



PINGRY

EXCELLENCE & HONOR

**Student Handbook  
2017-2018**

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## *The Honor Code*

Pingry believes that students should understand and live by standards of honorable behavior, which are essentially a matter of attitude and spirit rather than a system of rules and regulations. Decent, self-respecting behavior must be based on personal integrity and genuine concern for others and on the ethical principles, which are the basis of civilized society.

The members of the Pingry community should conduct themselves in a trustworthy manner that will further the best interests of the school, their class, and any teams or clubs to which they belong. They should act as responsible members of the community, working for the common good rather than solely for personal advantage. They should honor the rights of others, conducting themselves at all times in a moral and decent manner while at Pingry and throughout their lives as citizens of and contributors to the larger community of the world.

*Created by Pingry Students, 1926*

*Adopted by Pingry Faculty, 1949*

*Revised, 1988*

## ABSENCES AND ATTENDANCE

### Hours

Short Hills Campus students may arrive at school after 7:50 a.m. and are expected to be in class no later than 8:15 a.m. Before-school care is available from 7:30 to 7:50 a.m. on a fee basis. Students are dismissed at 3:15 p.m. Children who are transported by car will be dismissed at the front entrance of the building. Children not picked up by 3:30 p.m. will report to the main office and remain there under supervision. If the children are not picked up by 3:50 p.m., they will be sent to the After Care program and parents will be billed accordingly.

Basking Ridge Campus students are expected to be in class by 8:05 a.m. and are dismissed at 3:30 p.m. Middle School students who are not participating in a supervised activity on campus after 4:00 p.m. must sign in/out with the Homework Club proctor.

All Lower and Middle School students who are on the Basking Ridge Campus after 4:00 p.m., including those scheduled for late buses or late pick up, must sign in with the Homework Club proctor. A parent or authorized designee must sign the child out with the Homework Club proctor. Students who are not picked up by 5:30 p.m. will be brought to the main entrance of the Upper School, where they will remain with Campus Security until signed out by a parent or authorized designee.

### Attendance Policy

A good attendance record greatly enhances a student's opportunities for success. A parent conference will ordinarily be required when a student's attendance becomes a concern. Under circumstances in which absences are for other than health-related reasons, course credit may be denied.

A student on the Basking Ridge Campus who is late for a class by 20 minutes or more will be counted as absent for that class. A class is canceled only if notification has been given by an appropriate faculty member; word-of-mouth by students is not acceptable.

Students are expected to be in attendance at all regular school activities, including athletics, rehearsals, and conference periods, unless illness or some equally urgent reason requires absences. If a student is excused from classes for medical reasons, the student may not participate in after-school activities that day without the permission of the Division Director in consultation with the Nursing or Athletics Training Staff.

#### Absences—Short Hills Campus

If a student will be absent due to illness or an unforeseen emergency, please email the homeroom teacher or call the Lower School Office at 973-379-4550. We request that you call by 10:00 a.m., so we have sufficient time to have homework ready for you at the close of the school day. A doctor's note is required after an absence longer than three days. A parent conference may be required when a student has been absent ten or more days.

#### Absences—Basking Ridge Campus

If the absence is due to illness or unforeseen emergency, please call either the Middle School Office at 908-647-5555, ext. 1216, or the Upper School Office at 908-647-5555, ext. 1338, by 8:05 a.m.

A doctor's note is required after an absence longer than three days, and a family conference may be required when a student has been absent 10 or more days. Course credit may be denied, *after 15 class meetings for full-year courses and after 8 class meetings for semester-long courses. However, each case will be evaluated individually, especially when absences are due to illness, to determine if credit will be denied.* In unusual circumstances, students may be approved to attend school for partial days while under a doctor's care. If a student attends school for partial days for medical reasons, these days may be counted as absences.

#### Planned Absences/Arrival to School—Both Campuses

Pingry strongly discourages students from missing school or classes. Absenteeism makes learning more difficult for the student, disrupts the continuity of the class setting, and creates a burden for many teachers. However, if a student has a planned appointment (driving test, medical, etc.) or a personal reason (family event, traveling conflict, unique opportunity, etc.), Pingry may be flexible as long as the following requirements are met:

Approval for a planned absence must be obtained from the appropriate division office prior to the absence. Failure to complete a Planned Absence Form will result in an unexcused absence or tardy. If an absence is expected to last more than one day, the student is required to complete a plan of study. This is a contract with the student's teachers outlining the work that will be missed and a plan to make up that work. If a student does not follow absence procedures, the student may not be given the opportunity to make up missed class work or assessments.

#### Late Arrival—Short Hills Campus

If students are late to school, they must report to the main office to sign in for the day. *It is extremely important that Lower School students be in their homerooms by 8:15 a.m. each morning.*

#### Late Arrival—Basking Ridge Campus

Students are considered late for school if they arrive on campus after 8:10 a.m. Lateness is only considered excused when a written request for a late arrival has been approved in advance. Four late arrivals in one semester will result in a detention. Every late arrival after the initial four will

also result in a detention.

If Upper School students are late to school, they must report to the Upper School Office to sign in for the day. If a student arrives to school after the second period of the day without completing a Planned Absence form (see below) in advance, the student may be counted as absent. The student must see his/her teachers from the classes that were missed. If an assessment was missed he/she must arrange to complete the assessment before leaving campus that day and may not participate in co-curricular activities until such arrangements are made.

Late Middle School students must report to the Middle School Office to sign in for the day. If students come late and miss a test, they must make up the test before leaving school that day unless their teacher excuses them. Failure to do so may result in an F on the test.

Students who arrive to school after 8:45 a.m. or who miss a class during the day without completing a planned absence form may not take part in interscholastic games, practices or in any extracurricular activities that day. Students who arrive late to school due to urgent unforeseen medical reasons and who present a doctor's note to the appropriate Dean may be approved to participate in extra-curricular activities. *Participation in after-school activities is contingent upon the successful completion of all academic responsibilities scheduled for that day.*

#### Early Departure—Both Campuses

If it is necessary on occasion for a student to leave earlier than the stated dismissal time, notification must be given to the homeroom teacher or to the appropriate division office before 8:15 a.m. Students must be signed out at the office by a parent or authorized designee when the student is leaving school at other than regular times. The office may require the person picking up the student to present photo identification. All early dismissals must be requested using the planned absence form or be approved by the Division Director. Students who leave campus without signing out will be issued a detention.

#### Extended Absences—Both Campuses

The generous times allotted for vacations are clearly defined on the All-School Calendar. Special requests for extended absences at the beginning or end of vacation should not be made, because of the unusual burden that is imposed on both the student and the School. When an instance arises which makes such a request unavoidable, a letter or email explaining the situation must be sent to the appropriate Division Director, who will grant or deny the request depending upon the specific circumstances.

Extended absences for non-Pingry athletics trips, college visits, or other personal reasons also require a written request. *Please note: If a teacher has already scheduled an assessment for the day(s) a student plans to be absent, the student may be required to take the assessment prior to the student's departure.*

### College Visitation and Attendance

Juniors and seniors are strongly encouraged to make college visits during vacation time and not during the school year. Permission for juniors and seniors to be absent for college visits must be cleared well in advance. The student must obtain a Planned Absence Form in the Upper School Office and request that his or her teachers, coach, advisor, and Division Director approve the absence. Excessive absences can have an adverse effect on a course grade.

### Senior Privileges

Senior off-campus and late arrival privileges may be granted during the first semester to all seniors who are in good academic and disciplinary standing. The privileges require written permission from parents, the Form VI Advisor, and the Division Director.

Seniors who do not have an assigned class or other school commitment may be permitted to arrive at 9:15 am. In order to not be counted as absent or tardy, and be permitted to participate in a co-curricular activity, students must email the school Registrar no later than 7:00 am and must arrive no later than 9:15 am. Upon arrival to school, students must report directly to the school Registrar.

Seniors may also be permitted to go off-campus during the school day when no School commitments exist. When doing so, seniors must sign in and sign out at the front desk.

