletics, and boarding. The School may require documentation from outside healthcare providers prior to reentry.

In unique circumstances, tiered reentry back into the community may be considered at the recommendation of outside professionals, for an agreed upon time period.

Upon approved full or partial reentry to the academic, athletic, and/or boarding environment, there shall be instituted an individualized reentry plan determined through the collaboration of head of upper school, dean of students, director of counseling, director of



health services, and the relevant grade level dean, with outside professionals (physicians, varying specialists, mental health clinicians, psychiatrists, etc.).

The School will work with families, on the advice of medical professionals, to adjust schedules and course requirements prior to requiring Medical Withdrawal but will not, in all circumstances, accommodate medical recommendations if they mean a substantial adjustment to the academic standard established by the School.

## **STUDENT SUPPORT SERVICES**

### **Academic Support Services**

#### **Faculty Advisors**

Each student is assigned a faculty advisor who serves both as a liaison between the student and the School and also as a supporter of the student in her or his work at The Hun School. The advisor supports the student's curricular, extracurricular, and social progress, raises concerns, gives encouragement, and applauds achievements.

Students are assigned an advisor in their first year and may stay with that same advisor their entire time at Hun if they choose. At the end of each year, students may apply to change advisors if they wish by filling out a change of advisor form they can receive from their grade level dean.

Students meet with their advisors for special programs and also convene for advisory meeting during assigned Flex periods, during daily Advisory check-in, or in class meetings on specially scheduled days. Advisors supplement these sessions with individual meetings as appropriate. Advisors also participate in and help oversee class meetings and service learning activities for all students in the grade level that they are advising.

Although parents are encouraged to communicate directly with teachers for academic issues related to a particular class, a student's advisor is a point of contact for questions related to general school life or overall academic progress for students. Advisors will communicate directly with parents throughout the year, including during parent/teacher conferences in the second marking period and in a thorough summary letter of progress during the third marking period.

#### **Grade Level Deans**

In conjunction with advisors, the grade level deans are responsible for creating academic schedules for students. During the academic year, they, in conjunction with college counselors, counsel students on all aspects of academic and extracurricular matters and facilitate their access to the various academic support services. They supervise advisors and schedule conferences with students to plan courses for the following year. For underclassmen, these conferences include discussions of projected academic goals.

## **Study Strategies Program**

The goal of the Study Strategies Program is to assist students in their pursuit of academic excellence. It provides individual instruction in study, organization, and time-management skills. By appointment, students are usually scheduled for two half-hour lessons each week for approximately four weeks. Appointments are available after the last academic period until 4:00 p.m., Monday through Thursday. Students can sign-up to attend Study Strategies Program sessions by contacting their grade level dean, advisors, or the director of academic support services.

## **Peer Tutoring Center**

The Peer Tutoring Center in the Library is a resource available to students to support their achievement in content area courses. The center is open after the last academic period from 3:00 – 4:00 p.m., Monday through Thursday. Students may make appointments through the center coordinator for specific help or participate on a drop-in basis. Students may also be referred to the Peer Tutoring Center by their teachers, by their advisor or grade level dean, by the director of academic support services, or by their parents.

## **Private Tutor Policy**

We welcome the use of private tutors as long as they adhere to the following guidelines. Private tutors are not employees of The Hun School of Princeton and are paid directly by parents or students. All private tutors are required to undergo a background check administered by the School's Human Resources Office and must carry their Hun School ID while on campus. Private tutors are permitted to tutor students on campus in the Library and Media Center during the academic day provided that the tutor is certified by the School, they sign-in with the Academic Office prior to the tutoring session, and the tutored student does not have other academic obligations during the tutoring time. Additional tutoring times are available for Resident Students, please check with the Resident Life Office for details.

## **Residential Coaching Program**

The Residential Coaching Program was established to complement the existing academic support services available to students living on campus. Linking residential students with an instructor during the evening hours will further enhance their academic and residential experience. Making connections, sharing insights, illuminating successful study strategies, tutoring opportunities, and basic organizational help, define the Residential Coaching Program. To request sessions, students should contact their grade level dean, the director of resident life, the director of academic support services, or the residential coaching program teachers directly.

## **Academic Learning Skills Program**

The Hun School's Academic Learning Skills Program (ALSP) offers academic, personal management and executive function skills instruction within the context of a college preparatory curriculum. The program's goal is to help students with a professionally diagnosed learning difference develop the strategies necessary to meet their academic goals and acquire the necessary skills to become independent lifelong learners.

The Academic Learning Skills Program (ALSP) provides an individualized curriculum to teach students compensatory skills, study strategies, and self-advocacy techniques while preparing the student for college. Along with academic and study skills instruction, the program seeks to monitor the ALSP student's progress by providing ongoing collaboration with classroom teachers to address a variety of learning styles to maximize student achievement.

All students who apply to the Academic Learning Skills Program are required to follow the application procedures outlined by the Hun School Admissions Office. Additionally, the School requests that candidates provide the psycho-educational evaluation that documents the learning difference and the Wechsler Intelligence Scale for Children (WISC) subtest scores as indicators of learning potential. The ALSP serves those who will benefit from the program's skill-based instruction while fully immersed in the School's college preparatory program and fulfilling all School requirements for graduation.

Consistent with the Mission of the School, The Academic Learning Skills Program provides instruction, which is directed to the student's specific learning differences by developing and implementing an individualized curriculum that is dedicated to the growth and development of the individual. The Tier 1 ALSP program is a full year, graded, one credit class. A Tier 2 ALSP program is offered to students who have completed one year of the Tier 1 program and are able to transition to a half-credit part-time program. An additional fee is charged for both programs.

## **Policy on the Documentation of Learning Issues and in Requesting Accommodations**

In granting basic accommodations to students with documented disabilities in a fair and reasonable way, The Hun School adheres to the guidelines adapted from the College Board in accepting documentation and in granting accommodations for learning disabilities, Attention-Deficit/Hyperactivity Disorder, and psychiatric disabilities.

Students should submit documentation before September 1 in order to receive accommodations by the start of the school year. Students who are diagnosed with a disability during the school year should provide the appropriate documentation to the director of academic support services in order to arrange for accommodations. The Hun School does not offer psychological or educational testing, but we can refer students to several qualified and respected local agencies.

The following guidelines provide an example of the documentation requirements specific to the documentation of a learning disability. Documentation requirements for Attention-Deficit/Hyperactivity Disorder and for psychiatric disabilities require similar guidelines:

- A qualified professional must conduct the evaluation.
- Documentation must be current and include diagnostic test results with subset scores.
- Documentation must include a specific diagnosis/DSM category.
- Documentation to support the diagnosis must be comprehensive.

- A rationale for requested accommodations must be provided to show how the diagnosis impacts student learning.

For more specific documentation requirements for learning issues, ADHD and psychiatric disorders, including criteria for diagnosis and acceptable rationale for accommodations, please see the College Board policies on their website located at:

<https://accommodations.collegeboard.org/documentation-guidelines/disability-documentation>

Both the College Board and ACT assessment provide for accommodations under the ADA; therefore, receiving accommodations in school does not necessarily guarantee approval by these testing organizations. Student accommodations provided at The Hun School to meet local needs **do not always** align with the “guidelines” of the testing organizations. Determinations regarding college-testing accommodations are the decision of the testing organizations. For students approved for accommodations on college entrance tests, it is the responsibility of the student to notify the testing agency each time the student registers to test with the accommodations. Without notification, a student will receive a standard test administration.

**Confidentiality Statement:** The Hun School will maintain the confidentiality of all evaluations and documentation it receives and will not release any part of the documentation outside of the school context without the student’s or family’s informed consent.

## **Non-Standardized Test Administration for Standardized Tests (College Board & ACT)**

For students requesting reasonable accommodations in their registration for the tests of the **College Board** (PSAT, AP, SAT Reasoning Test, and SAT Subject Test), the School recommends that parents and students refer to the College Board website at <https://accommodations.collegeboard.org/documentation-guidelines/disability-documentation> and reference “*Services for Students with Disabilities.*” This information will ensure that they are following the fundamental guidelines of the College Board. A parental consent form is required to submit a request for accommodations. This form is available by contacting the director of academic support services. The director will process the necessary paperwork and once approved for testing accommodations the student is issued an SSD number to use on future testing applications. Once approved for testing accommodations for one test; a student retains approval for all future College Board tests. Therefore, there is no need to secure authorization for each subsequent test. The School recommends students apply for testing accommodations for the PSAT/NMSQT in their freshman or sophomore year, and then those students will have their accommodations in place for the future SAT and AP tests. When applying for the SAT, it is necessary to include the SSD number in the online application process.

When requesting accommodations on the **ACT** assessment, refer to the ACT website at [www.act.org/content/act/en/products-and-services/the-act/registration.html](http://www.act.org/content/act/en/products-and-services/the-act/registration.html) and reference Requesting Accommodations. Students usually apply for the ACT during their junior or senior year. A parental consent form is required to submit a request for

accommodations. This form is available by contacting the director of academic support services at Hun. A student must register for a test date first, and then submit the completed registration requesting accommodations to the director of academic support services. Include Hun's high school code, 311260 on the registration form. ACT will not accept applications for accommodations before registering for a test date. The ACT requires that students register each time they take the test along with submission of the current registration to the director of academic support services at Hun.

## **Library and Media Center**

Located in the center of the Academic Building, the Perry K. Sellon Library and Media Center serves both Upper School and Middle School students. Its rich resources allow for the pursuit of academic interests and provide areas for quiet reading and reflection. Classes use the library and media center for instruction and research, thereby developing an understanding of new technologies. The librarians work with teachers regularly to enhance content area programs. To ensure competency and independence, all sixth and ninth grade students participate in an introduction to library services through their history courses.

In addition to the book collection, the Online Public Access Catalog enables users to locate materials in The Hun School Library and Media Center easily through keyword searching. The collection is further extended through the use of State inter-library loan services, where students and faculty may borrow books from libraries throughout New Jersey. A regional delivery system ensures a timely receipt of materials as The Hun School Library and Media Center receives two deliveries a week from any library in the state. A network of databases supports student and faculty research. Titles vary from encyclopedias to periodical indexes to specialized products in the areas of literature, poetry, history, art, music, math, and science. Research may also be conducted in languages other than English.

Library hours are 7:30 a.m. – 6:00 p.m. and 7:45 – 9:45 p.m., Monday through Thursday, and 7:30 a.m. – 3:30 p.m. on Friday.

## **Computer Labs**

There are three computer labs at The Hun School: two in the Upper School and one in the Middle School. These areas are equipped to provide classes and individual students with the hardware and software that will allow them to use computer technology in achieving their academic goals. The Upper School computer labs are located in the Library and Media Center and are open during regular hours for individual student use, unless reserved by an instructor. Students should ask permission of the teacher if they have to interrupt a class. The computer labs are available for resident students during evening study hall from 7:45 – 9:45 p.m., Monday through Thursday, and on Sunday when the Library and Media Center is open and supervised.

All students are required to read and adhere to the School's **Acceptable Use Policy**, available in this handbook as well as in the computer labs. Each student is assigned a username and password and a Hun School Gmail account. Teachers are available to answer questions and to help new students become oriented with the technology in the labs. From the lab, students can access the internet as well as their Hun School Gmail accounts, use scanners, digital cameras, laser color and black and white printers, create professional

presentations, and more. Students are encouraged to explore the state-of-the-art facilities and incorporate the technology in their class work.

## College Counseling Services

### Counselors

College counselors at The Hun School assist students and parents with all aspects of the college selection and application process. Every effort is made to find the “best fit” for the student: match the student’s skills, goals, and interests with appropriate programs in both private and public colleges and universities throughout the United States and abroad. Counselors assist the students in compiling a balanced list of prospective colleges to which they might apply, based upon the most recent literature available, first-hand information gleaned from college representatives, comprehensive records of admissions decisions of past Hun School applicants, and published profiles of the colleges. They assist students with their college essays, interviewing, resumes and applications, as well as offer workshops on these topics during the junior and senior year. The college counselors serve as the students’ liaisons and advocates with college admissions offices.

### Resources

Each student is encouraged to build a relationship with the College Counseling Office throughout his or her Upper School years. In addition, through *SCIOR*, a web-based program used for college counseling, students will have access to a host of services, websites, and information about where Hun School students have applied and enrolled in past years. Students are encouraged to use the program to explore careers, conduct college searches, tap into financial aid and scholarship databases, review their test scores, create a resume, and file electronic applications to participating colleges and universities. Each year, the College Counseling Office offers evening programs for parents and guardians related to topics appropriate for their child.

### College Visits

Every year more than 150 college admissions representatives visit The Hun School campus, and seniors are allowed to miss class by appointment to meet with these college representatives. Seniors are also allowed **three** general excused absence days for the purpose of visiting colleges and universities. Seniors who are invited on “official visits” by collegiate athletic coaches should inform the Office of the Dean of Students of their plans, as these days do not fall under the general visit category. Juniors are not permitted to use class days to visit colleges unless the College Counseling Office and the Office of the Dean of Students grant permission. Juniors are encouraged to visit institutions during vacations and holiday breaks. Teachers should be notified of a student’s plans to miss classes due to college visits at least one week prior to the planned trip. College visits may not be scheduled during semester exam days.

- Students must obtain approval for college visits at least one week in advance from the Office of the Dean of Students by completing the Excused College Visit form available through the College Counseling Office.

- Students must obtain parent permission (day students) or Resident Life Office permission (resident students) for excused college visits and notify all affected teachers of their absences.
- Students may not use school days to visit a college more than once, unless that student has been offered admission or has been invited to a special program.
- Parents are responsible for their children while they are on college visits, even if they do not accompany their children on the trips. Students should remember that they are representing The Hun School while on college visits, and that all school rules still apply.
- Students are not permitted to miss classes to meet with college coaches.

## **Transcript Procedures**

In order to provide colleges and universities evidence of senior academic performance, it is the policy of the College Counseling Office to submit official first marking period grades when sending academic information supporting college applications. This is in addition to the College Counseling Office's standard procedure of submitting an official transcript reflecting all Hun School coursework through their high school years. First semester grades are also reflected on the official mid-year transcript and mailed following the end of semester one. To discourage the practice of double-depositing at institutions, The Hun School will send only one final transcript for each student to the institution at which a student intends to enroll. The School reserves the right to withhold academic records until families have met their full financial obligation to the School.

## **Reporting**

Consistent with the National Association of College Admission Counselors (NACAC) Ethical Practice in College Admissions, the School will report to colleges any major change of status (suspension, expulsion, withdrawal, or leave of absence) occurring during the senior year. In such an event, the head of school or designee will write a letter after the disciplinary action has taken effect. Prior to the mailing of that letter, seniors will have one week to contact all colleges (in consultation with their college counselor) to which they have applied to inform them of the disciplinary action or change of status. It is also expected that Hun School students will respond truthfully to any questions asked of them regarding disciplinary action taken at any point in their Hun School career. Students are responsible for truthfully disclosing discipline incidents as requested on many college applications, including the Common Application.