### School Closings and Delayed Openings—Both Campuses

In the event of a weather emergency that closes or delays the opening of both campuses, the SchoolMessenger emergency notification system will be activated and the announcement will be posted on the Pingry web site at [www.pingry.org](http://www.pingry.org). The announcement will also be recorded on the campus phones (Basking Ridge, 908-647-5555; Short Hills, 973-379-4550). If a delayed opening is announced, Lower School students should be in their homerooms by 10:15 a.m. and Middle and Upper School students should be in their classrooms by 10:15 a.m. A special delayed opening class schedule will be used at both campuses for the day.

### Early Closing or Early Dismissal—Both Campuses

Short Hills Campus - In the event of inclement weather during the school day, the Lower School will make every effort to remain open until 3:15 p.m. However, parents, or their authorized designees, may pick up their children at any time if the weather is a concern. In the event that a student cannot be picked up during a weather emergency, s/he may remain with a staff member until s/he has transportation home. Parents should call the Lower School Office to inform the School of their plans.

Basking Ridge Campus - At times, due to inclement weather or other school emergencies, the Basking Ridge Campus will announce an early dismissal. Pingry will contact bus companies to coordinate arrangements for an early pick-up. Students may be picked up by parents or authorized designees at the early dismissal time. Students who drive to campus will also be allowed to leave at that time. In the event that a student cannot be picked up by the early dismissal time, they may

remain on campus with Campus Security until they have transportation home.

### Emergency Contact Information

The School assumes students will be under the supervision of a parent or authorized designee throughout the school year. If parents leave their child under the supervision of another adult for more than 24 hours, they must provide that caregiver’s emergency contact information to their child’s advisor, the school nurse, and the appropriate division office.

## ACADEMIC REPORTING AND OTHER POLICIES

### Academic Reporting—Short Hills Campus

#### Report Cards

Formal report cards are issued at the end of each of the three trimesters. Two parent/teacher conferences are held—one in the first trimester and one in the second trimester.

#### Additional Reporting

Teachers may contact parents or guardians at any time during a trimester to inform them of the caliber of work being done by the student at that time. We encourage parental conferences on the basis of these communications. In an effort to encourage our teachers’ full-time and undivided attention to all aspects of each student’s school life, we ask that parents do not have unscheduled or informal conferences with teachers. We will hold conferences at a mutually convenient time whenever parents or the School feels discussion is necessary.

#### Grading System

A teacher has the prerogative of grading papers, quizzes, and tests in whatever way seems suitable, but marking period grades are reported in terms of the system of marks below beginning in Trimester 2 of Grade 4 and in all three trimesters of Grade 5.

A+ = 97 or above	$93.0 \leq A < 97.0$	$90.0 \leq A- < 93.0$
$87.0 \leq B+ < 90.0$	$83.0 \leq B < 87.0$	$80.0 \leq B- < 83.0$
$77.0 \leq C+ < 80.0$	$73.0 \leq C < 77.0$	$70.0 \leq C- < 73.0$
$67.0 \leq D+ < 70.0$	$63.0 \leq D < 67.0$	$60.0 \leq D- < 63.0$
F = < 60.0		

### Academic Reporting—Basking Ridge Campus

#### Grade Reporting - Middle School

Report cards are issued at the end of each trimester. A parent-teacher conference is held after the end of the first trimester. Parents may request an additional conference after the close of the second trimester or as needed. Grades and narrative comments are sent home at the end of Trimesters 1 and 2. Grades and an Advisor’s comment are sent home at the end of Trimester 3.

### Progress Memos – Middle School

These reports are used to comment on homework preparation, quiz or test achievement, conference period attendance, classroom conduct, and effort. Progress Memos are sent home and to the advisor by the Middle School Office when indicated as necessary by the subject teacher. A Progress Memo may share good news about a particular achievement in class, or they could report a behavioral problem or a drop in performance. In all cases, they are a means for the School to keep families informed about their student's performance at school.

### Progress Reports – Upper School

Narrative reports written by each academic teacher are sent home midway through each trimester or semester. These interim reports contain indications of the grade currently being achieved by the student and, where applicable, suggestions of how the student can improve his or her level of work. Semester reports contain the final grades and effort grades for the marking period in each course. When needed, progress reports indicating work at the C- level or below will be mailed at the mid-point of each semester interim.

### Alert Memos – Upper School

Alert memos are used to comment on a student's progress in each course and can cover homework preparation, achievement on a graded assessment, conference period attendance, and classroom behavior. Alert memos will be sent to the home, the advisor, and the Form Advisor by the division office.

### Academic Honor Roll – Middle School and Upper School

This recognition is given to students in Grade 6 and in Forms I-VI who achieve an academic average of B+ (unrounded and using the scale above) or better and have no academic grade below C-.

### Effort Grades – Middle School and Upper School

A student's effort in class is categorized from 1 to 5, with "1" being the highest mark. An effort grade of "1" indicates a student has exceeded the teacher's expectations for the course, whereas a "5" indicates a student has met few expectations for the course.

### Final Exam Exemption – Middle School

Middle School students who demonstrate mastery of a core subject are permitted to petition for an exemption from one final examination under the following criteria in a course:

- The student has a final trimester grade of "A" or better in each trimester of the course (*Note: this is not an average*)
- The student does not have an effort grade of 4 or 5 in any trimester of the course
- The student may NOT petition for an exemption in Math if the student is attempting to advance a level in the course. The student must take that final exam.

- A student exempt from an exam must still participate in the exam review and complete all assigned review material. Failure to do so will nullify the exemption, and the student will need to take the exam.
- A petition for exemption from a final exam must have the signed approval of the course teacher, the student's advisor, the student's parent, and the Division Director.

### Academic Status — Middle School

There are three levels of academic concern in the Middle School: Notice, Warning, and Probation. Generally, a student goes on Notice if the student earns a combination of C- or below in two or more core academic subjects or if the student receives an F or D-range grade. If the student continues to perform below expectations, the student may move to the “Warning” level of concern. Academic Probation is the most serious level of concern. In most cases, students on Academic Probation will have enrollment contracts withheld for the upcoming school year. However, enrollment contracts may be withheld at any level of academic concern.

### Academic Status — Upper School

Students who earn an F or D-range grade in one or more courses at the end of a semester may be placed on Academic Probation status. Students who earn more than one semester grade of C- or below or who have received low effort grades may be placed on Academic Warning status. Students on Academic Probation or Academic Warning status may be required to follow a structured school day as defined by the Academic Dean. The imposed structure may include mandatory meetings with the student’s advisor, teachers, or participation in a proctored study hall during Conference Period. In most cases, students on Academic Probation will have enrollment contracts withheld for the upcoming school year. However, enrollment contracts may be withheld at any level of academic concern.

### Conference Period Study Hall - Upper School

Conference Period Study Hall is a supervised, quiet, distraction-free study and testing environment. Upper School students placed on Academic Warning or Probation status will be assigned to Conference Period Study Hall for a minimum of one academic quarter. Students who have late or incomplete work may be assigned to Conference Period Study Hall until assignments are satisfactorily completed. Students assigned to the Conference Period Study Hall will be required to report to the study hall room from 2:40-3:25 p.m. on Monday through Thursday. Students assigned to Conference Period Study Hall are not required to report to study hall during the time they have an academic, music, or athletic commitment. The Academic Dean must approve these absences in advance and students must return to study hall once the commitment has been fulfilled.

### Credit Policy

In any year-long course for which a final academic record contains two Fs, credit for that course remains in jeopardy despite a possible passing average. In such a situation, a committee composed of the teacher of the course, the advisor, the department head, and the Division Director will review whether credit has been earned in that course. At the end of the year, all D averages will be reviewed by the department, which may recommend that the student attend summer school or that the student repeat the course.

### Lateness Policy for Major Assignments

Any major assignment will lose one-third of a letter grade per calendar day that the assignment is overdue. After three days, the status of the assignment will be communicated to the parents and

advisor and a conference with the Academic Dean may be required. Once the late assignment is received, the teacher will grade the assignment as if it were submitted on time and then apply the late penalty. The following Incomplete Policy is applied to any major assignment that is 14 days late.