# **Personal Counseling Support Services**

## **Student Support**

The Hun School maintains school counselors on staff who are available for students during the school day and in the evening on a drop-in basis or by appointment. Counseling services are available for students during the day and in the evening, either by appointment or drop-in. A student's involvement with the Counseling Office does not become a part of his or her academic record. Students may talk in a relaxed and confidential manner with a counselor about a problem they may be having. Teachers may also refer students to the Counseling Office for the following: disciplinary difficulties; academic difficulties; or any concern raised



by a faculty member, student, or other member of the School community. In these cases, the school counselor will seek out the student. It is important to note that when a student is referred to the Counseling Office, professional guidelines regarding confidentiality are strictly observed.

## **Parent Resources**

The Counseling Office encourages referrals and information from parents, who should contact the office directly with their concerns. The Counseling Office works extensively in conjunction with outside professionals. There are instances when students may require counseling services beyond the scope of the Counseling Office. If students are working with outside professionals, the Counseling Office strongly encourages parents to establish communication between outside professionals and the Counseling Office. If the need to become engaged with outside counseling services should arise, the Counseling Office will assist any student and his or her family with establishing a connection and a working relationship with an outside professional. To reach the Counseling Office, please call (609) 921-7600, extension 2378.

# **Health Services**

## **Health Forms**

Health Services uses Magnus Health to collect all required Medical Forms and data necessary to register for school and to engage in school related activities. A link to Magnus Health is available through a Resource Board link on RaiderNet. In order for students to participate in fall activities and start classes in September, required medical forms must be **uploaded to Magnus portal prior to August 1<sup>st</sup>**. For the safety of the individual and the larger school community, students who attempt to participate in athletics, other extra-curricular activities, or attend classes without the appropriate forms will not be permitted. Magnus Health and the Health Services Resource Board will also contain important information regarding medication, health programs, screenings, and other related subjects which will be of interest throughout the school year. If your student, for insurance reasons, will be unable to have their physical before August 1<sup>st</sup> please so indicate on the appropriate forms in your packet. As long as there is a physical examination, on file, that is less than a year old by the August 1<sup>st</sup> deadline, an extension can be granted to have a new physical examination performed and submitted, no later than the one-year anniversary of the previous physical. Regardless, all other forms must be submitted to the Magnus portal by the August 1<sup>st</sup> deadline. Students are not permitted to self-medicate unless approved by the School nurse for prescription and non-prescription medication (over-the-counter medications) must have an accompanying completed Medication at School form. Medications must be brought to the health center for administrative instruction.

## **Health Service Hours**

The Health Service facility is located on the first floor of Russell Hall. A nurse is available for emergency and acute care 24 hours daily, seven days a week when School is in session. The clinic is open at designated hours as listed below for sick call and first aid. Emergent and non-emergent treatment is provided during routine clinic hours, as follows:



Monday – Thursday	7:30 a.m. – 11:00 p.m.
Friday	7:30 a.m. – 3:30 p.m.

For any health-related need outside of the routine clinic hours, a nurse can be contacted by the Academic, Dean of Students, and Residential Life Offices, as well as by the teacher or administrator-on-duty. Parents can call the Health Services Office during clinic hours at (609) 921-7600, extension 2116. If no one is available, please leave a message and your call will be returned as soon as possible. For an urgent matter after hours, please contact the administrator-on-duty at (609) 847-1280.

## **Illness During Scheduled Classes**

A note from the teacher or Office of the Dean of Students must accompany the student when he or she is visiting the clinic during a scheduled class period. If it is necessary for a student to go home due to illness, the parents will be called. Student dismissals due to illness must be approved through the Health Services Clinic or Office of the Dean of Students. Ill students with automobiles must have parental permission (direct verbal permission from parent to the Health Clinic or Office of the Dean of Students) to drive home. Additionally, if, in the nurse's judgment, driving is deemed to be unsafe, parents will be asked to make arrangements to pick up their student. If a day student misses school for illness (not medical appointments), then he or she is **not to return** for after-school activities. It is the responsibility of the student to honor this rule, regardless if she or he is feeling better. Resident student room rest policies can be found in the Resident Life section of this handbook.

## **Administration of Medical Marijuana**

The Hun School of Princeton, in accordance with the requirements of N.J.S.A. 18A:40-12.22 maintains a policy, available in the Health Office, to allow a registered primary caregiver to administer medical marijuana to a qualifying student while on Hun School grounds, aboard a Hun School bus, or at Hun School-sponsored event. Any parent or legal guardian of a student with proof of a qualifying condition and prescription must contact the head of school before administration. Once the necessary provisions are made, permission may be granted. However, no student may be in possession of medical marijuana or any controlled substance on campus, at any time.

## **Privacy**

The Hun School will maintain appropriate administrative, technical, and physical safeguards to protect the security of all health-related and counseling information within its care or custody. While it is the obligation of The Hun School to safeguard student medical information, we must also balance matters of privacy and confidentiality with safeguarding the interests and well-being of our students and our community. Thus, parents and guardians and students consent to allow employees and agents of The Hun School, who have a need to know medical, psychological, or counseling information necessary to serve the best interests of the student and the community.

# **COMMUNITY LIFE**

## **Citizenship**

The development of proper character and citizenship is an important part of the School's mission. We require all students to conduct themselves in a manner that reflects the values and ideals of the School. Attendance at The Hun School is a statement of acceptance of these principles by parents and students alike.

## **Statement of Diversity**

At The Hun School, we view diversity as a positive aspect of our lives and an essential aspect of education. The students, staff, parents, Board of Trustees, and friends of the School recognize and respect the fact that diversity exists in the languages we speak, the colors of our skin, our gender and age, the traditions we observe, the structure of our families, the financial and educational resources in our families, and the special needs we may have. We believe that our separate heritages, beliefs, and choices of expression help to define us as individuals, and that our commitment to learning about one another and the larger world unites us as a community.

The Hun School assumes an ongoing responsibility to act as part of a larger community. In our recruitment of families, faculty, and staff, we strive to create a community whose members reflect the diversity inherent in our geographic area, as well as the world. In our curriculum, assembly programs, special events, guest lectures, weekend activities, and extracurricular activities, we work to further our commitment to diversity.

We view the family as the primary source of traditions, celebrations, and values for students. The role of the School is to affirm that each individual has a distinct identity and to help students appreciate their own identities and those of others. We believe that the education we provide will enable students to value themselves while preparing them to participate with pride and confidence in a rich, complex society. We recognize that working to provide such an experience requires dedication and an ongoing commitment of time, energy, and resources.

Founded on the principle of respect, The Hun School is a place where students can listen, question, challenge, probe, and thereby make sense of their world. When students graduate from the School, we hope they will carry with them a strong sense of their identity, a willingness to see the common threads which run through all our lives, and a high regard for the value and breadth of differences.

## Dress Code

The Hun School is proud of its tradition of having neat and properly attired students. School dress codes provide students practice with possible workplace or social dress expectations that most will encounter during their post education careers and help create a respectful culture that encourages integrity and respect. The School dress code is intended to reflect the seriousness of purpose we associate with academic pursuits. This principle should guide any item of dress, regardless if specifically listed below. We trust that students will aspire to look their best, and represent themselves and Hun to the best of their ability. In our community we share the responsibility that School dress and any reference to it be inclusive and kind to all, leaving room for diversity in all its forms, including gender expression and traditional religious beliefs.

Like any real-world setting, the occasion should also dictate formality of dress. As such, we expect our students to be guided by the standards below and think critically when selecting School attire.

**Academic Dress** is intended to reflect moderate business attire and is in place during regular class days, community dinners, and School trips as required by trip leaders. The academic day, which runs from 8:25 a.m. to 3:00 p.m. on most days, constitutes the students' business hours and during this time, students are expected to be in Academic Dress as described below.

- Dress pants: trousers, khakis, tailored shorts, skirt, or dress.
- Dress top: dress shirt and tie, blouse, or blazer and turtleneck
- Outerwear can be worn with a dress top and may include: blazer, sweater, or ¼ zip pullover.

Excluding denim, leggings, t-shirts, hooded or unhooded sweatshirts, jackets, and athletic gear.

**Casual Dress** may be directed for spirit days, exam days, field work, or designated casual dress days.

- Casual pants: khakis, denim, shorts, athletic gear.
- Casual shirts: polo shirts, t-shirts.
- Casual outerwear: sweaters, pullovers, athletic gear.

Excluding hats and graphic t-shirts.

### **General Guidelines**

All school dress should be neat, clean, and adaptive to an active and dynamic classroom environment. Hair must be neat and well-groomed. Facial hair is not permitted unless for medical or religious purposes. Footwear should facilitate comfortable movement and be safe for lab or field work. Shorts, dresses, and skirts should extend to mid-thigh in length;

garments should fit properly and cover the chest, midriff, and undergarments. Flip Flops, athletic sandals, and hats are not permitted.

## NextTerm Dress Requirements

During the NextTerm mini-semester in May and June, students are permitted a special dress code in keeping with the field-study, experiential nature of their courses. Students are expected to adhere to the Standard NextTerm Dress guidelines unless otherwise informed by their individual teacher or dean of students.

Standard NextTerm Dress	Not permitted
Polo shirts Button down shirts Blouses Dress shorts no shorter than 6" above the knee Slacks or khaki pants Sleeveless shirts or dresses with straps no less than 3" wide Sneakers	Jeans/ Denim skirts or jackets Ripped or torn clothing Flip-flops or sandals Hats Camouflage clothing T-shirts or Sweatshirts Athletic shorts, sweatpants, leggings, or athletic pants
Step Up NextTerm Dress	Not permitted
Blazers or sweaters Ties Button up or blouse Dresses and skirts no more than 3" above the knee Slacks or khaki pants Sleeveless shirts or dresses with straps no less than 3" wide Dress shoes	Sneakers Polo shirts Jeans/ Denim skirts or jackets Ripped or torn clothing Flip-flops or sandals Hats Camouflage clothing Crewneck sweatshirts Hooded sweatshirts
Step Down NextTerm Dress	Not permitted
Jeans Leggings athletic/ outdoor shorts or pants T- shirts Sweatpants Sweatshirts	Ripped or torn clothing Flip-flops or sandals Hats in academic building

## Athletic and Extracurricular Requirements

Extracurricular activities play an important role in the overall curriculum at The Hun School. Activities offer students unique opportunities to discover and enhance strengths and abilities outside the classroom. Supporting the needs of a student community with a broad variety of

interests and talents, extracurricular activities enjoy wide participation and enrich the community throughout the year. Because of the importance of physical education to student well-being, all students are required to participate in one athletic season or the equivalent approved physical activity.

Each year, Upper School students must earn a minimum number of points for participation in extracurricular activities including athletics and other clubs or programs. In an effort to recognize the time commitment of certain activities other than athletics, a portion of the yearly point requirement can be earned through significant participation in a variety of School-approved, on-campus extracurricular activities designed to develop physical and character growth, nurture artistic and academic development, and inspire world leadership. This extra-curricular requirement, known as “Thrive Five” for the five extra-curricular points required, may be accessed through a student’s Grade Level Dean or advisor. Point equivalency is determined according to time invested. General guidelines include:

- Participation in a team sport at the varsity, junior varsity, or freshman level will earn two points per season. One season of athletics is required to meet the School’s physical education requirement.
- Participation in an extracurricular performing art (Fall, Winter, and Spring plays, Chamber Music, or Fall or Spring Dance) will earn two points per season.
- Participation in the Strength and Conditioning Program four days per week for a season will earn two points and count toward the athletic requirement.
- Participation in the Strength and Conditioning Program two days per week for a season will earn one point.
- Leadership in club activities and participation in certain School programs like yearbook, school newspaper, debate, Model UN, the MLK, jr. Leadership Summit, among others will also earn Thrive Five points toward the extra-curricular requirement.
- No outside activities are accepted for athletic points unless students complete a waiver form, submit it by the stated deadline, and have it approved by the School.

## **Yearly Point Requirements**

All students are **required to earn 5 extra-curricular points each year** with a minimum of two points from an athletic program. Faculty advisors to the various extracurricular programs and clubs will be responsible for reporting to the grade level deans the names of the students who earned points at the end of each season. Students who fail to earn the proper amount of credits each year will have their enrollment contract reviewed.

## **Performing Arts Extracurricular Programs Offered**

In addition to numerous curricular offerings in the visual and performing arts, The Hun School offers performing artists the opportunity to earn extracurricular points through participation in several areas. These offerings are timed to coincide with the three sports seasons so that students can maximize their participation across athletics and the arts. The following performing arts programs are offered for “Thrive Five” credit:

**Fall**

Fall Play  
 Fall Tech Crew  
 Chamber Music  
 Fall Dance

**Winter**

Winter Musical  
 Winter Tech Crew  
 Winter Musical Pit Band  
 Chamber Music

**Spring**

Spring Play  
 Spring Tech Crew  
 Chamber Music  
 Spring Dance

**Athletic Extracurricular Programs Offered**

There are more than fifty teams representing The Hun School on an interscholastic basis. Although we expect to be competitive with other teams, we emphasize participation, sportsmanship, enthusiasm, and skill development. Some teams have a “no cut” policy, while others may restrict membership due to facility and interscholastic competition limitations. Those students who cannot participate on a team sport due to medical reasons will be required to either complete an adaptive intramural program or participate as a manager on one of the sports teams. The following sports are offered:

**Fall**

Cross Country  
 Fall Crew  
 Field Hockey  
 Football  
 Girls’ Tennis  
 Soccer  
 Martial Arts  
 Strength and Conditioning

**Winter**

Basketball  
 Fencing  
 Ice Hockey  
 Swimming  
 Squash  
 Strength and Conditioning  
 Rock Climbing

**Spring**

Baseball  
 Boys’ Tennis  
 Lacrosse  
 Golf  
 Softball  
 Spring Crew  
 Track and Field  
 Strength and Conditioning

**Athletic Awards**

Athletic awards are given to team members at the discretion of the coaches. The following are guidelines for determining athletic award winners:

- Minor “H” - A minor “H” is awarded to those varsity members who have not met the requirements of a varsity “H” but have been a member of the varsity team.
- Varsity “H”
  - A player must play for an appreciable period of time in a majority of the regularly- scheduled varsity contests.
  - A senior with two years of experience on the varsity squad, a senior manager, or a player who was injured while participating in the sport may receive a letter upon the recommendation of the coach.
  - A player must be in good standing with the team at the end of the season.
- Most Valuable Player award (varsity level only) - This award is given to the outstanding performer in each varsity sport.
- Coach’s Award (varsity level only) - The Hun School Coach’s Award is given in each varsity sport to a squad member who meets one or more of the following criteria:
  - Has demonstrated the greatest desire to improve.
  - Has shown the most improvement.
  - Has contributed the most to the team.

## Lost and Found

Misplaced property should be turned in to the Office of the Dean of Students. Found articles are generally stored in the storage shelves opposite the Department Offices on the first floor of the Chesebro Academic Building or in the Library and Media Center. Articles left in the Lost and Found for more than thirty days will be discarded by the School.

## Campus Visitor Policy

Non-enrolled visitors to campus must be approved in advance by the Division Head, Director of Admission, Director of Resident Life, or Head of School.

## THE HUN SCHOOL HONOR AND DISCIPLINE CODES

The Honor and Discipline Codes are designed to promote a community that upholds the major principles that The Hun School of Princeton works to impart to its students: trust, respect, integrity, kindness, commitment, and academic excellence.