#### Incomplete Policy

Students whose work is incomplete without a medical excuse on the day the marking period ends may be required to attend Conference Period Study Hall or remain after school until the work is completed. A student may be restricted from participating in any extracurricular activities until all incompletes are made up. Any coursework not made up within one week of the end of the marking period will result in a grade of F for that assignment. All coursework must be made up to the teacher's satisfaction, or the student will receive an F for the marking period.

#### Three Major Assessments Policy

If a student has three major assessments on the same day, the student may request a one day extension from the teacher who was last to schedule an assessment. The student should speak with the teacher upon notice of the third assessment or at least two school days in advance of the assessment. While it is impossible to make a complete list of major assessments, relevant examples would be lab reports, papers, and unit tests. Short quizzes are not considered major assessments.

#### Make-up Assessment Guidelines

Occasionally, students may be unable to sit for an assessment during the scheduled class time due to extended time accommodation, illness, or schedule conflicts. With their teacher's approval, students may arrange an alternate time/day to sit for the assessment. This policy provides guidelines for scheduling make-up assessments and ensuring compliance with Extended Time Accommodations.

#### Rescheduling Missed Assessments

To ensure the integrity of the evaluation, missed assessments must be made up promptly. Unless there is a medical excuse or approval by the Academic Dean or division office, they should be rescheduled within a 24-hour period. If multiple assessments are missed due to an absence, the assessments may be made up within a 48-hour period or on a schedule agreed upon between the teacher and student in consultation with the appropriate Dean.

#### Missed Appointments

If a student fails to keep a scheduled appointment to make up an assessment without notifying their teacher in advance, in writing, the student will be considered a "no show." The "Lateness Policy for Major Assignments" may apply to assessments that are not taken at their scheduled time.

#### In-School Extended Time Assessment Policy

Ideally, students with 50% Extended Time should take their assessments in one sitting. However, on occasion, it may be necessary to divide the assessment into two parts, with the student taking part of the assessment in class and the balance at another time. The teacher and the student should establish a mutually-convenient time for the student to take the remainder of the assessment, preferably on the same day. However, on occasion, a student

may have two tests on one day, and therefore the teacher may need to extend this testing accommodation over a 48-hour period. If the student is unable to schedule the accommodation to fit within the 48-hour window, the student must notify the appropriate teacher and/or Director of Academic Support Services in writing. The teacher and Director of Academic Support Services will work with the student to develop an alternative testing timeline.

#### Learning Profiled Students

The Pingry School does not have a Special Education Program. However, the School may accommodate a student with a learning profile provided that a thorough and current evaluation is submitted to the School by a highly-trained and qualified professional. The requested accommodation must not compromise the integrity of the stated college preparatory mission nor place unrealistic expectations on the faculty or the School. Parents and/or students seeking accommodations must contact the Director of Academic Support Services and comply with the set-forth protocol for The Pingry School. All evaluation documents are kept in a confidential file in the Office of Academic Support Services. Annually, parents must give written consent for the faculty to be informed of the students' learning profiles and accommodations. Typically, the faculty informings take place during opening school meetings. Follow-up conversations and clarification take place on an as needed basis with the Director of Academic Support services. Annually, the faculty will complete a Teacher Observation Form on each student receiving accommodations in order to evaluate the effectiveness of the accommodations to the student. Changes may arise from this information during the following marking period. The following accommodations are typically granted with a three-year current evaluation by a certified professional:

1. 50% Extended Time on all or some in-school tests and quizzes.
2. Application for 50% Extended Time on ERB, College Board, and ACT standardized tests.
3. Use of a computer for essay writing and/or in-class note taking.
4. Separate test-taking environment.

#### Policy on Dropping Courses—Upper School Only

Students may drop a year-long course without prejudice before the end of the first reporting period (approximately three cycles into the semester). After that time, a student may not withdraw except for reasons of health or for other exceptional circumstances. Such exemptions will be given only by the Headmaster after consultation with the Division Director. In those cases in which a student has withdrawn, the fact will be noted on the student's transcript.

#### Access to Educational Records

In accordance with applicable New Jersey law, all parents/legal guardians of a student enrolled at the Pingry School are entitled to receive communications relating to the student's educational progress and accomplishments, which include without limitation: grades, progress reports, awards, college admission applications and decisions, etc. In keeping with the School's policy of not becoming involved in disputes or litigation between parents, the School will only consider modifications to this policy in response to an appropriate court order. Students may not restrict the ability of a parent / legal guardian to receive such communications unless they do not qualify as an "unemancipated child" under the laws of the state of New Jersey. Typically, this would require the

student to neither be living with, not financially dependent upon a parent / legal guardian.

### Reporting Disciplinary Information to Colleges and Universities

As an Honor Code school, Pingry believes that students should answer honestly all college application questions concerning disciplinary matters. However, Pingry also recognizes that students make mistakes and often mature as a result. The College Counseling Office is available to help coordinate individual responses to colleges. In addition, The Pingry School recognizes its responsibility to report to any college or university violations of the Honor Code or of other School rules which result in suspension, disciplinary probation, or dismissal from School. Pingry will also report any significant changes in a candidate's status or qualifications that take place between the time of recommendation and graduation.

### Transcripts

The official transcript is a certified statement of a student's academic record at Pingry. It bears the signature of the Division Director or Headmaster. Official transcripts are sent directly from the division offices to such institutions as the student and his or her parents may designate. Students are cautioned that most institutions will accept only official transcripts that come directly from the issuing school. Please be advised that Pingry cannot issue transcripts for students whose accounts are not in good financial standing.

### AP Exam Policies and Special Exam Policies

All students who take an Advanced Placement course are **REQUIRED** to sit for that course's AP Exam in May in order to receive the AP designation on their transcripts.

If a student does not take the AP Exam, (1) the AP designation may be removed from the student's transcript and replaced with an Honors designation, (2) the student will take a Pingry exam or complete a project or paper (which will be incorporated into the student's final grade), and (3) colleges that have received a transcript will be sent an amended transcript.

Any student with a first-semester grade of B or better is expected to earn a passing grade (a 3 or above) on the AP Exam. If a student with a first-semester grade of B or better earns a "1" on the AP Exam, we reserve the right to remove the AP designation from the student's transcript and replace it with an Honors designation, and colleges will be sent an amended transcript.

Advanced Placement (AP) examinations are ordered by students in January each year. Information about AP exams and ordering is included in Big Blue Bulletin e-newsletters throughout the winter/spring months. Students have the opportunity to make changes to the exam order through the first week of March. After this deadline, exam orders may not be changed and the student account will be billed for each exam ordered. Student should see the AP Coordinator with any questions about an AP exam order.

Any student who wishes to sit for an AP Exam in a course that is not given at the School may be asked to pay additional fees associated with the administration of the exam.

In situations where Pingry makes special proctoring arrangements for students taking exams, the

School reserves the right to bill the incremental costs associated with these accommodations to the student's account.

### Tutoring

We believe in the value of the student/teacher relationship. Therefore, we expect that each student will seek help directly from his or her classroom teacher. When a scheduling conflict presents itself, students may seek assistance from other Pingry teachers in the department.

We realize that, under extraordinary circumstances, a student may require assistance above and beyond what is available during the course of the school day. Families may seek the assistance of an external tutor. When a student is being tutored by a professional outside the Pingry community, we encourage the family to inform the advisor and teacher of the relationship. Communication among the tutor, the advisor, and the classroom teacher(s) can help maximize the benefit of the tutoring relationship. External tutors are not permitted to meet with students on campus. All tutoring must be consistent with the letter and spirit of our Honor Code.

When a suitable external tutor is not available, families wishing to pay for extra tutoring from a Pingry faculty member MUST obtain in writing the approval of the relevant department head and Division Director. No Pingry teachers may tutor their current students for compensation or gratuity. If tutoring by a Pingry faculty member has been approved, tutoring must take place before 7:50 a.m. or after 3:30 p.m. for Short Hills Campus students and before 7:45 a.m. or after 4:00 p.m. for Basking Ridge Campus students.

This policy applies throughout the calendar year. Teachers who will be tutoring Pingry students over the summer must have permission from the appropriate department head and Division Directors who approve the ultimate goals (remediation/enrichment/advancement) of the tutoring.

## ADVISING AND GUIDANCE

### Short Hills Campus

Through our guidance program, we hope to provide efficient and helpful service to our students and to keep an open line of communication with their parents. Each homeroom teacher is the primary advisor to the students in the homeroom and has the responsibility for making initial contact with parents. The homeroom teacher reports any problem to the appropriate administrator, who will work directly with the student(s), parents, and teacher to address whatever issues are relevant.

Questions concerning promotion to the next grade or re-enrollment status should be directed to the administration for review. The administration makes the final decision in all placement matters, including homeroom assignments and academic groupings.

### Basking Ridge Campus

The Pingry School involves the entire community in the guidance and counseling of young people. Each student in Grade 6 through Form VI is assigned an advisor. Form V and Form VI students also have a college counselor who directs the student's college search and application process.

In addition, Deans of Student Life and school counselors are responsible for overseeing the School's wellness efforts and for dealing with individual student issues. The counselors are available to students for individual discussions. Advisors may refer students to a counselor. Students may also make self-referrals.

The Deans of Student Life coordinate the advising program and are available as a resource to advisors, counselors, students, and parents.

The advising and guidance programs seek:

- To develop in each student sound character and ethical behavior,
- To facilitate communication with students, parents, and faculty,
- To foster each student's self-awareness and to enhance each student's self-esteem,
- To encourage student responsibility and decision-making abilities,
- To promote student involvement in school and community activities,
- To encourage awareness of and respect for others,
- To identify students who need more specific personal guidance or counseling,
- To facilitate the transition between grade levels,
- To guide students and parents through the college search and application process,
- To encourage individual student initiative and the development of special talents and interests, and
- To develop in each student sound character and ethical behavior.

### Communication with Faculty and Advisors

In addition to the academic reports that are sent home, parents may need to communicate with the School about a variety of important matters concerning their child. The advisor system is the avenue that should be used. Whenever a question arises, a parent should contact the child's advisor and/or the appropriate teacher. Parents may also contact one of the school counselors directly and have a reasonable expectation of confidentiality.

Parent conferences are often an important means of communication. Formal parent conferences are scheduled each fall. When a parent wishes to come to school to discuss a matter concerning their child, they should make an appointment in advance with their child's advisor.

### College Counseling

The Pingry college counseling program is geared toward securing the best match of college or university for each student. This requires a thorough advisement process by the School, realistic decision-making, and active participation by the student and family. Beginning in the freshman year, the college counseling program offers step-by-step preparation, guidance, and organized events that will lead to appropriate college choices in the spring of senior year.

## AFTER-SCHOOL ACTIVITIES

### Short Hills Campus

Aftercare is offered from 3:15 to 4:30 or 5:30 p.m. based on enrollment. Short Hills students who take the shuttle to the Basking Ridge Campus and who stay on campus after 4:00 p.m. must report to Homework Club in the Middle School. Please note that Middle School Homework Club is designed for the needs of middle school students. Lower School students attending Homework Club will be charged a per visit fee. Families of Lower School students are strongly encouraged to consider the Lower School's aftercare offerings for their child's aftercare needs.

Additionally, sessions of enrichment activities are offered three times per year from 3:15 p.m. to 4:15 p.m. These activities generally include topics such as cooking, art, athletics, chess, nature, drama, etc. Optional instrumental music lessons are offered after school.

### Basking Ridge Campus

In addition to Upper School athletics, a number of activities and rehearsals are scheduled for the hours between 3:30 and 5:30 p.m.

It must be clearly understood that Upper School students who remain on campus after school and who are not involved in any defined activity, are not under the direct supervision of an adult. Middle School students who are not participating in a school-sponsored activity such as the musical, sports, or the Enrichment Program, must report to the Homework Club proctor by 4:00 p.m.

## ATHLETICS

### Physical Education Program — Short Hills Campus

Every student must participate in Physical Education class unless there is a doctor's excuse prohibiting participation. If a student is to be excused from Physical Education class for more than two days, a doctor's note is required. Any excused absence of more than two days will also require a doctor's note clearing the student to return to normal physical education activities. If a student is excused from Physical Education class, the student will also be restricted from participation in recess and any school-organized sports activities after school.

Pingry uniforms are required for boys and girls from Grades 3-5 and must be purchased through Sneakers Plus, an online ordering service. All students must bring in a separate pair of sneakers to be used only for Physical Education class. Washable athletic apparel must be taken home every Friday for laundering and brought back to school on Monday.

### Athletics Program – Basking Ridge Campus

Every student is encouraged to participate in the athletics program offered at Pingry. According to the sport selected, each student will need to provide the required athletic equipment. Participation on a team does commit a student to the season's complete schedule for that sport. Frequently,

when a student returns from an “away” competition, the student may not be back at school in time to take the 5:30 p.m. late bus home. It then becomes the responsibility of the family to arrange for transportation home.

### Middle School

The Middle School ethos includes an enthusiastic involvement in Pingry team sports. To that end, Middle School students do not qualify for exemption from the Middle School athletics program for sports they play outside of Pingry.

### Upper School

Fitness Education and team sports play a very important part in the development of a student’s health and character. Every student in Forms III-VI must participate in/provide one of the following during each trimester of the school year:

- A school team
- A scheduled Fitness Education class
- An approved outside fitness activity
- A Health, Financial Literacy, or Driver’s Education course
- A long-term medical excuse registered with the nurse and Fitness Education department head

**Policy Concerning Absences and Participation in Athletics Events/Extracurricular Activities**  
Participation in after-school activities is contingent upon the successful completion of all academic responsibilities scheduled that day. Students who arrive to school after 8:45 a.m. or who miss a class during the day without seeking prior permission from the Division Director may not take part in interscholastic games or in any extracurricular activities that day.

When participating in most interscholastic sports, students are provided a school owned uniform. Students are responsible for checking out that uniform at the beginning of the season and returning it at the end of the season. If the uniform is not returned, the family will be charged for a replacement.

## ATHLETICS TEAMS

Athletics Teams –Grade 6, Forms I & II

Fall	Cross Country
	Field Hockey
	Football
	Soccer (boys, girls)
	Tennis (girls)
	Water Polo

Winter	Basketball (boys, girls)
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Fencing  
Ice Hockey  
Squash  
Swimming  
Wrestling

Spring  
Baseball  
Lacrosse (boys, girls)  
Softball  
Tennis (boys)  
Track & Field

Athletics Teams—Forms III-VI

Fall  
Cross Country (boys, girls)  
Field Hockey (girls)  
Football  
Soccer (boys, girls)  
Tennis (girls)  
Water Polo

Winter  
Basketball (boys, girls)  
Fencing (boys, girls)  
Ice Hockey (boys, girls)  
Skiing (boys, girls)  
Squash (boys, girls) Swimming  
(boys, girls)  
Winter Track & Field (boys, girls)  
Wrestling

Spring  
Baseball  
Golf (boys, girls)  
Lacrosse (boys, girls)  
Softball  
Tennis (boys)  
Track & Field (boys, girls)

## BLUE KEY — UPPER SCHOOL

Blue Key is a service organization that provides student volunteers for various functions and

duties associated with Pingry. Blue Key members play a prominent role by representing Pingry during tours and School events. Students in Forms III through VI may apply to join Blue Key.

## THE BEAR PAUSE — BASKING RIDGE CAMPUS

The School Store, The Bear Pause, is located on the Basking Ridge Campus. The Bear Pause carries school supplies, Pingry spirit wear, graduation gifts, snacks and general merchandise. The store accepts cash, credit/debit cards and checks. Students can also charge items (except food or beverages) to their store account. Every Pingry student will automatically be set up with a student account. Student accounts are ‘open’ September 1 thru the end of April. Store hours are 8:00 a.m. to 4:00 p.m. The school store is also open during select events, such as Homecoming and Reunion as well as during the summer. Contact the Store Manager for more information. Pingry merchandise is also available online at [www.pingrybookstore.org](http://www.pingrybookstore.org).