### The Hun School Honor Code

The foundation of any academic institution is the expectation that work is done and students conduct themselves in an honorable and ethical fashion. When all members of a community of scholars take honorable work and behavior seriously, there is a sense of trust and respect built among all members. When some members of the community do not conduct themselves honorably, the mutual trust and respect begin to break down. Therefore, all members of The Hun School community are expected to live by The Hun School Honor Code. The value of a Hun School education is partly dependent on the reputation of the School for setting high standards of honor among its students. As a result, all students are expected to abide by the following philosophy, code, and pledge:

**The Hun School Honor Code Philosophy:** As a student at The Hun School of Princeton, I seek knowledge with honor. I am committed to achieving academic excellence while demonstrating respect, kindness, integrity, and trust both in and out of school. I understand that the success of my education is directly tied to submitting my own work, and that is the only way that I can improve.

**The Hun School Honor Code:** I pledge on my honor not to lie, cheat, or steal and to support my classmates in doing the same.

**The Hun School Honor Pledge:** To demonstrate my support for this code, I will include on all tests, quizzes, papers, and exams the following statement: “By signing my

name, I attest that whether or not this is my best work, it is my work, and I am proud of that.” I will also write “On my honor” as an abbreviation of the full Honor Code, on all other work that bears my name.

## **Honor Code Violations**

Students who are accused of violating the Honor Code may be referred by the dean of students to the relevant Council or Committee. In general, violations include, but are not limited to, cheating on tests or quizzes, plagiarism, theft, or lying to a School employee about a school-related matter. More specific descriptions are listed below.

### **The Honor Code and Homework**

Homework often presents a confusing Honor Code situation. Most homework is given as a learning experience, and students may get help in completing it. However, it is an Honor Code violation to get help with graded assignments given to measure what students have learned or what skills they have mastered. Examples include:

- Getting help solving math problems for which you will receive a grade.
- Getting help in editing an essay or term/research paper when the teacher has indicated you will be graded on your ability to write, spell, and use proper grammar.  
Note: Make sure you always know if it is permissible to use the Peer Tutoring Center for help on an assignment.
- Copying or paraphrasing another student's work in whole or in part.
- Submitting someone else's work as your own.
- Giving help to another student working on an assignment that will be graded and the teacher has indicated that the student must work alone.

As a general rule, any attempt to make yourself look academically better than you are by getting help on, or being deceptive about, graded assignments is dishonorable.

### **The Honor Code and Tests**

Obtaining, or giving, unfair help with quizzes and tests is an Honor Code violation. Examples include:

- Discussing a quiz or test with someone who has taken that quiz or test already in an earlier class period.
- Bringing hidden notes and using them during a test or quiz. Having such notes in your possession indicates the intent to cheat and is therefore dishonorable.
- Looking at another student's work during a test or quiz.
- Communicating with another student through any kind of noise, silent signal, or the use of technology during a quiz or test. This includes allowing another student to see and copy your work.
- Stealing or obtaining a copy of a quiz or test before it is administered.
- Students who receive extra time for an assignment may not consult related materials until the assessment is complete and turned in to the teacher.



## The Honor Code and Plagiarism

In doing homework, it is also important to avoid the problem of plagiarism. Plagiarism is defined in *Webster's New World Dictionary* Online as, "the act of copying or stealing someone else's words or ideas and passing them off as your own work." Please note that the use of another person's **ideas** can also be plagiarism. Examples (provided by *Plagiarism.org*) include:

- Turning in someone else's work as your own.
- Intentionally or unintentionally copying words or ideas from someone else without giving proper credit.
- Failing to put a quotation in quotation marks.
- Giving incorrect information about the source of a quotation.
- Changing words but copying the sentence structure and meaning of a passage without giving credit.
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not.

Please note: Plagiarism can occur in any department and any class. Students may not write expository essays in their biology class, but plagiarism is possible, and students must be careful to use their own language and ideas and to credit their sources when they do not.

## Preventing Plagiarism

The purpose of documenting sources is to give credit to the people who provided information for your paper. Remember that each teacher may have different requirements for documentation (what and how). One of your most important jobs is to know what your teacher's requirements are for documenting your sources. In addition, steps to take to avoid plagiarism include:

- Consulting with your teacher: don't guess or assume – ask.
- Planning your work/paper ahead of time: plagiarism often happens when students are disorganized and rushing.
- Taking effective notes: make sure you know which language and ideas belong to another source and make note of that source.
- Knowing how to paraphrase: don't simply replace one or two key words in a sentence written by another. Put the information into your own words. Credit the source.
- When in doubt, cite your sources.

## The Honor Code and the Library and Media Center

Because the Library and Media Center is central to the academic program and we want all students to have equal access to its materials, it is an Honor Code violation any time you improperly take materials belonging to the Library and Media Center to keep others from using those materials.

## **The Honor Code and Language Translation**

Although the use of online dictionaries is acceptable for individual words, the translation of entire phrases or sentences would be considered a violation of the School's Honor Code. Written and spoken work should be within the scope of what a student is able to produce on his or her own. Any questions about the acceptable use of translators should be directed to your instructor. The Modern Language and Classics Department recognizes the value and importance of certain online translators or dictionaries and will maintain a list on our online class pages or as part of our instruction sheets for assignments, projects, papers, etc. Teachers will discuss the correct use of online translators at the beginning of the year in each class.

## **The Honor Code and Science Lab Reports**

While you work in the lab with a partner and each of you has the exact same data to report, the conclusions you draw, especially their wording, are expected to be your own. Copying or paraphrasing the conclusion from anyone else's lab report is a violation of the Honor Code.

## **The Honor Code, Technology, and the Internet**

Be sure to read the *Acceptable Use Policy for Electronic Devices and Information Resources* in this book. Inappropriate use of the information obtained from local computers or the internet may result in violations of either the Honor Code or the Discipline Code.

Students who use their devices (cell phone, tablet, or laptop) in any way during a test, quiz, or exam without permission from the teacher or proctor may be brought before the Honor Council. All technology should be left outside of an exam unless the teacher has instructed otherwise.

## **The Honor Code and Resident Life Forms**

Students are to be honest on all Resident Life forms and may not provide any false information.

## **Student Honor Board**

The Student Honor Board is comprised of students nominated by the student government president and approved by the faculty. If the dean of students, upon notification from a teacher, determines that a ninth grade student or a student in her or his first year at Hun (excluding Post Graduates) has violated the Honor Code (lying, cheating, or stealing) for the first time, she or he may choose to refer the student to the Student Honor Board for remediation rather than to the Honor Council for consideration. The Student Honor Board will discuss the circumstances of the offense and help the student learn from the mistake in order to improve understanding and build awareness of The Hun School culture of honesty and integrity. No official record of the student offense will be maintained but students with a second honor related offense will be sent to The Honor Council for disciplinary action.

## **The Honor Council**

When a violation of the Honor Code is suspected, the dean of students or head of the Upper School may refer the student to the Honor Council. Such referrals are at the discretion of the School, and the School may impose consequences independent of the

Honor Council where it deems appropriate. The Honor Council is a group of students (three standing, two alternates) and faculty (two standing, one alternate) that evaluates violations of the Honor Code and makes recommendations for action to the head of school and the Upper School head. The Honor Council meets with the student(s) involved to discuss the violation and advise the student(s) on an ethical course of action. The student members of the Honor Council are chosen according to the procedure outlined in the Student Government Constitution. The faculty members of the council are nominated and elected by the faculty.

The Honor Council does not dismiss students from The Hun School, but only makes recommendations to the Upper School head and the head of school as to appropriate consequences for violations of the Honor Code.

## **Honor Code Penalties**

The penalties listed below represent the usual consequences for Upper School students, though individual cases may have mitigating or aggravating circumstances that would lead the council to deviate somewhat from these recommendations.

### **First Offense Consequences Include But Are Not Limited To:**

- A remediation plan as recommended by the Honor Council that includes **a one day suspension** or workshop on meeting appropriate standards of integrity and honor.
- A failing grade for any academic work involved.
- A first offense notice in the student's internal file.
- An in person or electronic conference with parents or guardian.
- A student found responsible for a first offense will not be eligible for the Honor Roll during the semester of their Honor Council meeting.

### **First Offense Consequences May Also Include the following:**

- An apology to the teacher or School employee affected by the offense.
- A student holding a leadership position (student government, proctor, team captain, etc.) may be required to step down from that position.
- Students found responsible for theft or dishonesty during the course of an investigation may be suspended or dismissed at the discretion of the head of school.

**A second offense will generally lead to separation from the School, but the Honor Council, depending upon the facts of an individual case, may recommend some other form of remediation to the head of school.**

It should be noted that the time gap between a first and a second offense does not mitigate the seriousness of the second offense. Whether the second offense occurs the same day as the first offense, the last day of the senior year, or any time in between, the result will be the same.

Students who have committed an Honor Code offense during their time at The Hun School may not be eligible to apply for a student leadership position and must appeal to the Upper School head for permission.

Lying, or being misleading, about your involvement in any dishonorable situation is a further dishonorable action.

The school reserves the right to impose whatever disciplinary consequences it deems appropriate in any individual case. All final decisions are reserved to the head of school. The head of school may bypass review by the Honor Council if, in the head of school's sole opinion, it is prudent and in the best interests of the School and / or the student to do so.

### **Mitigation for Inexperienced Students**

In select cases in which the student has not had sufficient experience with or exposure to research, writing, and/or citation, the dean of students may confine the disciplinary process to an educational exercise designed to instruct and prepare the student for future assignments.

## **The Hun School Discipline Code**

The Mission Statement of The Hun School of Princeton pledges to provide a structured environment that develops character, community, and values. As such, we expect students to be people of integrity and positive contributors to our school and our larger community. Essential to this mission is the creation and maintenance of an ordered setting based on a system of clearly communicated behavioral expectations. The resulting Discipline Code is divided into three distinct levels ranging from less serious to more serious offenses. These levels are intended to provide general guidance as to the severity of various offenses and their expected disciplinary consequences. However, the School reserves the right to impose whatever disciplinary consequences it deems appropriate in any individual case. All final decisions are reserved to the head of school.

### **Discipline Code Violations and Penalties**

The chart that follows includes discipline code offenses and their usual consequences. Individual cases may have mitigating or aggravating circumstances that would lead the administration or the Discipline Committee to deviate somewhat from these recommendations. The School reserves the right to impose whatever disciplinary consequences it deems appropriate in any individual case. The School may bar a student from campus or restrict access to defined areas of campus prior to any hearing or determination of violation if, in the sole judgment of the head of school, the student poses a threat to the safety, well-being, and / or environment of the School, its students, faculty, staff, or the student him or herself.

### **Student Discipline Board**

The Student Discipline Board is comprised of students nominated by the student government president and approved by the faculty. If the dean of students, upon notification

from a teacher, determines that a student has violated the disciplinary code for inappropriate dress, repeated tardiness, minor community respect violations, or proper electronic device use, may, in their discretion, refer the student to the Student Discipline Board for remediation. The Student Discipline Board will discuss the circumstances of the offense and help the student learn from the mistake in order to improve understanding and build awareness of The Hun School culture of respect and commitment. No official record of the student offense will be maintained but repeated offenses will then be handled by the dean of students through the disciplinary process as outlined below.

## Detention Level Offenses

Detention level offenses are less serious and may result in the loss of privileges, detention, or a remediation plan as required by the dean of students

Detention Level	Offenses include but are not limited to:	Potential Consequences:
	<ul style="list-style-type: none"> <li>● Excessive tardiness</li> <li>● Repeated Community Respect Policy violations <ul style="list-style-type: none"> <li>○ Public Displays of Affection</li> <li>○ Inappropriate Language</li> </ul> </li> <li>● Repeated Dress Code violations</li> <li>● Disrespect for authority</li> <li>● Electronic Device Policy use violation</li> <li>● Parking/Responsible Campus Driving violation</li> <li>● Possession of tobacco, tobacco products, or vaporizers on campus</li> <li>● Presence of a day student in a dorm without a resident student host</li> <li>● Providing access to secure spaces on campus</li> </ul>	<p><b>Initial detention level offenses generally result in a warning to allow the student an opportunity to learn from the mistake.</b></p> <p><b>Repeated offenses may result in detention, loss of privileges, a required remediation plan, or other possible consequences as determined by the dean of students, the head of the Upper School, or their designee.</b></p>

## Suspension Level Offenses

Suspension level offenses include more serious breaches of the School's expectations and will result in greater loss of privileges. Suspension level offenses may require a parent or guardian meeting with the dean of students, and may, at the discretion of the dean of students, be referred to the Discipline Committee or Honor Council for a hearing, or, directly to the head of school.

<b>Suspension Level</b>	<b>Offenses include but are not limited to:</b> <ul style="list-style-type: none"> <li>● Repeated detention level offenses</li> <li>● Failure to follow detention level remediation</li> <li>● Deliberate disobedience</li> <li>● Unauthorized departure from campus</li> <li>● Providing false information on Resident Life forms</li> <li>● Exercise of a privilege while on disciplinary action</li> <li>● Unexcused absence from a required activity or class</li> <li>● Removal from class for disrespectful or disruptive behavior</li> <li>● Unexcused absence from an exam during one of the exam periods in December, March, or May</li> <li>● Technology/Acceptable Use Policy violation</li> <li>● Gambling, when it involves the exchange of money</li> <li>● Use of tobacco, tobacco products, or vaporizers on campus</li> <li>● Abuse or vandalism of the property of the School or of any other person</li> <li>● Failure to follow suspension level remediation</li> <li>● Inappropriate intimate contact</li> <li>● Possession or distribution of a campus key that is not one's own</li> <li>● Unauthorized presence in a locked room or building</li> <li>● Belittling, mocking, intimidating, or shaming physical, ethnic, or cultural practices</li> <li>● Off-campus behavior that involves arrest or violation of the law, underage purchase or possession of alcohol or another controlled substance, cyber-bullying or misuse of technology that impacts the welfare of any member of the School community or the reputation or functioning of the School</li> </ul>	<b>Potential Consequences:</b> <p><b>Generally, suspension and probation. May result in more serious consequences, up to and including dismissal, at the discretion of the head of school.</b></p> <p><b>All recommendations from the Discipline Committee will be referred to the head of school for final determination.</b></p>
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## Dismissal Level Offenses

Dismissal level offenses include those most serious violations, which may subject a student to immediate separation from the School. Dismissal level offenses may require a parent or guardian meeting with the dean of students, and may, at the discretion of the dean of students, be referred to the Discipline Committee or Honor Council for a hearing, or, directly to the head of school.

<b>Dismissal Level</b>	<b>Offenses include but are not limited to:</b>	<b>Potential Consequences:</b>
	<ul style="list-style-type: none"><li>● Repeated suspension level offenses</li><li>● Bullying, (online or in-person), intentional cruelty or unkind behavior, abuse, hazing, or harassment of any other person</li><li>● Assault on a member of the community; physical violence</li><li>● Violation of Harassment Policy</li><li>● Possession or use of any weapon, explosive, or other destructive device or dangerous material</li><li>● Tampering with school safety equipment or systems</li><li>● Violation of Drug and Alcohol Policy (see below)</li><li>● Failure to complete a required plan of continuing accountability under the Drug and Alcohol policy</li><li>● Failure to follow suspension level remediation</li><li>● Impersonating another community member electronically</li><li>● Theft</li></ul>	<p><b>Will likely result in dismissal with potential consequences of suspension, probation, and a remediation plan at the discretion of the head of school.</b></p> <p><b>All recommendations from the Discipline Committee will be referred to the head of school for final determination.</b></p>

## **Detention**

Detention usually occurs Thursday mornings and Friday evenings. During this time students are required to sit quietly for the duration of detention and write a reflection on the impact of their community violation to be submitted to the dean of students.

## **Suspension**

Students who are suspended will be separated from all academic and extracurricular activities during a suspension. Students will be responsible to keep up with all missed notes, homework, assessments, etc. via RaiderNet and must make up all work the day he/she returns to campus. All make-up assessments must be scheduled by the student with the teacher as soon as possible after returning.

## **Disciplinary Probation**

Students may be placed on probation as part of their suspension or remediation plan and will remain so for the duration of the semester in which the violation took place. In some cases, students may remain on probation through the following semester. Students on disciplinary probation may not apply for or hold a student leadership position (Student Honor or Discipline Board, student government, proctor, team captain, etc.) and may not be eligible for honor distinctions. Seniors on probation at the time of Commencement are not eligible to speak at graduation. The dean of students will also review requests from students on probation to participate in overnight trips (which may include class trips, club trips, ski trips, etc.).

## **The Discipline Committee**

When a disciplinary violation is suspected, the dean of students or head of the Upper School may refer the student to the Disciplinary Committee or directly to the head of school. Such referrals are at the discretion of the School, and the School may impose consequences independent of the Disciplinary Committee where it deems appropriate. The Discipline Committee is a group of students (three standing, two alternates) and faculty (two standing, one alternate) that evaluates violations of the Discipline Code and makes recommendations for action to the head of school and the head of Upper School. The Discipline Committee meets with the student(s) involved to discuss the violation and advise the student(s) on an appropriate course of action. The student members of the Discipline Committee are chosen according to the procedure outlined in the Student Government Constitution. The faculty members of the committee are nominated and elected by the faculty.

The Discipline Committee does not impose disciplinary consequences on students of The Hun School, but only makes recommendations to the Upper School head and the head of school as to appropriate consequences for violations of the Discipline Code.

## **General Conduct and Discipline Code Policies**

### **Cell Phones, Drones, and Other Electronic Devices**

Cell phones may be carried, but not used for the purpose of making phone calls, in campus buildings during the academic day (with the exception of dormitory spaces). Students may



use electronic devices (cell phones, tablets, personal laptops, etc.) for academic work as permitted by teachers or when in the Library and Media Center.

Students may not use electronic devices during tests, quizzes, or exams without permission from the teacher or proctor.

Headphones should be worn when sound from electronic devices might disturb others. Students are NOT to wear headphones while walking around campus or between classes, as this is a sign of disrespect to others in the community. Resident students may keep cell phones, but they may not be used for purposes other than academic work during study hours. Resident students may not use electronic devices after lights out.

No drones are permitted on campus unless authorized by the administration.

Obtaining or distributing video of minors in various states of undress is against the law and is in violation of the School acceptable use policy for technology.

### **Dining Hall Conduct**

Students are expected to show good citizenship in the dining hall, which includes cleaning up their table area and returning all dishes, glasses, and utensils. The dining hall staff is to be treated with respect.

### **Library and Media Center Conduct**

The Library and Media Center is the academic center of the School; therefore, the space is designated for class instruction, individual study, and group work. Students are expected to behave in a manner that respects the right of every student to work in an environment that allows quiet contemplation. Group study will take place in designated spaces with the Library and Media Center. Instructions for the acceptable use of Library computers are posted throughout the space, and students are expected to use the computers for academic, class-related activities only. Printers are located near each computer and students are expected to pick up all print jobs.

Should a student be asked to leave the Library and Media Center for misbehavior, he or she may face consequences for disrespect as listed in the Hun School Discipline Code. No food or drink is permitted in the library.

### **Automobiles**

Day students may drive to school and park in designated areas after they have registered their cars with the Director of Safety and Security. The School retains the right to remove any student's driving privileges for failure to obey local traffic laws, follow safe driving practices, or for violating campus driving and parking rules. The student parking lots are off-limits during the academic day.

Students may not drive off campus (or leave with another student driver) during the academic day unless they have received formal senior privileges (see below). Any violation of these rules may result in students losing their driving privileges for two weeks. Any re-occurrence will result in the loss of driving privileges for the remainder of the school year.

Exceptions, due to special circumstances, must be approved in advance by the Office of the Dean of Students.

### **Leaving Campus**

Students are not allowed to leave campus during the academic day without permission from the Office of the Dean of Students. Parents or guardians must contact the office in advance of the departure. Students must check out and in (if they return during the academic day) with the Office of the Dean of Students. Students are not permitted to use taxi or online transportation companies such as Uber or Lyft to depart campus during the academic day unless authorized by parents and the Office of the Dean of Students.

At the end of the first marking period, seniors in good standing will be allowed to leave campus once a week with permission of the Office of the Dean of Students. Parents of seniors will be required to sign a Senior Privilege Permission to Leave Campus form and return it to the Office of the Dean of Students. Seniors who violate the discipline code may lose this privilege.

### **Searches**

To ensure compliance with rules and for the protection and safety of members of the community, the School reserves the right to conduct searches of students' belongings. In those cases, the School has the right to search a student's possessions, not limited to car, locker, backpack, or personal belongings, whenever the School deems it appropriate.

### **Out of School and Off-Campus Behavior**

Students should be aware that certain activities even outside of School hours or off School property may result in loss of School privileges and other disciplinary action up to and including suspension or expulsion. Students may be subject to discipline for misconduct that is, or may be, disruptive of the educational process, interferes with the work of the School, is contrary to the mission of the School, impinges on the rights of other students, employees, or members of the School community, or has a direct or immediate effect on the discipline or general welfare of the School, even if such conduct takes place off-campus, during non-School hours, or on breaks from School. Such conduct will be evaluated at the sole discretion of the School, and the School reserves the right to deviate from the regular disciplinary process as may be deemed necessary under the circumstances. Some examples of such outside conduct, which may have disciplinary ramifications at School, include:

- An arrest or violation of the law.
- Underage purchase, use, or possession of alcohol or a controlled substance.
- Cyberbullying or other misuse of technology (personal, at home, or at School), which do, or could, impact the welfare of any member of the School community or the reputation or functioning of the School.

For disciplinary purposes, conduct at School-sponsored events, activities, or trips will be treated in the same manner as on-campus conduct.

## **General Honor and Discipline Information**

Certain issues pertain to both the Honor and Discipline Codes:

## **Honesty Mitigation Policy**

As a school that values and encourages honorable behavior, The Hun School's discipline and honor policies rely upon and expect student honesty in all disciplinary or honor investigations. Accordingly, students who lie in the course of an investigation may face more serious consequences than would have been the case following the original violation of school policy. Alternatively, we encourage students who have made mistakes or poor decisions to come forward with that information before any disciplinary or honor report is made to the dean of students. Students who offer information about their responsibility for a policy violation before the investigation or who provide information the School would have no way of confirming otherwise may have their disciplinary or honor consequences reduced at the discretion of the head of school.

## **Student and Parent Cooperation**

Students and their parents are expected to cooperate openly and honestly in responding to inquiries about behavior on and off campus. If a student refuses to participate or cooperate at any stage of an inquiry for whatever reason, including, but not limited to, pending criminal charges, the School reserves the right to act by imposing disciplinary consequences without a statement from the student, or by asking the student to leave school. Additionally, parents and/or guardians are expected to support the School's policies and procedures and to partner with the School in ensuring that student completes all required remediation plans. Failure of the parents and/or guardians to do so may result in the student's dismissal from the School.

## **Honor and Discipline Reporting**

The School will attempt, in advance, to notify parents or guardians of all student referrals to the Honor Council or the Discipline Committee. The student, parents or guardian, and advisor will also be notified of the results of those meetings. Parents or guardians may be required to meet with the dean of students following a Discipline Committee or Honor Council meeting.

Consistent with the National Association of College Admission Counselors (NACAC) Statement of Principles of Good Practice, we will report to colleges any major change of status (probation, suspension, expulsion, withdrawal, or leave of absence) occurring during the senior year. In such an event, the head of school will write a letter after the disciplinary action has taken effect. Prior to the mailing of that letter, seniors will have one week to contact all colleges (in consultation with their college counselor) to which they have applied to inform them of the disciplinary action or change of status. It is also expected that Hun School students will respond truthfully to any questions asked of them regarding disciplinary action taken at any point in their Hun School career. Students are responsible for truthfully disclosing discipline incidents as requested on many college applications, including the Common Application.

The School respects the privacy of community members, but also believes that students benefit in learning from each other. Thus, the School reserves the right to communicate any Honor or Discipline Code violation, including names, details, and other information the School deems significant for the purpose of furthering the educational and learning experience of the students and the overall good of the School community.

A list of students who have received consequences for violations of the discipline code will be available to the faculty, the Resident Life Office, the College Counseling Office, the Counseling Office, the head of Upper School, and the head of school. All Honor Code offenses are reported to the head of school, the head of Upper School, the student's advisor, the Counseling Office, and the College Counseling Office.

## **Dismissal and Appeals**

The School reserves the right to separate a student at any time, subject to the decision of the head of school. Any appeal of disciplinary action must go through the Office of the Head of School. Students who are separated from the School because of disciplinary or honor infractions may not return to campus for a period of one year (12 months) from the date of the separation. The head of school will determine if a student who has been separated from The Hun School will continue to be included in future School or alumni mailings.

## **Drug and Alcohol Policy**

The Hun School believes that the use of drugs and alcohol, including the use of tobacco products, by students interferes with their intellectual and emotional development, and students are expected to be completely drug and alcohol free. The School has therefore created programs to educate our students about the dangers of drug and alcohol abuse. These efforts include Health and Wellness classes, informational presentations, counseling initiatives, consultant visits, surveys, and peer-led programming.

If there is a suspicion that a student is engaging in alcohol or drug abuse, whether on or off campus, the School may intervene with the student in any one or a combination of ways. For example:

- The student may be confronted by School personnel.
- The School may notify a student's parents or guardian.
- The student may be asked to speak in confidence with a School counselor.
- The student may be asked to see the School nurse.
- The student may have his or her room, car, or possessions searched by School personnel.

In addition, The Hun School may require, without prior notification, that a biochemical test for drugs and alcohol be performed on a student at any time, *with or without parental permission*. The cost of such testing is the responsibility of the parents or guardian. Failure to appear for testing or failure to provide a sample may cause a test to be presumed positive. If a test result is negative dilute or there is evidence of attempted alteration, the test will be re-administered as soon as possible at an off-site lab. A positive test will likely result in dismissal, or at the discretion of the head of school, other disciplinary consequences. Students who test positive, acknowledge that they will test positive prior to testing, or refuse to take the test may be placed in the school's discipline process as outlined above and / or required to participate in the School's health and wellness remediation program regardless of whether the drug or alcohol use took place on campus or off.

## Drug and Alcohol Violation Categories and Consequences

While the School reserves the right to pursue any action it deems reasonably required to protect the safety of its students, faculty, and facilities, the head of school makes final determination of consequences in all drug and alcohol policy cases.

There are generally three categories of culpability in drug and alcohol cases.

<u>Category Description</u>	<u>Potential Consequences</u>
<ul style="list-style-type: none"><li>● Providing or selling drugs to others</li><li>● Possession or use of drugs or drug paraphernalia on campus, while at School events, or on School sponsored trips</li><li>● Repeated suspensions for violations of the drug and alcohol policy</li></ul>	Will likely result in <b>dismissal</b> or, at the discretion of the head of school, suspension and probation with a health and wellness remediation plan.
<ul style="list-style-type: none"><li>● Use or possession of alcohol on campus, while at School events, or on School sponsored trips, or while in the School's care* off campus</li><li>● Use or possession of drugs by resident students off-campus while under the School's care*</li><li>● Being <u>under the influence</u> of drugs or alcohol on-campus, while at School events, or School sponsored trips</li></ul>	May result in dismissal, or <b>suspension and probation</b> with a health and wellness remediation plan.
<ul style="list-style-type: none"><li>● Off-campus use of alcohol or drugs by any student not in the School's care*</li></ul>	Notification of parents or guardians with possible health and wellness remediation plan required.

\*Resident students are under the school's care on or off-campus unless they have been signed out by their parents

## Health and Wellness Remediation Plan

The Health and Wellness Remediation Plan will be created by a team of student support faculty after the student has gone through the disciplinary process. The Director of the Health Center will coordinate a random drug testing schedule with the Office of the Dean of Students. The student will be escorted from class to the Health Center and will leave his or her belongings in the academic building. The drug test will be performed by the school nurse following the protocol specific to the drug testing kit being utilized. Results of the test will be communicated to the Office of the Dean of Students. The random drug tests will span the course of two academic semesters.

## Health and Wellness Intervention Policy

The Health and Wellness Intervention program is part of the School's efforts to assist our students who are struggling with drugs/alcohol on or off-campus. If a student voluntarily comes forward and admits to having a problem, is found to have used illegal substances off-campus, or if a student refers someone she or he suspects or knows is having a problem, the

School will not refer the issue to the disciplinary process. Instead, the dean of students, the Counseling Office, and the School nurse will meet with the student and the student's parents or guardian to develop an individual plan for evaluation and treatment. In certain cases, the Health and Wellness plan may require a student to take a leave of absence from the School.

Individual programs may include an evaluation by an approved counselor, on or off-campus, required treatment, and drug testing. The cost of the program will be borne by the parents or guardian. The results of any assessments will be shared with the student, his or her parents or guardian, the School's counselor, and the dean of students.

As a school that prioritizes community, The Hun School expects students to support each other in making positive and healthy choices. If a student fears that a peer is under the influence of drugs or alcohol and is concerned for that student's safety, he or she may report his or her peer through the Health and Wellness Intervention guidelines. Students under the influence may voluntarily and proactively self-report under the wellness intervention program as well if they are concerned about their health and well-being on or off-campus. It is important to note that the wellness intervention policy only applies when assistance is sought voluntarily but not after an offense has been uncovered or while the student is already in the process of a disciplinary proceeding. Students who provide or sell drugs to other students are ineligible to seek wellness intervention. Students in the Health and Wellness program following wellness intervention would be under the authority of the discipline process if they violate or fail to meet the terms of the wellness remediation. Students in the Health and Wellness Intervention Policy process would be subject to school disciplinary action for any use of illegal substances on or off campus. All matters in cases of wellness intervention are subject to the discretion of the head of school.

### **Honesty Mitigation Policy**

As a school that values and encourages honorable behavior, The Hun School's discipline and honor policies rely upon and expect student honesty in all disciplinary or honor investigations. Accordingly, students who lie in the course of an investigation may face more serious consequences than would have been the case following the original violation of school policy. Alternatively, we encourage students who have made mistakes or poor decisions to come forward with that information before any disciplinary or honor report is made to the dean of students. Students who offer information about their responsibility for a policy violation before the investigation or who provide information the School would have no way of confirming otherwise may have their disciplinary or honor consequences reduced at the discretion of the head of school.