Students may order their textbooks through the [Follett Virtual Bookstore](#) generally starting the end of July, after class schedules have been received. The official book list will be available on the Pingry website [www.pingry.org/today](http://www.pingry.org/today), which includes a link to the virtual bookstore and the official book list. The book list specifies each course’s required books and lists each book’s ISBN. Please check ISBN’s before purchasing/renting books. Notices about book ordering will be emailed to families.

A Book Buy Back program is held every year in June. Rental books (from Follett) may also be returned during the Buy Back. More specific information and instructions will be available at the end of the school year.

## BUILDING SECURITY

### Building Access – Short Hills

All visitors to campus should check in at the Main Entrance. To check in, visitors will need a government issued photo ID, which will be checked against government databases of registered offenders and watch lists, as well as the School’s own list of visitor restrictions. Visitors will be issued a personalized, temporary ID badge which should be visibly displayed while on campus and returned to the main office upon departure from campus. After 4:30pm, visitors will need to call the after-care phone number posted in the vestibule to gain access to the building.

All other building entrances are locked throughout the day, accessible only via electronic access cards. The back driveway entrance is used for arrival and departure by students using bus and car-pool transportation only. This entrance is not open to visitors. Visitors arriving at the back of the building should walk around the building to the Main Entrance.

### Building Access – Basking Ridge

All visitors to campus should check in at the reception desk at the Main (Clock Tower)

Entrance. To check in, visitors will need a government issued photo ID, which will be checked against government databases of registered offenders and watch lists, as well as our own list of visitor restrictions. Visitors will be issued a personalized, temporary ID badge which should be visibly displayed while on campus and returned to the reception desk upon your departure from campus.

In addition to the Main Entrance, other building entry points are available to students during morning drop-off and afternoon activities. These entries include: the Arts Wing entrance, the Middle School entrance, the Middle School Courtyard entrance, the Athletics Wing main hallway and middle hallway doors, the Dining Room doors and the 200-Wing doors. During the school day and evenings these entrances will be locked and only accessible via electronic access cards. Visitors to the School should not use these entrances, but use the Main Entrance instead.

A special note to our Middle School families: The Middle School entrance is not open to visitors. Visitors to the Middle School, should walk around the building to the Main Entrance for check-in. A paved, outdoor walkway is available for this purpose. Visitors to the Middle School departing during school hours, do not need to return to the Main Entrance. Temporary ID badges may be dropped off at the Middle School office.

#### Building Access – Volunteers

Parent volunteers who will be on campus frequently (e.g. bookstore volunteers, library volunteers, PSPA leaders, etc.) may request a volunteer access card through their School liaison. These cards should be visibly displayed in lieu of a visitor badge while on campus, and will open most electronic access doors. Volunteers who do not have their volunteer access card with them will need to check in as per the above visitor procedures.

#### Creating a Culture of Safety and Security

In crafting our new policies on safety and security, the School has attempted to strike a balance between continuing to be an open and welcoming place and recognizing the security realities we all live with. Pingry respectfully requests that all members of our community help to adapt to these new realities by actively complying with the School's security procedures and avoid putting our employees or students in an awkward position by knocking on locked doors or asking them to make impromptu exceptions for a unique situation - to do so is unfair to them and compromises the security that the School seeks to achieve.

## **CELL PHONE, PHONE, AND ELECTRONICS POLICY**

### Short Hills Campus

Lower School students are required to leave their phones off and away and other electronic devices off during school hours (7:50 a.m. until 3:30 p.m.). Parents who need to communicate with their children should contact the Lower School Office at 973-379-4550. Students may use the telephones located in the Main Office with the permission of their teacher and under the supervision of the administrative staff. During class time, students may only use personal electronic devices with teacher permission.

### Basking Ridge Campus—Middle School

Middle School students are required to leave their phones off and away during school hours (8:05 a.m. until 3:30 p.m.). Parents who need to communicate with their children should leave a message with the Middle School Office. Students wishing to contact home may do so in the Middle School Office. Middle School students may use iPods and other personal electronic devices before 8:05 a.m. and after 3:30 p.m. except during Homework Club.

### Basking Ridge Campus—Upper School

The use of cell phones, as with all technology, must be of an appropriate nature. To avoid disruptions during the school day (8:05 a.m. until 3:30 p.m.), cell phones should be set to mute or vibrate and their use limited to a student's free periods. Cell phone use is allowed in hallways, Lower Commons, Upper Commons, Engel Dining Room, and Baldwin Courtyard. During class time, Upper School students may only use cell phones and other personal electronic devices with teacher permission.

## **CO-CURRICULAR RULES AND REGULATIONS**

Any student involved or participating in a co-curricular activity (sports, music, drama, clubs, publications, etc.) or holding a leadership position is representing the School. All students will conduct themselves to further the best interests of Pingry, their club, team, or group. All will take into consideration the rights of others and conduct themselves in such a manner that clearly demonstrates the Pingry Honor Code.

During the time a student is involved in or participating in a co-curricular activity, the student should not, regardless of quantity,

1. Use or be in possession of a beverage containing alcohol
2. Use or be in possession of tobacco in any form
3. Use or consume, possess, buy, sell, or give away any other controlled substance or performance-altering chemicals

Coaches, faculty, and advisors are required to report known violations of the stated rules to the

appropriate Dean and the Director of Athletics immediately.

For all teams, activities, clubs, etc., the season shall be from the first day of participation until the final performance or team-related event.

### Consequences for Violations of Rules

#### First offense

1. Meeting of the student (and parent if required), student's advisor, Dean of Student Life, Director of Athletics, director, or club advisor as appropriate
2. Suspension from involvement in all co-curricular activities for the next game, contest, event, or performance
3. Referral for counseling as outlined under Guidance and Counseling

#### Second and subsequent offenses

1. Meeting of student, parents, student's advisor, Division Director, or Director of Athletics, where appropriate
2. Possible dismissal from all co-curricular activities for the remainder of the season, trimester, or school year and loss of post-season Pingry awards
3. Referral for counseling as outlined under Guidance and Counseling

This statement reinforces, and in no way substitutes for or overrides, the School's policy on the use or possession of dangerous, illegal, or controlled substance(s) and performance-altering chemicals or the state or federal laws on the use or possession of drugs.

## COMMUNITY SERVICE

Pingry considers its community service program an integral part of the School's educational philosophy and curriculum. The development of character and integrity and the building of self-confidence are essential goals of the School and are achieved through community service. Volunteers often receive as many benefits from these experiences as those who are served.

#### Short Hills Campus

Building character is at the forefront of the Lower School experience. Although there is not a specific time requirement for each student, all Lower School students are expected to participate in class and school-wide community service projects that occur several times per school year. Buddy classes also spend time working on community service projects together.

### Basking Ridge Campus

The community service program encourages students to share their time and resources with others. A myriad of projects, both individual and group-oriented, are offered throughout the year. It is, however, the responsibility of students to plan their volunteer service.

Every student is required to complete 10 hours of service by May 1 of each academic year. A student may serve a maximum of three hours of service to the Pingry community and may serve all of the required 10 hours in summer volunteer work. Students are also responsible to report their hours in the community service database. Satisfactory completion of community service hours will be recorded on the student's transcript. In both the Upper School and the Middle School, students who do not complete their community service hours may have report cards and transcripts withheld pending the completion of their community service requirements.

### Special Note for Seniors

Seniors must complete their community service requirements before beginning their ISPs. In addition, all seniors must complete their community service responsibility in order to receive their diplomas.

## CONTACTING STUDENTS AT SCHOOL

### Lower School and Middle School

Lower and Middle School students do not carry cell phones during the school day.

In the event of an emergency that requires contacting a student during school hours, please call the main office of the Short Hills Campus at 973-379-4550 or the Middle School office at the Basking Ridge Campus at 908-647-5555 x1216. Messages will be taken for students and teachers and forwarded appropriately. For non-emergency messages, please call early in the day to ensure the recipient is contacted. Please use this system only for information and messages that cannot be communicated before or after school hours.

### Upper School

In the event of an emergency that requires contacting a student during school hours, please call the Upper School office at the Basking Ridge Campus at 908-647-5555 x1283. Messages will be taken for students and teachers and forwarded appropriately. For non-emergency messages, please contact the student directly. Please use this system only for information and messages that cannot be communicated before or after school hours or directly to the child.

## CUM LAUDE SOCIETY

The Cum Laude Society is an honor society of students and faculty members to which a finite number of Form V and Form VI students may be elected each year. The Society's constitution states that "its object shall be to promote learning and sound scholarship in secondary schools."

Since the motto of the Society stresses excellence, justice, and honor in the broadest sense, the regents of the national society assume chapters will elect to membership only students who have demonstrated good character, honor, and integrity in all aspects of their school life.

A chapter may elect no more than 20 percent of the senior class who have demonstrated academic excellence in Pingry's college preparatory curriculum. The chapter may elect all the candidates at the end of the senior year, or not more than 10 percent of the number at the end of the junior year or at any time during the senior year, and the remainder toward the end of the senior year.

If for some reason the chapter feels that, in a particular year, more than 20 percent should be elected, it should seek permission to exceed the number from the district regent before elections are held. It is not required that the full 20 percent be elected in any given year.

To be eligible for the Cum Laude Society, a student must maintain a grade point average of at least A - and Honor Roll status during his or her Upper School years. Students admitted to Pingry as juniors will not be considered for the Cum Laude Society until their senior year.

Fulfillment of all of the above requirements does not guarantee election.

## DRESS CODE

It is the belief of Pingry's Student Government that fashion is in a constant state of evolution, and it is for this reason that the Dress Code needs to be updated from time to time. The student government believes that it is the student body's responsibility to represent themselves in a decent, self-respecting manner that would also be considered appropriate and proper for school attire. However, the administration will hold the final word on whether an article of clothing is neat, appropriate, and of Dress Code acceptability.

### **Basking Ridge Campus: Upper School & Middle School**

Students may wear pants, slacks, dresses or skirts. Suitable tops are sweaters, button-down polo style shirts, turtlenecks, dress shirts or collared shirts, and blouses. All tops must be modest. Dress shirts or collared shirts that button the entire length of the shirt (i.e. oxford-style and flannels) must be tucked in at the waist. T-shirts, plunging necklines, exposed midriffs or cleavage, low-cut, strapless, spaghetti strapped, sleeveless, tank, halter, or barebacked tops or dresses are not permitted.

Skirts or dresses must be of an appropriate length, and the hem may be no more than two inches above the kneecap when a student is standing. Denim, jean skirts, or skirts made of sweat-pant material are not permitted.

- Undergarments must be covered at all times.
- Sweatshirts may be worn only if they do not display a brand name or logo as the prominent feature. The only writing that may appear on a sweatshirt is the name of a school or a charitable organization.

- Hats, caps, and sweatshirt hoods may not be worn anywhere or at any time in the School building. Head coverings that are worn for religious reasons are permitted.
- Footwear must be worn at all times.
- Yoga pants, athletic gear, pajamas, or clothing made of sweat-pant material are not permitted.
- Frayed, torn, or cutoff clothing is not permitted.
- Denim pants (jeans) are not permitted. Leggings are permitted only when worn under a top that is no more than 2-inches above the knee.
- Team or club members must seek approval from the Dean before wearing "game day" or spirit outfits.
- After May 1, or with permission of the Headmaster, shorts are permitted. Guideline: shorts may be no more than two inches from the top of the kneecap. Board shorts, athletic shorts, and swimwear are not permitted. All other aspects of the Dress Code will remain in effect.

### **Dress Code for Special Occasions**

Special occasions or "Dress Up Days" include concerts, awards ceremonies, Convocation Day, Career Day, Reunion Weekend, etc. On these days students are asked to wear attire more suitable for the occasion such as jackets & ties, dress pants, dresses, skirts, dress shirts or blouses, and appropriate footwear. Notification will be made in advance for when the Dress Code for special occasions will be in effect.

### **Dress Code for Dress Down Days**

On the last Friday of every month or other designated days, students are permitted to "dress down." On Dress Down Days, jeans, sweatpants, and appropriate T-shirts are permitted. Pajamas, hats, and torn or frayed clothing are not permitted.

Students who do not adhere to the Dress Code policies will receive detentions.

### **Clothing Identification**

Parents are urged to mark all students' personal belongings. Nametags or indelible inks are useful in making identification marks.

### **Short Hills Campus: Lower School**

The written dress code is designed to support the total educational process at the Lower School. The emphasis of the code is that students should be neat, clean, and safe. Many current fashions for children are not suitable for school. Faculty and administration will enforce the Dress Code on a daily basis. Parents are informed if students are not following the guidelines specified in the Dress Code.

**Shirts:** All shirts must be neat and modest. Dress shirts or collared shirts that button the entire length of the shirt (i.e. oxford-style and flannels) must be tucked in at the waist. Oxford-style, polo style, tailored tees and turtlenecks are permitted. No casual t-shirts, strapless, spaghetti strapped, tank, halter, or barebacked tops or dresses are allowed.

**Trousers/Slacks:** Tailored slacks or pants can be of corduroy, poplin, twill, wool, khaki, or cotton blends. Blue jeans are not permitted. Jeggings and sports pants are not permitted.

**Skirts:** Skirts and dresses must be of appropriate length, and the hem may be no more than two inches above the knee when a student is standing. Jean skirts may be worn.

**Socks/Hosiery:** Socks, stockings, or tights must be worn at all times. Leggings may be worn under skirts and dresses.

**Shoes:** Students may wear sneakers or leather shoes of a safe heel height. We also ask that children not wear flip-flops, Crocs, backless shoes, sandals, and "wheelies sneakers" to school. Although these types of footwear are very popular, they have proven to be a safety issue at school.

- Sweatshirts may be worn only if they do not display a brand name or logo. The only writing that may appear on a sweatshirt is the name of a school or a charitable organization.
- Hats, caps, and sweatshirt hoods may not be worn anywhere or at any time in the School building. Head coverings that are worn for religious reasons are allowed.
- Footwear must be worn at all times
- After May 1, or with permission of the Headmaster, shorts are permitted. Guideline: shorts may be no more than two inches from the top of the kneecap. Board shorts, athletic shorts, and swimwear are not permitted. All other aspects of the Dress Code will remain in effect.

**Except for designated "Dress Down Days," the following items of apparel are prohibited:**

- Casual T-shirts
- Bleached or blue denim fabric in slacks or shorts
- Skirts or dresses of "mini" or ankle lengths
- Pajamas
- Sweatpants and jogging suits
- Military-style apparel
- Athletic apparel, including athletic shorts
- Frayed or cutoff clothing

### **Dress Code for Special Occasions**

Special occasions which include concerts, awards ceremonies, etc. may require more uniform attire from the student body. On these occasions students may be asked to wear more formal attire such as jackets and ties, dress pants, skirts, shirts or blouses, and appropriate footwear. Notification will be made in advance for when the Dress Code for special occasions will be in effect.

### **Clothing Identification**

Parents are urged to mark all students' personal belongings. Nametags or indelible inks are useful in making identification marks.

## DRIVING PRIVILEGES AND STUDENT DRIVERS

Pingry will extend campus driving privileges to students who are licensed to drive. Permission to drive on campus will be granted only with the understanding that the following rules and regulations apply to all Pingry drivers. Students are expected to adhere to these rules as well as the general rules of vehicular safety and courtesy. Failure to do so will result in disciplinary action.