### **Note on Prescription Medication**

Students may not keep prescription medication on their person or among their belongings on campus. All prescription medications must be kept and administered by the nurse. Failure to do so will be a violation of the Drug and Alcohol policy. Distribution of prescription medication to other students is a dismissible offense.

### **Note on Tobacco Use**

Students who use smokeless tobacco products or vaporizers on campus may be brought before the Discipline Committee for a violation of the Drug and Alcohol policy. Students who smoke cigarettes, cigars, or similar (lit) tobacco products in a school building will be

brought before the Discipline Committee for a violation of the Drug and Alcohol policy. Repeated offenses may result in dismissal from the School. Students may not possess e-cigarettes or vaporizers unless as part of a smoking cessation program that has been approved by the School nurse.

## **Harassment Policy**

### **Educational Philosophy**

The Hun School of Princeton seeks to be a community in which every individual is treated with sensitivity and respect. A basic responsibility of education is to provide a safe and secure environment in which students are free to learn. In order to meet this responsibility, maintain discipline, and teach students respect for the individual (a fundamental principle of our society), it is essential that all enrolled students and employees are able to achieve their maximum potential.

### **Harassment**

The Hun School will not tolerate harassment in any form. Harassment is defined as behavior toward a student, faculty member, employee, or other member of the School community on the basis of that person's race, creed, color, national origin, ancestry, age, sex, sexual orientation, marital, civil union, or domestic partnership status, disability, or any other category protected by law that has the effect of substantially interfering with that person's educational or work environment. Examples of abusive behavior prohibited by this policy include, but are not limited to, verbal or physical abuse, derogatory or demeaning remarks, insults, epithets, humor, inappropriate gestures, or display of materials.

### **Sexual Harassment**

The School will not tolerate sexual harassment of any member of the School community, including students, faculty, staff, and other employees. Sexual harassment takes many forms and consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature where (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of an individual's employment, or a student's instruction or participation in School activities; (2) submission to, or rejection of, such conduct by an individual is used as the basis for an employee's continued employment, advancement, or evaluation or a student's evaluation; (3) such conduct has the purpose, or effect, of unreasonably interfering with an individual's work or educational performance, or creates an intimidating, hostile, or offensive working or educational environment. Sexual harassment, as set forth above, may include, but is not limited to:

- Unwelcome leering, staring, sexual flirtations, or propositions
- Unwelcome sexual slurs, threats, verbal abuse, derogatory comments, sexually degrading descriptions, or remarks that imply incompetence as a characteristic of gender
- Unwelcome comments about an individual's body
- Unwelcome sexual jokes, stories, drawings, pictures, or gestures
- Unwelcome touching of an individual's body or clothes in a sexual way
- Displaying sexually-suggestive objects or materials in the School
- Conditioning employment opportunities on submission to unwanted sexual advances

- or conduct
- o Conditioning academic and pupil activities on submission to unwanted sexual advances or conduct

## **Complaint Procedure**

We all share a responsibility to ensure that the School environment is free from sexual and other forms of harassment. Faculty, students, and employees are encouraged to come forward immediately if they are subjected to, or witness, incidents of sexual harassment or other inappropriate behavior. The School cannot take action unless it knows of the alleged harassment. All harassment complaints will be promptly and thoroughly investigated. All investigations will be conducted in a manner designed to protect the confidentiality of all parties involved to the extent reasonably possible in light of the School's obligation to conduct a full investigation and take appropriate responsive action where a complaint has been substantiated. There will be no retaliation against a person who has filed a complaint or participated in good faith in an investigation. Complaints may be brought to the head of the Upper School, the dean of students, the grade level deans, or the head of school.

## **Harassment by Students**

Complaints of harassment against a student, or group of students, should be reported immediately to a member of the faculty or the dean of students, either of whom must notify the head of school. The head of school, or his designee, will promptly respond to the matter. If the circumstances indicate that a full investigation is necessary to resolve the situation, the head of school will authorize a formal investigation.

A substantiated charge against a student or group of students could result in the following actions:

- o Separation from the School
- o In-school suspension
- o Loss of campus or extracurricular privileges
- o Assignment to a harassment prevention or education program
- o Community service
- o In-school counseling or referral for out-of-school counseling
- o Any other action deemed appropriate by the School

## **Relationships between Employees and Students**

The Hun School expressly prohibits inappropriate relationships between its employees/outside contractors, and the School's students. Employees and outside contractors are prohibited from making sexual advances of *any* type toward a student or among students generally, whether the advance is overt or otherwise. Also prohibited is any relationship romantic in nature or one that crosses the lines of appropriate and healthy boundaries between adult and student, whether or not that relationship is sexual in nature.

All adult employees and outside contractors of The Hun School are held to a very high standard of conduct which includes the maintenance of appropriate boundaries. All interactions with students must be professional and appropriate. Sexual and/or amorous behavior between an adult and student, even if allegedly in jest, is considered by the School



to be wholly inappropriate and a severe breach of the adult's duty to the School and to the student.

Any student, parent, faculty member or employee with knowledge of any inappropriate relationship between an employee/outside contractor and a student, from whatever source, should immediately bring it to the attention of the head of school or the head of school.

Unless authorized by the head of school or approved as part of a School-sponsored activity, employees may not socialize with, host, or transport students off-campus.

## **Acceptable Use Policy for Electronic Devices and Information Resources**

At The Hun School, technology and the use of information resources are integral to the School's mission. Students, faculty, and support staff will use these powerful tools to fulfill their mission as members of the School community. As such, it is critical that they understand and accept that access to the information resource environment is a privilege to be used responsibly and respectfully.

The rules in the Student Handbook generally cover the major issues involved in harassment and in the treatment of the property of others. However, expanded use of technology and information resources requires the School to clarify how these rules apply specifically and how they are practical and logical extensions of the School's commitment to conduct that is legal, responsible, ethical, and considerate.

Information resources include any information in electronic or audio-visual format, any hardware or software, or any connection to internal or external networks that make possible the exchange, access to, and use of information. This includes postings or messages on Facebook, Twitter, Snapchat, and other social media.

### **Harassment**

Any file or electronic mail message placed on a computer or sent over a network, either internally or externally, is a form of communication and may not be used to harass any individual or group whether they be inside or outside the community.

### **Access**

Students are responsible for what they say and do. Because communication with thousands of others is so quick and easy, it is important to think before speaking and to show respect for other people and for their ideas. Also, it is vitally important as users of the School's information resources to respect the private communications and data files of others.

### **Discipline Code and Information Resources**

Information is considered property, and, as such, all users have ownership rights over the products of their intellectual efforts. Therefore, users of the School's or personal information resources must avoid unauthorized or illegal duplication, distribution, or transfer of these products. Commercial software is automatically protected by federal copyright law from the moment of its creation.

The School will make reasonable efforts to maintain the reliability of the information systems, but it cannot guarantee that these systems will always be available or that files will always be saved (email accounts will periodically be deleted), nor can privacy be anticipated or assured. Similarly, the School retains the right to have access to anything that is on or passes through its information systems; and, with the approval of the head of school, the dean of students, head of the Upper School, head of the Middle School, or their designee, the director of information services may suspend, modify, or terminate computer access privileges, examine files, passwords, accounting information, or access an individual's files and move or delete those that are deemed objectionable or disruptive to the intended use of the information resources.

Students are responsible for knowing the rules and policies regarding the use of the information resources provided by the School. These resources are for academic use only, as defined by the School, and their use is subject to all School rules as described in the Discipline Code and Honor Code. It is also important for students to ascertain and obey the specific rules for access and use of information resources that may differ in various campus locations, such as computer labs, library, and classrooms. Finally, students must understand that a violation of any of these rules may result in loss of their account, disciplinary action by the School, and possible legal action.

### **Information Services and Electronic Devices Code of Conduct**

Any student using Hun School or personal computers and iPads asserts the following:

- I agree not to attempt to obtain the password of another person, log on to or use another person's account, or use resources to which I have not been allowed access. I will keep my password secure and not allow others the use of my account. I understand that accessing another student's account for any reason is not allowed, even if it has been left logged-in.
- I agree not to use the School's information resources for exchanging commercial software, or transferring files that are considered illegal in content or protected by patent, copyright or license agreement; nor will I use the School's information resources for commercial purposes, product advertisement, or political lobbying.
- I agree not to use the School's information resources for any illegal discussions or activity, nor to access, download, or exchange any files or documents that may be virus-infected, deemed objectionable, pornographic, or violent in nature.
- I will not pass or make available to another person any file or document that can be categorized as homework, an essay, a test, or a quiz unless I have received clear and explicit permission to do so by a faculty member. I also understand that the passing or copying of homework, essays, tests or quizzes in electronic or other format is improper, could be considered plagiarism, and is a violation of the Honor Code.
- I agree that I will exercise good judgment with regard to my use of the internet. I understand that the internet is to be used solely for academic purposes. I will ask for guidance, should I be unsure of what constitutes an inappropriate site. (See internet Disclaimer below.)
- I agree not to intentionally invade the account(s) or work product of another person, hack into a computer or network, vandalize or attempt to modify hardware, software (including operating systems, compilers, utilities, or applications), data files, or other

- computer equipment of the School or any other individual.
- I agree not to vandalize or intentionally damage school technology equipment including monitors, keyboards, mice, headphones, etc.
- I agree that the ability to connect to other systems or networks does not give me the right to do so, unless properly authorized.
- I agree not to intentionally subvert network security or cause disruption of any sort in the performance or usability of the School's information resources, including misuse of disk space, slowing down the processor of a workstation or server, monopolizing network bandwidth, and overuse of printer paper.
- Although most computers have security that blocks the downloading of software, students must remember that it is in violation of copyright laws to remove any software from School computers. No software is to be copied or downloaded to or from any School computer without proper authorization, and if being copied or downloaded to a School computer from any source, it must first be checked by the School's current virus detection software.
- I agree not to harass others, send anonymous messages or files, intentionally lie about or discredit another individual, impersonate another community member, use vulgarity or profanity, send abusive or offensive messages via email, social media, or any other means. Offensive content would include, but is not limited to, sexual comments or images, racial slurs, gender-specific comments or any comments that would offend someone on the basis of age, sexual orientation, religious or political beliefs, national origin, or disability.
- I agree not to send chain letters or "mail-bombs" - multiple messages - to a message forum or to an individual's email account. I understand that the development and use of self-replicating code is strictly not allowed.
- I agree not to enter any external chat or message forum intentionally that is not academic in nature. I will not divulge personal information about others or myself via internal or external networks. Should I receive permission to enter one of these areas for academic purposes, I agree not to intentionally cause a disruption in that area by the use of insults, inappropriate messages or comments, or scrolling. Scrolling is the entering of the same character(s) repeatedly thus interrupting the activity of those trying to engage in a conversation.
- I agree not to enter any personal information including my address, phone number, credit card numbers, password, or other confidential information to which strangers should not be privy. I agree not to store personal information on the School's or any other network.
- I agree that I will be responsible for all activity under my account, that I will maintain my account in a timely manner by deleting emails and files that I no longer need, and that I will report any misuse of the School's information resources.
- I agree to abide by any changes to these guidelines or to additional guidelines that the School implements at any time for its information resources.
- I agree not to video or record any member of our School community without his or her consent.
- I agree to use my personal tablet or laptop computer for academic purposes during the academic day or as directed by my instructors
- Storing information, facts, or formulas to be used in a testing situation without permission on a programmable calculator, MP3 player, iPod, iPad, or cell phone, on a list or in a program, indicates the intent to cheat. Borrowing any device with this

information with the intention of using it unethically is also dishonorable. Whether or not this information is used during a quiz or test, having it on the calculator is dishonorable and, therefore, an Honor Code violation.

## **Internet Disclaimer**

The internet is a compendium of computers and networks worldwide that are linked together electronically. There is no one person or organization that coordinates or manages the internet. Thus, individuals worldwide make any and all types of materials available. The majority of these materials are suitable and many would be considered scholarly works; however, pornographic and other materials deemed unlawful and unsuitable for anyone less than eighteen (18) years of age are accessible over the internet. Since the School cannot always prevent a user from seeking out these materials, the School assumes no responsibility for any unsuitable materials that students or other users find on the internet.

## **RESIDENTIAL LIFE POLICIES**

The following pages contain vital information about the Resident Life Program, as well as the rules, procedures, and opportunities it affords. Resident students and their parents should read the information carefully and feel free to ask questions of the resident life office about any aspect of the program.

### **Resident Life Office Contact Information**

**Resident Life Office Assistant:** (609) 921-7600, extension 2111 9:15 a.m. – 5:45 p.m. weekdays

**Director of Resident Life:** (609) 921-7600, extension 3383

**Associate Director of Resident Life:** (609) 921-7600, extension 2214

After 5:45 p.m. on weekdays and anytime on weekends, contact the dorm parent for a specific dorm:

**Carter 1** (609) 847-6375; **Carter 2** (609) 847-1294

**Poe 1** (609) 847-6374; **Poe 2** (609) 847-1296

**Global Commons North** (609) 847-6373

**Global Commons South** (609) 613-1114

**Administrator on Duty [AOD]** (609) 847-1280 - This number is for emergency use only and will be used after business hours during the week and on the weekends

There is a nurse and a counselor available on campus for emergencies. Please contact the dorm parent or the AOD to access these services.

For general questions and information use the Resident Life Office email:  
[reslife@hunschool.org](mailto:reslife@hunschool.org)

## **In Loco Parentis**

While enrolled at The Hun School, resident students can count on the residential faculty to act *in loco parentis*. At times, we will make decisions for students in the same way that parents do at home. There may be times when parents give resident students permission to do something that the staff feels would not be in the best interest of the student. In cases such as this, the director of resident life will contact the parent to discuss the request. Every attempt is made to work with parents and students so that the best interest of the students is served. Permissions must be granted through direct communication from the parent or guardian to the Resident Life Office and not through the student. Hun School teachers and staff take their supervisory responsibilities seriously and will use their best efforts to ensure the well-being of every one of our students. Parents need to be aware, however, that we also rely on students to govern their behavior with good judgment, and that we cannot be responsible for risks that are not reasonably foreseeable.

## **Resident Life Curriculum**

Each year the resident life staff works together with outside agencies and our own counseling, health and wellness program to provide group discussions on relevant issues such as living in a community, healthy relationships, trust and privacy, stress management, adolescent sexuality and development, and healthy lifestyle choices, including drug and alcohol prevention. These discussions will take place during the school week after dinner.

## **Weekend Activities**

A variety of offerings are available each weekend both on and off campus, ranging from special events on residential weekends to open gym, board games, on-campus snacks, off-campus sporting events, cultural activities, overnight trips, movie and mall trips, and social gatherings in faculty apartments. Long weekends at The Hun School offer a wonderful opportunity for trips to various recreational and cultural centers. Community service opportunities are offered most weekends to allow resident students the opportunity to fulfill their community service requirements. In consideration of the organizational needs of the programming as well as the volunteer site, there will be disciplinary consequences for students who cancel their participation without good cause on the day of a community service program. For more information about weekend activities, please check the Resident Life section of The Hun School website at [www.hunschool.org](http://www.hunschool.org).