### Driving Rules and Regulations

1. Students must register their car with the Upper School Office and complete a permission-to-drive form in order to obtain campus driving privileges.
2. Fast or reckless driving to, from, or on campus will not be tolerated.
3. Students must park within designated parking spaces. There are no assigned student parking spaces.
4. A student may not leave campus in his or her car prior to the end of the school day (3:30 p.m.) without permission of the Upper School Office or without having received senior open campus and early departure privileges.
5. If a student must drive a car other than one designated on the permit, the student must inform the Upper School Office immediately upon arrival at school.

Suspension of driving privileges may result from not following these and other school rules.

Students whose average is a B or better and who have no grades below a C may be eligible for good student driver insurance discounts. Most insurance companies supply a form that requires school certification. Requests should be brought to the Upper School Office.

## EMERGENCY DRILLS

Fire, lockdown, and other emergency drills are conducted during the school year. Students, faculty, and staff are instructed on the appropriate procedures for each type of drill. Students are expected to follow the procedures to the best of their abilities. They are to remain silent during these drills so that they can hear any special instructions or announcements. Some drills may not be announced, and all members of the School community should treat each drill as if it were a real emergency. Campus visitors who are in the buildings during emergency procedures will also be expected to participate in the drills. Please note that visitors on campus may not leave campus until the completion of the drill.

## FUNDRAISING POLICY

Any solicitation of the Pingry community for any reason must be pre-approved by the Director of Institutional Advancement and the appropriate Division Director. Generally, these fundraising initiatives benefit recognized charities or not-for-profit organizations.

All projects, organizations, and/or events that raise or receive funds or in-kind gifts for the benefit of the School and/or its students and faculty must be approved in advance by the Director of Community Service. All gifts cash or in-kind, solicited or unsolicited to the School or for the benefit of the School, its students or faculty, must be coordinated through the Development Office prior to solicitation and/or acceptance. Approvals must be received before entering any dates on the School calendar, volunteer recruiting, or communication with potential donors and third parties is initiated.

Any gifts received by an individual or entity (including any entity separately incorporated) must be used for the stated purpose with a report on the use of funds submitted to the Director of Institutional Advancement and the Chief Financial Officer at year-end (June 30).

No individual, group, faculty/staff member, or auxiliary organization should undertake a fundraising project or solicit funds in the name of, or for the benefit of, The Pingry School, its students, programs, constituencies, or faculty without coordinating with the Development Office and seeking approval as provided by the policies of the School's Board of Trustees. A copy of The Pingry School's Fundraising Policy may be obtained from the Development Office.

## HARASSMENT, INTIMIDATION, AND BULLYING

The Pingry School is a community in which respect for others is an integral value. Consequently, in keeping with our Honor Code, and in accordance with state and federal law, the School provides equal educational opportunities for all of our students without regard to race, creed, color, nationality, gender, gender identity or expression, sexual orientation, disability, or socio-economic condition.

We believe strongly in the inherent dignity of each member of the community. Therefore, we will not tolerate any instance of harassment, intimidation, or bullying that target or impacts any member of our community to make a person uncomfortable or creates an intimidating, hostile, or offensive environment.

In any community, there will be disagreements and conflicts. At times, these disagreements or conflicts may cause disappointment, anger, or sadness. While it is important for members of the

community to both be aware of this and be willing to work out these issues, the disappointment, anger, or sadness do not necessarily indicate that harassment, intimidation, or bullying has occurred. Furthermore, it is important to note that disagreements, conflicts, or other interactions that do not meet the definitions of harassment, intimidation, or bullying may still be deemed to be violations of the Honor Code. In the following paragraphs, specific definitions of harassment, intimidation, and bullying are discussed. We believe that it is important for members of the community to read and understand these definitions.

This policy will be reviewed on an annual basis with students, faculty, and staff and it will be available to the entire Pingry community via the School web site.

### Harassment

Harassment may include any behavior which threatens or intimidates another person or which creates a hostile or offensive educational or social environment for students. Thus, harassment between students, between adults, from adult to student, or from student to adult cannot be tolerated.

Harassment is a form of discrimination and can take many forms. It may be, but is not limited to:

- Words, signs, gestures, offensive jokes, cartoons, pictures, posters, or digital media
- Postings or comments made on social media
- Email jokes or statements, electronic downloads or files
- Pranks
- Psychological or physical intimidation
- Physical assaults, contact, or violence
- Hazing

Harassment is not necessarily sexual in nature; it may be based on an individual's physical appearance or personal characteristics. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. It may include displaying or circulating written material such as notes, photographs, cartoons, digital media, and/or articles of a harassing or offensive nature.

### Sexual Harassment

As defined by the National Association of Independent Schools: *“Sexual or gender harassment is not social or courting behavior, but is behavior that is uninvited and unwanted and is directed at a person because of his or her gender or sexual orientation.”* This type of behavior will not be considered harmless if it makes a person uncomfortable or creates an intimidating, hostile, or offensive environment.

The use of sexuality to harass is best seen as an assertion of power. This includes most easily identifiable acts of verbal, written, or physical abuse, as well as more subtle but equally damaging forms of harassment such as graffiti, epithets, and general stereotyping. Examples of sexual harassment may include but are not limited to:

- Unwanted touching or pinching
- Brushing up against someone deliberately
- Blocking or other physical intimidation
- Taunting, making slurs, or making jokes
- Making condescending remarks based on a person's gender or sexual orientation
- Following or stalking
- Gesturing obscenely or suggestively
- Leering or giving sexually suggestive looks
- Asking inappropriate or intrusive questions
- Making repeated and unwanted sexual propositions
- Displaying or transmitting offensive images or words
- Using the Internet for harassment

Under no circumstances should there be a romantic or otherwise intimate relationship between a school employee and a student.

### Bullying

As part of our School's commitment to creating a safe environment, every student must respect the rights of others and ensure a school free from bullying in all its forms.

Bullying is a physical, verbal, or other intimidating act that causes physical or emotional harm to an individual or group. Online or cyberbullying is defined as any intentional electronic written or graphic act or series of acts by an individual directed at others, that is severe, persistent, or pervasive. Acts of bullying may have effects such as:

- Encouraging others to engage in bullying
- Instilling fear in the person being bullied
- Disparaging an individual's character
- Interfering with a student's education
- Creating a threatening school environment
- Disrupting school operations
- Taking, defacing, damaging, or destroying property

All acts of bullying are prohibited and considered violations of the Honor Code.

### Response Procedures to Harassment, Intimidation, and Bullying

A student or adult who has witnessed or experienced acts of harassment, intimidation, or bullying has a choice of responses:

1. Confront the harasser or bully directly to convey that the action is unacceptable and against school policy.
2. Confer with a trusted adult staff or faculty member to report their experience and plan a course of action. The adult must then meet with the Division Director to report the incident and discuss their plan.

3. Confer with one of the school counselors to report their experience and plan a course of action. The counselor must then meet with the Division Director to report the incident and discuss their plan.

Pingry will respond promptly to any allegations of harassment, intimidation, or bullying, always keeping in mind the respect and confidentiality due to all students. Confirmed incidents of harassment, intimidation, or bullying are considered Honor Code violations.

## HEALTH AND MEDICAL POLICIES

We are committed to ensuring the health and safety of all members of the community. To that end, the following policies are intended to be helpful and supportive rather than punitive.

### Health Forms

An annual physical examination is required for all Pingry students. The physical examination must be performed after March 1 of each school year and returned to the School no later than the date in August when health forms are due (see All-School Calendar for exact due dates). Upper School students will not be allowed to participate in pre-season sports and no student on either campus will be allowed to begin classes in September unless completed, up-to-date health forms have been filed with the School.

All students attending public or private school in New Jersey must have complete immunization records. In addition, the New Jersey Department of Health and Senior Services requires that every child born on or after January 1, 1997, and entering or attending Grade 6 receive one dose of Tdap (tetanus, diphtheria, acellular pertussis) given no earlier than the tenth birthday, and one dose of meningococcal-containing vaccine.