## **Proctorship**

A number of students will be selected each year to be student proctors. Student proctors are selected by application and committee review in the spring. Students who are selected for the Proctor Program must exhibit leadership, citizenship, and scholarship. Proctors should be actively involved in School life and serve as positive role models for other students. Ongoing leadership training and evaluation are integral components of the Proctor Program.

## **Dormitory Life Policies**

### **Residential Commitment**

Residential students are expected to be on campus from 8:00 p.m. on Sunday through their last academic commitment on Friday. Students requesting an overnight leave during this time will need to have special permission from the Resident Life Office.

Students admitted as resident students are committed to being residents through the duration of their secondary career at The Hun School. Switching from resident to day student status is only permitted under special circumstances when authorized by the head of school. In some cases (such as a family's relocation, financial situation, or medical circumstances), students may request a resident-day transfer through the Admissions Office. Students granted permission to switch their status from resident to day must reside with their parent or guardian. No student will be permitted to live in a residence without a parent or legal guardian.

### **Dorm Use**

The Resident Life Office reserves the right to make the final determination of room assignments based upon the well-being of both the student and the School. Dormitory rooms are the responsibility of the occupants and furniture arrangements should facilitate a healthy living and learning environment. Nothing may be attached to, or hung from, the ceiling. Ordinary bulbs may not be replaced by colored bulbs. Rooms should be clean and organized with wastebaskets emptied, clothes and other items put away, and food properly stored in airtight containers. Each student will be provided with a wardrobe closet, bureau, bed, desk, and chair. No furniture may be removed from student rooms. Rooms will be inspected on a regular basis to check cleanliness, neatness, and conformity to dormitory regulations. Failure of room inspections will lead to disciplinary consequences as determined by the Resident Life Office. Families of students who damage School property will be billed for those damages.

All students will be responsible for common living spaces and any damage to those areas will be split evenly between the students that live in that particular space, if it is not clear who caused the damage.

### **Roommates**

Students are assigned rooms based on admission interviews for new students, and preferences according to seniority for returning students. Students may request, during the preceding spring, specific rooms and roommates for the following year. Dormitory proctors have the highest priority in dorm and room choice.

We urge students and parents to keep in mind that one of the most valuable learning experiences offered at The Hun School is the opportunity to live cooperatively with a roommate. For this reason, all room and roommate changes must be approved by the Resident Life Office. No roommate changes will be made until after the end of the first marking period, and thereafter only in extreme circumstances. When changes are made, all

affected parties must be comfortable with any changes. A room switch form (available from the Resident Life Office) must be completed before a student may move.

### **Approved Items for Dorm Rooms**

- Standard twin bed sheets
- Blankets
- Pillows
- Bedspread or comforter
- Bathrobe and towels
- Flashlight
- Reading lamp
- Televisions with smaller than 32-inch screens
- Power strips
- Speakers and headphones
- Fan (dormitory rooms are not air conditioned except in the Global Commons)
- Dorm-sized refrigerator
- Posters, pictures, etc. (must be in good taste, no nails or tacks)
- Toiletry articles
- Laundry bag
- Clothes hangers

### **Items Not Permitted in Dorm Rooms**

- Weapons, explosives, or other destructive devices or items that resemble weapons or explosives
- Televisions with larger than 32-inch screens
- Electrical appliances
- Wireless network connection devices
- Heaters with fans or exposed elements
- Irons
- Cooking appliances
- Hot plates and microwaves
- Air conditioners (unless prescribed by a doctor, with documentation)
- Halogen lamps
- Pets
- Posters with profanity, nudity, alcohol, or drugs
- Fireworks, matches, lighters, or candles
- Drones
- Prescription medications (must be distributed by the nurse)

If the Resident Life Office determines that the use of any electronic (or other) item in a dorm room detracts from a positive environment (i.e. excessive computer or video games), it will be confiscated. In some cases, this item may be sent home. For a more detailed list of recommended or prohibited items, please refer to RaiderNet. As always, if you have questions regarding permitted items, please ask the Resident Life Office.



## **Room Keys and Security**

One room key/keycard will be issued to each occupant of a room at the beginning of the year. Students are responsible for reporting, as quickly as possible, the loss of their room key. Students who lose room keys will be charged \$25 and issued another key. If a key is lost more than three times, a new lock will be installed and the student will be charged \$100. The resident's roommate will turn in his or her old key and will be issued a new key without charge.

If a student is locked out, he or she must produce his or her key upon room entry or the key will be deemed lost and the student will be required to order a new key.

It is not acceptable to borrow anything from anyone in the dorm, at any time, without explicit permission. Similarly, it is not acceptable to enter another student's dorm room without the occupant of the room present.

The School is not responsible for students' belongings. Students are provided with their own lockbox in their room where valuables such as wallets, jewelry, and other items should be stored. Students should purchase a lock for this lockbox, but understand that the School has the right to demand students open their lockboxes at any time. Students are encouraged to use the safe in the Business Office to secure valuables including passports and important travel documents and should not leave valuables in their rooms. Students should not leave their dorm rooms unlocked.

If a theft, or suspicion of one, should occur, it should be reported immediately to the Resident Life Office or to the dean of students. In the interest and safety of students and acting *in loco parentis* and in partnership with parents, the School reserves the right to enter and inspect a student's room and personal effects whenever circumstances warrant.

Students may not loan their key/keycard to anyone for access to the dorm. There will be disciplinary action if a student is found using a key/keycard that belongs to someone else, if a student distributes keys to others for access to unauthorized spaces, or if a student provides access to an unauthorized space using a keycard. If a student finds a key that is not theirs it should immediately be given to a dorm parent, administrator on duty, or returned to the Resident Life Office. Failure to do so may result in disciplinary action.

Each exterior dorm door is equipped with a lock and an alarm. The dorm is alarmed each night after the students have been checked in and accounted for. Tampering with the alarms is prohibited and will be dealt with by the Disciplinary Committee and the Office of the Dean of Students. Likewise, the exterior dorm doors are not to be propped open. If a student is caught propping a door, he or she will face disciplinary action.

## **Video Cameras**

In order to increase the security of the residential community, the School has surveillance cameras near each exterior door throughout the residential campus (i.e. the dorms and the dining hall). In regards to discipline matters, the images captured from these cameras will be reviewed by the School only to confirm or corroborate warning or probation level offenses



that the School is aware of via other sources of information. These cameras are not monitored 24 hours a day.

### **Laundry Facilities**

Student ID card-operated laundry facilities are located in the basements of Russell Hall, Carter dormitory, and in the hall of the Global Commons. Laundry should be completed by “in-room time” in the evening. Laundry and dry-cleaning services are available through a private firm, Captain Dry Clean. Their website is [www.captaindryclean.com](http://www.captaindryclean.com). Information is available through the Resident Life Office and will be made available to resident student families in the summer.

### **Residential Communication**

Resident students are encouraged to check mailboxes every day. Notices of activities, Friday evening detentions, and academic schedules are posted on RaiderNet. Students are expected to check their RaiderNet and school email accounts multiple times throughout each day.

### **Internet and Technology Use in Dorms**

The Acceptable Use Policy in the Student Handbook should be followed at all times. Any violation of the Acceptable Use Policy will result in disciplinary action.

### **Allowances**

Allowances for resident students whose parents have deposited money for their use are distributed from the Business Office during posted hours. In addition to allowance, parents may also deposit money in a Contingency Fund, which may be used for travel or emergencies. Personal checks may be cashed in the Business Office.

### **Fire Safety Procedures**

A standard fire alarm procedure is posted and adhered to in case of a fire alarm. All students are required to evacuate buildings any time there is an alarm; failure to do so will result in disciplinary action. Announced and unannounced drills are held regularly as required by fire codes.

### **Skateboarding and In-Line Skating**

Students may skateboard and in-line skate on campus, provided helmets are worn at all times and students are respectful of others and of School property.

### **Bicycles**

Students may keep bikes on campus and use them around campus and town. Student bikes must be stored in school-provided storage area and registered with the Director of Safety and Security. Helmets must be worn at all times. Students are not permitted to ride bikes after dark. As The Hun School is not responsible for lost, stolen, or damaged bicycles, a lock is strongly encouraged.

### **Guests On Campus**

Resident students are welcome to entertain guests on campus, as long as the guidelines below are followed:

- Guests must be accompanied by a Hun School resident student at all times while on campus.
- Guests must sign in to the dining hall at mealtimes.
- Overnight guest permissions must be cleared in advance with the Resident Life Office. Guests may stay overnight on a weekend with parental permission (from both the host and the guest) and permission from the host's roommate.
- Guests, while on campus, are subject to all Hun School rules and regulations, and guest behavior is also the responsibility of the host student.
- Alumni who graduated in good standing and are under the age of 21 may be hosted by a resident student but must follow all rules stated above.
- There will be a small fee for guests who stay more than two nights.
- Guests must provide appropriate paperwork before their stay.

### **Day Students in the Dorms**

Resident students are welcome to entertain Day students, as long as the guidelines below are followed:

- Day Students are not permitted in dorms after 7:30 p.m. Sunday through Thursday, and after 10:00 p.m. on Friday and Saturday unless granted specific permission from the Resident Life Office. Day students are welcome to engage in group study in the library during supervised study hall but otherwise are restricted to the Library and Media Center or Global Commons common spaces after 7:30 p.m. Sunday through Thursday and after 10:00 p.m. on Friday and Saturday.
- Day students are NOT permitted in the dorms Monday-Friday until 3:30 p.m.
- Each Day student must fill out a provided Google Form every time he or she visits the dorms
- Day students are only allowed in the dorm if accompanied by a resident student
- No more than 3 Day students can be guests in the dorms with a resident student at any time
- No more than 4 Day students can be guests in a double room at any time, and only if both resident students are present.
- If a resident student host leaves the dorms, her/his Day student guest(s) must leave

The consequences for violating the above policies include meeting with Director of Resident Life and/or Dean of Students, serving a Thursday morning detention, or a Friday evening detention. If the policy continues to be violated, the student(s) will meet with the Discipline Committee.

### **Transportation to Appointments and Off-Campus Activities**

Whenever a resident student requires a visit to a local medical professional, the Resident Life Office will make every effort to escort students throughout their entire visit. In some cases, if this is not possible the School will arrange a car service to transport the student. If the need arises for multiple medical visits (such as physical therapy), the student's parents or guardians will be responsible for arranging transportation. The resident life staff cannot be responsible for providing ongoing transportation to regularly scheduled activities that take place off-campus. The student's parents or guardians will be responsible for arranging transportation.

## **Health Insurance**

Out of concern for the health and welfare of our resident students, The Hun School of Princeton has established a policy that requires all resident students to be covered by a health insurance or a blanket accident and sickness insurance plan. The cost of medical services in the United States is high, and often, students arrive on campus without insurance or without coverage that is acceptable to local hospitals, clinics, or other practitioners.

To help our international families meet this responsibility, The Hun School of Princeton has contracted with a U.S. based health insurance carrier to provide an international student blanket Accident and Sickness Insurance Program administered by GeoBlue.

The cost of this coverage is about \$1,600 per year; the coverage begins August 15, 2021 and expires August 14, 2022. To facilitate the enrollment process, the School will include the annual premium charge on the student's initial statement. If you are an international family, but have a U.S. based health insurance carrier, please contact the School's Business Office or Health Office to provide the required insurance information and verify if your coverage can be used to provide local care. The School reserves the right to require international students to enroll in the School-sponsored plan, at the cost of the family, if personal insurance will not provide sufficient coverage.

Because of provisions within the Patient Protection and Affordable Care Act, domestic resident students who are U.S. citizens are not permitted to be covered under the School plan. Domestic resident families should contact their personal health insurance carrier and provide a list of doctors, hospitals and other practitioners in the local Princeton, NJ (08540) area so we can provide adequate care for your student. The School will also need a copy of the front and back of your insurance card, and the date of birth of the primary insurance holder.

Parents are responsible for all medical bills, whether from illness, injury in athletics, or any other cause. If a resident student needs to be hospitalized for any reason it is expected that a parent or guardian will travel to the hospital to care for and support the student as soon as practicable.

## **Resident Students and Automobiles**

Resident Students are allowed to ride in cars driven by Hun School students and other licensed drivers, only as designated by a parental waiver that is kept on file in the Resident Life Office. Resident Students may only ride in cars driven by Hun School students or other designated drivers (taxis and Uber) when going home for the weekend or when going to town, and only when the student has properly signed out with an on-duty member of the resident faculty. If a resident student is a passenger in a car without properly notifying an on-duty member of the resident faculty prior to getting into the car, that resident student will be considered to have left campus without permission. Leaving campus without permission is a serious violation of School policy and has serious consequences, up to and including a Discipline Committee meeting.

### **Resident Student On Campus Parking of Personal Cars**

Resident students may not have cars on campus. A car waiver may be requested for special circumstances, such as ongoing medical appointments or off-campus activities. The waiver will be brought to a committee that will consider and decide upon the waiver request. No waivers will be approved unless the student is a senior or has had their drivers license for at least 6 months. Parents may request a car waiver from Jonathan Stone, Director of Resident Life, at [jonstone@hunschool.org](mailto:jonstone@hunschool.org). No car should be brought to campus until the waiver has been approved. If the waiver is approved, the student will need to register the car with the Resident Life Office. The student will be given a numbered parking spot where the car is to be parked when not in use. Keys will be held by the Resident Life Office.

### **Consequences for Violating Driving and Parking Policies**

- If a resident student is a passenger in a car, without properly notifying an on-duty member of the resident faculty prior to getting into the car, that resident student will be considered to have left campus without permission. Leaving campus without permission is a serious violation of School policy and has serious consequences, up to and including a Discipline Committee meeting.
- Students who have received the car waiver may only drive their car to and from the scheduled appointment and home. They may not drive their car for any other purpose, and they cannot drive another student in their car. The key will be turned in to the Resident Life Office after each use. Any student in violation of the guidelines will lose the privilege of having his or her car on campus and their parent or guardian will be responsible for finding alternative transportation.
- Please note - in this, as in all matters regarding checking out or leaving campus, leaving a note or a message on the cell phone of the dorm parent does not qualify as proper notification. For a student to properly notify an on-duty member of the resident faculty, or to receive permission from an on-duty member of the resident faculty, the student must communicate in person with that faculty member.

### **Resident Student Attendance and Academic Policies**

The attendance and academic policies set forth earlier in this handbook apply to all students. Additions related to resident students are described below.

#### **Weekday Procedures and Check-In**

- Weekday procedures are in effect Sunday 8:00 p.m. through Friday dinner sign in.
- Dinner is served each night from 5:45 – 6:45 p.m. Students must sign in at dinner unless they are on a School-sponsored trip or given permission from the Resident Life Office to not be present. Students who fail to sign in to dinner will face disciplinary consequences. Dinner dress is casual.
- Students must be in their dormitory by 10:30 p.m. after the evening break.
- In-room times and lights-out times will be determined by the dorm parent of each dorm and may vary throughout the year based on a student's grade level.

#### **Weekend Sign-out**

Weekend procedures are in effect on Friday and Saturday nights. A student will be granted permission to leave any weekend once all School commitments have been met. Examples of

various commitments include extracurricular activities, community service, and Friday night detention. The following procedure must be followed:

- Students must notify the Resident Life Office of weekend plans by filling out a weekend request form on Boardingware/Orah by Thursday at noon. Boardingware/Orah will generate an email to the parent or guardian to seek permission.
- If students are going to a destination other than home, both the student's parent or guardian and the host parent must call or approve on Boardingware/Orah to grant permission.

### **Leaving and Returning to Campus**

- When students are leaving campus, they must check out with the Resident Life Office (until 5:45 p.m. Monday-Friday) or a member of the duty crew on nights and weekends. Failure to get confirmation from the RLO or a duty crew member will result in disciplinary consequences.
- Students must sign in with the dorm parent upon return Sunday night, no later than 8:00 p.m. Parents or guardians must call the dorm parent early Sunday evening if students will be late for any reason.
- Students will not be permitted to depart campus for overnight stays after 9:00 p.m. unless proper permissions were previously granted or an extenuating circumstance is approved.

### **Room Rest**

Students who are sick and cannot attend School must see the School nurse to receive room rest permission. Students who receive full-day or partial-day room rest are required to remain in their rooms throughout the day when not in class. Students who receive room rest may not participate in athletic practices, games, or after-school activities and may leave their rooms only for meals and the use of the rest rooms. Room rest is for illness only. It is not used for studying, packing, video games, naps, etc. The student is mandated to relay his or her symptoms honestly, as many are not measurable, and the student is responsible for the information he or she gives. Students who abuse the room rest policy in order to avoid academic or extracurricular commitments are subject to disciplinary action. If there is a **pattern** of students missing certain classes, quizzes, or tests noted by the teachers, this will be addressed separately and parents will be contacted.

### **Weekend Check-In Times**

Every resident student must check in at the following times each weekend:

Brunch	10:00 a.m. – 12:00 p.m., Saturday and Sunday
Dinner	5:45 – 6:45 p.m., Friday
	5:15 – 6:00 p.m., Saturday and Sunday
Friday and Saturday	10:30 – 11:00 p.m. all grades check in with dorm parent
Evening Check In	11:30 p.m. all grades must be in dormitories

Sleep overs in other student rooms are allowed but must be cleared by dorm parent and all parties participating prior to the 11:00 p.m. check in.

### **Weekend Activities Sign-Up**

- Weekend Activity offerings might include trips to local sporting events, cultural and theatrical performances, movies, amusement parks, community service opportunities, outdoor activities, intramural sports, gatherings in faculty apartments, or other student suggested activities. Students are required to sign up for off-campus trips using Boardingware/Orah.
- If a student signs up for an activity or trip and decides not to attend, he or she should cancel the request on Boardingware/Orah. Repeated cancellations or failure to attend community service trips after signing up will result in disciplinary consequences. Students are reminded to be considerate of others in these situations.

### **Boundaries**

Students may walk in the neighborhood surrounding the School grounds by using on-campus student checkout on Boardingware/Orah during daylight hours only. This area is referred to as “the Hun loop” and it includes Russell, Hun, and Edgerstoune Roads. It does not include “Russell Estates.” Students may also access the nature trail by Stony Brook, which is located behind the athletic fields. Students will be oriented on the boundaries of these locations during the opening days of school. Not adhering to the boundaries set by the School will result in a loss of privilege or disciplinary action. Students are reminded to be good neighbors while walking in “the Hun loop.”

### **Town Permission**

After meeting all school commitments, students may sign out for town any day of the week, but they may not be gone from campus for more than four hours. They must sign out and in with the on-duty member of the Resident Life Office or the dorm parent prior to leaving campus. Students may walk to town during daylight hours, but must take a taxi once it is dark. Students must take care when walking down Edgerstoune Road, as there is no sidewalk and the road is curved. Failure to follow the proper procedures will result in loss of privileges.

### **Sign-Out and Check-In Locations**

Monday - Friday	8:00 a.m. - 5:45 p.m. Resident Life Office After 5:45 p.m. with your dorm parent
Saturday and Sunday	Prior to 10:00 a.m. with your dorm parent 10:00 a.m. - 12:00 p.m. in dining hall 12:00 p.m. - 5:15 p.m. in the Global Commons 5:15 p.m. - 6:00 p.m. in dining hall After 6:00 – 10:00 p.m. in the Global Commons

### **Off-Campus and Extended Trips**

Students may not travel beyond the greater-Princeton-area without special parent permission or an approved chaperone. This means that students may travel to the area malls by taxi /

Uber for instance (after signing out with the dorm parent), but may not travel to Trenton, Philadelphia, or New York without an adult chaperone. Students who want to take any trip beyond the greater-Princeton-area (defined as within a 15-minute drive from Princeton) without an adult chaperone from the School must fill out a request on Boardingware/Orah stating the logistics of their trip and have their parent or guardian provide permission through Boardingware/Orah, at least 24 hours in advance of the trip, to the Resident Life Office. The purpose of this rule is to ensure that students are safe and properly supervised during these kinds of trips. The director of resident life or the administrator on duty has the authority to prevent students from leaving campus for an extended trip. The resident life program offers chaperoned trips to New York and Philadelphia several times per year.

### **Resident Study Hall and Study Room Procedures**

Study hall is held for two hours each school night with an abbreviated study hall on Sunday evenings. The purpose of study hall is to provide an environment conducive to study for every member of the community. Disruptive behavior will not be tolerated. Please understand and follow these study hall procedures:

- All students must have the necessary materials for a productive study hall and be in their rooms ready for the start of study hall.
- Students must be in their rooms studying quietly with the door open. They may not sleep. Music is allowed, as long as it does not disturb any other member of the community. Headphones are required.
- Students are not permitted to talk on their phones during study hall. If a student chooses to use their phone for talking, the dorm parent will confiscate the phone until the following morning.
- Please note that if parents need to reach their resident student during study hall, which should be avoided, they are to call the dorm parent cell phone.
- Students who wish to leave their rooms, for any reason, must ask a proctor or dorm parent.
- Group study should take place in the library or the Global Commons for seniors.
- Students may sign out to use the library and media center through Boardingware/Orah.
- Some students will not be able to finish their homework in two hours and should plan their day accordingly.
- Quiet hours will be observed in the dorms between 7:45 p.m. - 6:00 a.m. Sunday through Friday. The dorms will remain quiet during exams in December, March, and May.
- In room times and lights out times will be determined by the dorm parent of each dorm and may vary throughout the year based on a student's grade level.

### **Structured Study Supervision**

Structured Study Supervision is held under the direct supervision of an on-duty faculty member in a specified study room. Any student warranting academic concerns or needing organizational help may be required to attend structured study for the duration assigned by the Resident Life Office or the Grade Level Deans and enforced by the relevant dorm

parent. Students who are required to attend structured study must request special permission to go to the library.

### **Residential Peer Tutoring**

There is a Residential Peer Tutoring program available to resident students Monday through Thursday from 7:45 p.m. to 9:00 p.m. Students can attend Peer Tutoring voluntarily or if recommended by a dorm parent, advisor, grade level dean, or the Residential Life Office.

### **Residential Discipline Code**

The rules of citizenship and discipline set forth earlier in this handbook apply to all students. Additions related to resident students are described below. The resident faculty is here to help students in any way possible to make their experience at The Hun School successful. By respecting the rights and feelings of others, students can contribute to a positive experience for everyone. In addition to following all major School rules, as a resident student there are additional expectations:

- Respect the structure and guidelines of study hall, quiet hours, and lights out.
- Follow specific dormitory and common area rules. Keep rooms locked in order to protect your belongings. Valuables such as money, passports, and plane tickets should be held in the School safe, located in the Business Office.
- Honor the no smoking / tobacco policy of campus.

### **Detention Level Violations for Resident Student Offenses**

In addition to the detention level violations listed earlier in the student handbook, the following offenses apply specifically to resident students. These offenses may result in either a loss of relevant privileges for a week, Friday evening detention, or Friday campus restriction. Repeated violations will result in a meeting with the Discipline Committee and parental notification or referral directly to the head of school. Attendance at Friday evening detention is mandatory and arrangements to defer must be made in advance with the Resident Life Office. Offenses include but are not limited to:

- Tardy to structured supervised study
- Disruption of supervised study, study group, or library
- Room inspection failure, disruption, or out of room after lights-out
- Inappropriate language or public displays of affection
- Failure to complete a sign in or out
- Riding in a car without permission from the Resident Life Office
- Returning late without notifying a dorm parent
- Missed meal check-in or late check-in after evening break
- Unexcused absence from a required activity
- Repeated violations may result in a meeting with the Discipline Committee and parental notification, or in such other consequences as deemed appropriate by the School.

### **Suspension Level Violations for Resident Student Offenses**

In addition to the suspension level violations listed earlier in the student handbook, the following offenses apply specifically to resident students. These offenses may result in in or



out of school suspension, loss of relevant privileges for a month, two Friday evening detentions, and parental notification with a student-parent meeting with the director of resident life. Repeated violations will result in a meeting with the Discipline Committee or referral directly to the head of school. Attendance at Friday evening detention is mandatory and arrangements to defer must be made in advance with the Resident Life Office. Offenses include but are not limited to:

- Providing false information on Boardingware/Orah or any official Resident Life document
- Disrespect to faculty, proctors, or staff
- Unauthorized departure of campus - leaving campus without permission or signing out
- Technology acceptable use violation
- Drug and Alcohol Policy violation - Tobacco use on campus and within the boundaries (smoking in dorm is a suspension level offense)
- Having a member of the opposite sex in your room or a dorm's public spaces when not a designated open dorm time
- Cooking in a dorm using unauthorized appliances
- Possession of a car on campus without an official waiver
- Possession of keys that are not one's own or distribution of keys to unauthorized students
- Using parent or guardian email to grant permission

### **Dismissal Level Violations for Resident Student Offenses**

In addition to the dismissal level violations listed earlier in the student handbook, the following offenses apply specifically to resident students. These offenses may result in a referral directly to the head of school or to the Discipline Committee and recommendations may include dismissal, suspension, probation and remediation, warning and no action. Offenses include but are not limited to:

- Abuse, hazing, or harassment of any other person
- Violation of sexual harassment policy
- Possession or use of any weapon, explosive, or other destructive device or dangerous material
- Abuse, vandalism, or theft of the property of the school or of any other person
- Violation of Drug and Alcohol Policy regarding drugs or alcohol
- Open flame in a school building (i.e. cigarette, candle, matches, lighter)
- Tampering with fire safety or security equipment
- Theft

### **Searches**

To ensure compliance with rules, and for the protection and safety of members of the residential community, resident faculty may conduct room searches or other searches of students' belongings. In those cases, the School has the right to search a student's possessions, not limited to room, car, locker, backpack, and personal belongings, and incoming mail and packages whenever the School deems it is appropriate. In addition, the

School may conduct a search of any student-assigned or student-owned computer, cell phone, or any other electronic equipment for any reason, including concerns about possible discipline infractions or about the safety or well-being of any member of the School community.

## **Appendix- The Hun School Student Government Constitution**

The Hun School Student Government Constitution governs student leadership and student activities at The Hun School of Princeton. All policies set forth in this document govern student elections and government processes but do not supersede other policies set forth in this Handbook nor are they binding on school administrators or faculty. The School reserves the right to limit or prevent individual student participation in Student Government if deemed necessary by School administrators for the wellbeing of the student or the School.

**Preamble-** We, the Students of The Hun School of Princeton, in order to secure for ourselves and our successors a larger freedom, participation, and responsibility in the Government of our School, do establish this Constitution.

### **Article I – The Student Congress**

The Hun School of Princeton administration chooses to encourage open communication amongst its community and as such has recognized the need for a student government. All student legislative powers shall be vested in the Student Congress. The function of this branch of the Student Government shall be to act as the main voice of all Hun Students in school policy and reform. The Student Congress shall be made up of two houses: the Student Senate and the Advisory House of Representatives.

#### **SECTION 1. THE STUDENT SENATE**

**1. Numbers** The Student Senate shall be composed of twenty-two members, elected by class. Five such members shall be proportioned to each upper school class with the student receiving the most votes in each class being designated Class Speaker. ~~One such member in each upper school class shall be a resident student.~~ (See Amendment 4) Two at-large Senators shall be proportioned to the middle school with the student receiving the most votes being the middle school speaker. For the purposes of this student constitution, Post Graduate students are considered members of the Senior class.

**2. Terms** Elected Senators shall serve a single term beginning on the day of their election and ending upon their graduation, resignation, expulsion, or the election of their successor.

**3. Legislative Power** The Senate shall be responsible for creating proposed legislative solutions to issues assigned it by the Executive Board, proposed by individual Senators, or suggested by the Advisory House of Representatives. Having been drafted, such a proposal becomes an official Bill presented to the Secretary of Student Government.

**A. Committee Mark-Up** All proposals submitted to the Secretary of Student Government shall be presented to the Advisory House of Representatives for comment and assigned to the appropriate Senate committee for debate and revision. Committees will either pass a bill by majority vote and send it to the full Senate for debate and approval or kill the bill and return it to the Senate Secretary. All bills involving the expenditure or collecting of Student Government funds must be referred to the standing Senate Budget Committee.

**B. Senate Debate and Vote** Once a Senate proposal has reached its final form, the Senate may debate and pass the bill with a simple majority vote or kill the bill, sending it back to committee. The Vice President of Student Government may choose to vote only if his / her vote would prove determinative.

**C. Signing or Veto** Once a Senate bill has passed the Senate, the Secretary of Student Government will deliver the bill to the President of Student Government for signing or veto. Should the President sign the bill, it is delivered to the Student Government Advisor for presentation to the Hun School of Princeton administration. Should the President veto the bill, it is returned to the Senate. Should the Senate vote to override the President's veto, a two-thirds majority vote of the Student Senate will be required to pass the bill on to the Student Government Advisor for consideration by the Administration.

**D. Presentation to Administration** If the Student Government President has signed a bill, the President, Vice President and Student Government Advisor shall be responsible for presenting the student argument to the administration and then presenting the recommendation to the full school community in whatever means is deemed proper by the administration. If a bill was vetoed, but that veto was overridden, the Vice President of Student Congress shall be responsible for making the argument in place of the Student Government President.

**4. Consent Power** The Student Senate shall approve by majority vote all appointments and appointment lists recommended by the President of the Student Senate including, but not limited to, the Student Government Secretary, Treasurer, and potential members of the Student Discipline and Honor Councils.

**5. Amending Power** Any Senator shall have the power to propose amendments to the Hun School of Princeton Student Government Constitution.

**6. Impeachment Power** At least two Senators shall be needed to begin the impeachment process.

## **SECTION 2. THE ADVISORY HOUSE OF REPRESENTATIVES**

**1. Numbers** ~~The Advisory House shall be composed of one representative elected by each advisory group.~~ (See Amendment 3)

**2. Terms** Elected Advisory Representatives shall serve a single term beginning on the day of their election and ending upon their graduation, resignation, expulsion, or election of their successor.

**3. Advising Power** Advisory House meets once per month or more frequently as requested by the Vice President of the Student Government. Their purpose is to provide the direct voice of the student body on questions posed to it by the Student Senate. Advisory Representative votes are not determinative but serve to offer direct student opinion in prioritizing Senate business or proposing ideas for Senate bill proposals.

**4. Chair of Advisory House of Representatives** The Vice President of Student Government calls, presides over, and sets the agenda of Advisory House of Representatives meetings.

## **Article II – The Student Executive Board**

### **SECTION 1. ORGANIZATION OF THE EXECUTIVE**

**1. Positions** The Executive Board shall be composed of nine members: a Speaker from each upper school class, the at-large Speaker of the middle school, the Student Government Secretary, the Student Government Treasurer, the Student Government Vice President, and the Student Government President.

**2. Terms** The Student Government President, Vice-President, Treasurer, and Secretary shall not officially serve until the last day of school of the year of their election and will continue to serve until the official last day of school of the next year.

### **SECTION 2. POWERS OF THE EXECUTIVE BOARD**

**1. Student Government President** The President shall call and lead all Executive Board and Student Senate meetings. He/she shall have the sole power to form and assign all Senators to committees created for bill consideration and debate. He/she has the power to appoint the Student Government Secretary and Student Government Treasurer for approval by the Student Senate as well as potential members of the Student Discipline and Honor Councils for selection by the Hun School Faculty. He/she has the power to call all-government meetings at any time it is deemed necessary. The President shall also lead all-school assemblies. He/she shall approve or veto all Senate bills presented to him/her by the Student Government Secretary but shall have no vote on the bills in the Student Senate proceedings. He/she shall meet with the Student Government Advisor and the Administration to present bills passed by the Senate. He/she shall make a State of the School speech to the entire school community at least once during his/her term.

**2. Student Government Vice President** The Vice President shall preside as the Chair of the Advisory House of Representatives, serving as the direct messenger between the Advisory House and the Student Senate. He/she may cast the determinative vote in the Student Senate should the vote outcome depend upon it but will otherwise not vote on bills before the Student Government. He/she shall lead Executive Board meetings in the event

that the President is unavailable. He/she shall assume all responsibilities of the President if the President resigns or is otherwise removed from office. He/she shall present all passed bills to the Administration with the President and the Student Government Advisor.

**3. Student Government Secretary** Upon the first official meeting of the elected Senate each term, the twenty-two senators shall first internally give majority consent to the Student Government Secretary-designate recommended by the Student Government President. If the approval vote is tied, the Vice President of Student Government shall cast the tie-breaking vote. Should a sitting Class Speaker or Class Senator be approved as Secretary, the student from that grade with the next most votes in the Senate election would assume the Class Speaker or Senate role. The Student Government Secretary shall be responsible for keeping records of all Senate minutes as well determining the assignments of all submitted bills to the appropriate Senate committee. He/she shall preside over Student Senate meetings in the absence of the Student Government President. The Secretary shall also maintain the clear and timely communication with the student body regarding Senate business. He/she may not vote on Senate bills.

**4. Student Government Treasurer** Upon the first official meeting of the elected Senate each term, the twenty-two senators shall second give majority consent to the Student Government Treasurer-designate recommended by the Student Government President. If the approval vote is tied, the Vice President of Student Government shall cast the tie-breaking vote. Should a sitting Class Speaker or Class Senator be approved as Treasurer, the student from that grade with the next most votes in the Senate election would assume the Class Speaker or Senate role. The Student Government Treasurer shall be responsible for keeping records of all budget items and expenditures, managing Student Government funds, and reporting spending and income records to the Senate at least monthly. He/she may not vote on Senate bills but presides over the Senate Budget Committee whose members are appointed from the Senate by the President.

**5. Class Speakers** The Speaker of each upper school class (the Senator who receives the most votes from each class) and the at-large Speaker of the middle school shall be responsible for leading all class meetings in conjunction with the Grade Level Deans or Class Advisors, gathering information on class-specific issues, and representing their class on the Executive Board. Class Speakers have the power to request a class meeting from the Grade Level Deans, Class Advisors or the Student Government Advisor. They will also retain all other powers of a regular Senator.

**6. Agenda-Setting** The Executive Board shall have the power to assign issues to the Senate or request information from the Advisory House.

**7. Special Assemblies** With administration approval, the Executive Board may call an all-school assembly for the purpose of discussing issues or conveying governmental information.

**8. Executive Oversight** If the resolution is approved by the school community, it is the responsibility of the Executive Board to see that the resolution is enacted and adhered to in as much as the administration deems it appropriate for a student group to do so.

## Article III- Student Discipline and Honor

1. **Purpose** In order to promote a culture of support based on honesty and integrity and in keeping with the Hun School of Princeton's pursuit of knowledge and honor, the Student Government is charged by the school administration to recommend student voice in resolving issues of dishonesty or disrespect of community standards by the student body. As such, six students are selected each fall to serve as student representatives on the Discipline Committee and Honor Council with three students chosen for student representation on each.
2. **Selection** The Discipline Committee, consisting of three students and two faculty members, and the Honor Council, consisting of three students and two faculty members, are selected in the fall of each school year. Student members are chosen from a list of nominees provided to the faculty by the Student Government President subsequent to their approval by the Student Government. From this list of nominees, the full faculty will vote to recommend the top three student representatives for each group to the school administration. Members of the Student Government are eligible for selection but Executive Board members are prohibited. The Head of the Upper School will keep the faculty vote results for the purposes of appointing alternate members should an opening occur in either Honor Council or Discipline Committee. The student with the next most faculty votes for each body will be identified as an alternate for training with the selected members.
3. **Eligibility** Only students who have been enrolled as members of the Upper School student body for two consecutive years are eligible for selection as a member of the Student Discipline Committee or Honor Council. Students found guilty of Honor Code or First or Second Tier Discipline Code violations shall be removed from their respective committee appointment. Students are required to recuse themselves from cases to which they are a party.
4. **Authority** The Discipline Committee and Honor Council serve an advisory role only. They may make recommendations to the school administration about appropriate disciplinary action but make no decision as to the disciplinary status of any student. All recommendations are reported in writing by the Assistant Head to the Head of the Upper School and to the Head of School.
5. **Term** Selected members shall serve a single term beginning on the day of their selection and ending upon their graduation, resignation, expulsion, or the selection of their successors.
6. **Training and Support** Student members of both the Discipline Committee and Honor Council will be trained in the school's disciplinary and honor policies and may at times be called upon to make presentations to their peers in order to educate them regarding said policies.
7. **Privacy** The deliberations of the Honor Council and Disciplinary Committee are confidential and all members shall be bound to keep all information reported and deliberated private at all times.
8. **Meetings** The Head of the Upper School or his/her administrative designee shall act as the chair of the Honor Council and the Disciplinary Committee. He/she will call and conduct all meetings of the Honor Council and the Disciplinary Committee but will not vote in the

recommendations issued by either group. In order for a quorum to exist in Honor Council or Discipline Committee deliberations, two students and one faculty member must be present.

## **Article IV – Election Process**

### **SECTION 1. EXECUTIVE ELECTIONS**

**1. Timing** Election for the President and Vice President shall occur during the final quarter in the spring of the school year prior to their term.

**2. Presidential / Vice Presidential Nominations** In the spring of a given year, candidates from the rising sophomore, junior, and senior classes shall nominate themselves for student body President to the Student Government Advisor by choosing a running mate, the Vice-Presidential Candidate, and submitting a platform indicating the agenda for their prospective administration no later than noon on the date chosen by the Student Government Advisor. The following week, the candidates shall have a five-day period to campaign. The students of the current senior and rising sophomore, junior and senior classes shall submit their one vote. The four tickets with the most votes shall proceed to the final debate. If there is a tie vote, the fifth person shall be included in the debate.

**3. The Presidential Debate** Prior to the debate, all students and faculty can submit questions to the Student Government Advisor. The Student Government Advisor has the power to write his/her own questions, and choose the questions that shall be asked during the debate. The Presidential debate shall be held in a full upper school assembly and be scheduled by the Student Government Advisor and the Head of the Upper School no more than three weeks after the submission deadline for presidential candidate platforms.

**4. Presidential Voting** After the debate, the students of the rising sophomore, junior and senior classes shall submit their one vote on a date determined by the Student Government Advisor and the Head of the Upper School, and the ticket (Presidential and Vice-Presidential combination) with the most votes shall be elected President and Vice President. In a tie vote, a run-off vote will be held for the tied candidates.

### **SECTION 2. SENATE ELECTIONS**

**1. Timing** All Senate elections shall be held within the first four weeks of the start of school during the school year of the Senators' terms.

**2. Senate Nominations** Students wishing to place their names in nomination to serve as a Senator for their grade level are required to complete the Statement of Intent form provided them by the Student Government Advisor.

**3. Senate Speeches** Nominees from each upper school class and the at-large nominees from the middle school each shall deliver a 2-3-minute oral speech to their class during class-meetings over a two-day period as scheduled by the Student Government Advisor.

**4. Senate Voting** After all oral speeches are completed, students in all grades shall submit their three votes, and the five nominees from each upper school class with the most votes shall become Senators. The student with the most votes in each upper school class will be Class Speaker. The resident student with the most votes in each upper school class is guaranteed selection. The top two students receiving votes from the entire Middle School will be considered at-large senators from the Middle School with the top candidate being named Speaker of the Middle School. Should there be a tie at any position, candidates will participate in a special run-off election to choose the winners.

### **SECTION 3. ADVISORY HOUSE OF REPRESENTATIVES ELECTIONS**

The week following the election of the Senate, ~~each upper school advisory group shall choose one member of their advisory by secret ballot to represent them in Advisory House of Representatives.~~ (See Amendment 3) Members of the Student Senate or Student Government Executive Board are prohibited from serving in the Advisory House.

## **Article V – Qualifications and Impeachment**

### **SECTION 1. TIME COMMITMENTS**

Student Senators shall commit time equaling no less than one hour for each week unless otherwise sanctioned by the President and / or Student Government Advisor.

### **SECTION 2. QUALIFICATIONS AND REMOVAL**

**1. Requirements** Members of Student Government must fit all requirements in order to run for, or maintain office. Students on disciplinary or academic probation or those who have committed Honor Code offenses will be deemed ineligible to serve in the Student Government.

**2. Time-Commitment Dismissal** Should members of the Student Government have two unexcused absences from government meetings in a marking period, they will be removed from office and then replaced by the candidate from their class who received the next highest number of votes for that position. The Student Government Advisor shall determine excused and unexcused absences in conjunction with the President of Student Government.

### **SECTION 3. GENERAL IMPEACHMENT**

**1. Purpose** The impeachment process is necessary for those situations in which an elected Student Government member fails to perform their duties adequately, or engages in conduct unbecoming of their position.

**2. Impeachment Beginning** The impeachment process may be begun by any two members of the Senate.

**3. Student Backing** A writ of impeachment containing at least ten student signatures must then be submitted to the President of the Student Government.



**4. Government Vote** Such a writ having been submitted, the entire government meets together and votes on impeachment. With a two-thirds vote, the member in question is removed from office and replaced at the discretion of the Student Government Advisor under the guidelines set forth in this document.

**5. Replacement** Students removed from office as a result of impeachment are replaced by the Student Government Advisor using election results from the most recent election. Senators are replaced by the student who received the next most votes in the previous election cycle. Advisory House members are replaced by special election in advisory. The President of Student Government is replaced by the Vice President of Student Government. The Vice President is replaced by the appointment of the President of Student Government upon the advice and consent of the Student Senate. The Student Government Secretary and Treasurer are replaced by special election in the Student Senate. Class Speakers are replaced by the Student Government Advisor based upon the most recent election results.

## Article VI – Amendments

**1. Amendment Submission** Any amendment made to this Constitution must be presented by a Senator to the President of the Student Government.

**2. Government Vote** Once presented, the President will call for a meeting of the full Student Senate and Advisory House of Representatives where the amendment will be presented, discussed, and voted upon. In order to pass, it must be supported by three-fourths of the entire Student Senate and Advisory House, respectively.

**3. Student Approval** At such time as an amendment has been approved by the Student Government, a simple yes-or-no ballot will be printed and the entire student body may vote on the issue. If at least three-fourths of the students voting vote yes, the Constitution will be changed as proposed assuming the change is approved by the administration.

## Article VII – Transition

**1. Terms** The terms of this article shall hold force during the transition and shall become null upon the assumption of office of the first regularly-elected President of the Student Government.

**2. Name** The Student Council shall transition to the new Hun School of Princeton Student Government under the terms of this article on a date set by the Advisor to the Student Council but no later than two weeks following the special Senate election outlined in clause 6 of this article.

**3. President-General to President** The current President-General of the Student Council shall become the first President of the Student Government.

**4. Vice-President-General to Vice-President** The current Vice President-General of the Student Council shall become the first Vice President of the Student Government.

**5. Secretary and Treasurer** The current President-General shall appoint a Secretary and a Treasurer, each drawn from the existing Student Council and subject to majority approval of the same (excluding the nominees).

**6. Class Presidents to Class Speakers** Unless he/she has been appointed to the Executive Board, the current President of each Class shall become a Senator and Speaker for that Class.

**7. Class Vice Presidents to Senators** Unless he/she has been appointed to the Executive Board, the current Vice President of each Class shall become a Senator. In the event that the current President cannot serve as Speaker, the Vice President shall serve as Speaker for that Class.

**8. Transition Elections** A special Senate election shall be held within two weeks of ratification of this Constitution, to fill such Senate seats as have not been filled by earlier clauses of this article. For each upper school class, positions shall be filled by the candidates who have received the greatest number of votes, in order, until all positions for that class have been filled. If, for any upper school class, there are no boarding students among the Senators determined as winners, then the Senate candidate who is both a boarder and receives the greatest number of votes shall be named to the final Senate seat for that class.

**9. Class Speaker Transition Provision** If both the President and Vice President of a given upper school class have been appointed to the Executive Board, then the Senator-elect of that class receiving the most votes shall be the Speaker for that Class.

**10. Advisory House of Representatives Transition Election** Within two weeks of the special Senate election, each advisory group shall name its representative and communicate that information to the Secretary.

## **Article VIII – Ratification**

Two-thirds of the students attending the Hun School of Princeton in the 2010-2011 school year voting in the Constitutional Ratification Election must approve this Constitution in order for it to be enacted.

### **Amendments-**

**Amendment 1- passed by student referendum spring 2014**

**The Hun School Honor Code (see page 30)**

**Amendment 2- passed by student referendum spring 2015**

**Creating Additional Representation and Efficiency (C.A.R.E.)  
Amendment**

Article I, Section 2, Clause 5. **Additional Representation in Senate Meetings:** The Vice President selects two Advisory Representatives, one upperclassman and one lowerclassman, to attend Senate meetings with him. These Two Advisory Representatives will bring ideas from the student body through Student Advisory Meetings, discuss them with Senators, and transfer the information from these Senate Meetings to the other Advisory Representatives in Advisory Representative Meetings and to the Student Body in Student Advisory Meetings. The Two Advisory Representative may not vote on Senate Bills, only discuss bills and ideas with the Senators.

**Amendment 3- House of Representatives Amendment-  
passed by student referendum spring 2016**

The Advisory House of Representatives shall be composed of one representative from each paired advisory group, composed of two advisories of the same grade level.

**Amendment 4- Proctor Representative Amendment-  
passed by student referendum spring 2016**

Resident life proctors will elect a single proctor at the beginning of the school year to be the representative for the entire resident community in the Senate. This Proctor will bring ideas to better the living experience for the residents on campus. This representative will act as an official Senator, attending all of the meetings, writing bills as well as voting on them.





*Seek Knowledge and Honor*

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