### Administration of Medicine

Please note the following rules regarding the administration of medication:

- With the exception of students permitted to carry an inhaler or Epi-Pen® as outlined below, students are prohibited from self-medicating in school. A student in Grade 6 through Form VI with a life-threatening illness may self-medicate with an inhaler or Epi-Pen® if the proper forms are completed and signed by the student's physician and parent or guardian.
- Over-the-counter and prescription medications must be administered by the school nurse. The student's physician must check off the over-the-counter medications that the school nurse may administer on Part III of the medical examination form. The student's parent or guardian must also grant permission for the administration of medication by the school nurse by signing Part III of the medical examination form.

Please contact the school nurse to obtain a self-medication form if your child requires self-

medication for a life-threatening illness.

On either campus, if a student feels ill, they should report to the nurse's office. The nurse, not the student, will make the necessary telephone calls.

### Medical Leave Policy

Students may be placed on medical leave for physical or mental health reasons. All requests for medical leave must be made in writing to the appropriate Division Director and approved by the Assistant Headmaster in consultation with the Division Director, Deans, counselor(s), and nurses. While on medical leave, the individual is considered to be a student retains his/her status as a Pingry student through the end of the school year. Re-enrollment contracts are held until the student is in good academic standing and the school counselor has reviewed the student's progress. While on medical leave, the student may request classes for the upcoming school year pending the issuance of a re-enrollment contract for the upcoming year.

If a student's aggregate medical leave exceeds three months during a school year, the student may be asked to repeat the grade. While on medical leave status during the school year, students may receive credit for Pingry courses completed under the direction of Pingry faculty; however, in some cases coursework will be graded on a Pass/Fail basis or a medical withdrawal from the course may be recommended. All coursework missed while on leave must be completed by August 1 of the current school year.

Students on medical leave are not permitted to attend partial school days, conference periods, morning help sessions, or other academic commitments. Pingry does not grant Pingry credit for course work completed through a home study or other off-campus academic program.

### Parent-Requested Medical Leave

In the event that a parent requests a medical leave due to mental health concerns they have for their child, written documentation must be provided to the School by a licensed mental health professional. The documentation must be submitted on letterhead and include a specific diagnosis. In order for a medical leave to be considered, the diagnosed mental health concern must preclude the student's ability to engage in the basic required activities and interactions of a Pingry student. In addition, the documentation must include the anticipated length of time for the medical leave. Once the School has received the documentation, the school counselor, appropriate Division Director and Assistant Headmaster will review all paperwork. If medical leave is approved, the student's absences are excused and academic requirements are postponed. The counseling office must be provided with written consent to speak and collaborate with the treating professional. The student's progress and status of the medical leave will be regularly reviewed. Progress will be monitored in a collaborative manner involving the student's parents, the treating professional, and members of the counseling department.

### Involuntary Leave of Absence or Withdrawal

Pingry may require an involuntary leave of absence or withdrawal of a student if it is determined that the student is engaging in or is likely to engage in behavior that poses a danger of harm to self or others, disrupts the learning environment for others, or renders the student unable to engage in

basic required activities and interactions that are central to being a fully participating member of the community.

In the event that a student is judged to fit the above criteria, the following procedure will be followed:

The school counselor(s) will request an immediate conference with the parent(s) and student, after which the student will be sent home and referred to a qualified, licensed mental health professional for a mental health and/or risk assessment. The family will be required to sign a release giving the treating therapist permission to speak with the school counselor.

The student is considered to be on medical leave from the time they are sent home until they are cleared to reenter. The medical leave and re-entry processes apply.

#### Process for Responding to Mental Health Concerns

In certain cases, the school counselor(s) may determine that a student is at serious physical and/or emotional risk and will require ongoing therapy with a licensed mental health professional who has been approved by the school's counselors as a condition of the student's attendance and/or enrollment at School.

Parents will sign a release allowing the school counselor(s) and therapist to communicate on a periodic basis on a schedule deemed appropriate by the School. The therapy will continue until both the therapist and the counselor(s) are in agreement that therapy is no longer necessary. See the Re-entry Process. Counselors' notes are confidential and do not become part of a student's permanent record.

#### **Process for Responding to Threat of Harm to Self or Others**

In the event that a student is judged to be in danger of self-harming him/herself or harming someone else, the following procedure will be followed:

The school counselor(s) will request an immediate conference with the parent(s) and student, after which the student will be sent home and referred to a qualified, licensed mental health professional for risk assessment. The family will be required to sign a release giving the mental health professional therapist permission to speak with the school counselor(s) prior to the assessment to discuss the reason for referral for a risk assessment. Before the student can return to School, a letter from the therapist will be required, stating that the student is not a danger to self or others. In addition, the school counselor will speak with the mental health professional prior to re-entry to discuss the results of the assessment. A decision regarding re-entry will be made after receiving documentation and speaking with the mental health professional. Should ongoing therapy be required, refer to Process for Responding to Mental Health Concerns and the Re-entry Process. Counselors' notes are confidential and do not become part of a student's permanent record. In cases where the child may be a threat to others, the school counselor will inform the Division Director and, if deemed necessary, law enforcement may be notified.

#### Substance Abuse Policy

The purpose of the Substance Abuse Policy is to prevent drug and alcohol dependence and help drug and alcohol-dependent students become drug-free.

Faculty, advisors, and coaches wish to encourage and support students' choices to develop and maintain a chemical-free lifestyle. Therefore, the School has established the following substance abuse policy statement:

We recognize the use of dangerous, illegal, or controlled substances and performance-altering chemicals is a significant health problem, resulting in negative effects on behavior, learning, and total development. It is the School's purpose to create a learning environment that:

1. Emphasizes the School's concern for the health and safety of the students while they participate in activities,
2. Defines the long-term physical and emotional effects of substance abuse on students' health,
3. Promotes a sense of order and discipline,
4. Confirms and supports existing laws which prohibit the use of dangerous, illegal, or controlled substance(s) and performance-altering chemicals,
5. Establishes standards of conduct to assist students who desire to resist peer pressure, and
6. Guides those students who should be referred for assistance, evaluation, counseling, or treatment.

#### Process for Responding to Suspected Chemical Use or Abuse

New Jersey State Law (NJSA) Title 18A requires School personnel who suspect chemical use in a student to report it to the staff member(s) designated to handle such situations. The law further states that a student suspected to be "under the influence" must receive a medical evaluation to test for the presence of drugs and/or alcohol.

Possessing, selling, or being under the influence of alcoholic beverages or illicit drugs, or the inappropriate use of prescription or over-the-counter medications on the campus, on a school bus, or on a school-sponsored activity or trip is considered a violation of the Honor Code.

#### Testing Policy

If there is reasonable suspicion that a student is using, under the influence, or in possession of alcohol or drugs:

- The parent will be immediately contacted by an administrator or counselor and be required to have the student drug tested at a school-designated lab within 2 hours of suspicion.
- If a student is suspected of being under the influence of drugs or alcohol and the parent or emergency contact cannot be reached within one hour of suspicion, the student may be transported to a designated facility by School personnel or E.M.S. may be notified and the student may be transported to the Emergency Room.
- If the parent refuses to have the student tested, the administrator will report the incident the Division of Child Protection and Permanency, DCP&P (formerly the Division of Youth and Family Services, DYFS) for investigation and will exclude the child from School until such test is completed.
- If a student is in possession of drugs, alcohol, and/or drug paraphernalia the police may be notified.

The following circumstances shall constitute grounds for reasonable suspicion:

- Direct observation by School personnel of drug or alcohol use or possession.
- Abnormal or erratic behavior indicating intoxication in class, at School, or at a School event, function, or activity.
- Physical symptoms indicating intoxication, including but not limited to glassy or bloodshot eyes, slurred speech, loss of balance, poor coordination or reflexes, fatigue, extremely wide or constricted pupils, unusual body odor/breath odor, or needle tracks.
- First-hand information provided by reliable and credible sources of use, possession, or intoxication.
- The presence of the drug on the student, detectable by the senses, such as the smell of activated marijuana or alcohol.
- Possession of illegal drugs, prescription drugs for which the student does not have a prescription, or alcohol containers or drug paraphernalia.

If testing is positive or the student admits to using any controlled, illegal, or dangerous chemical substance, the family will be expected to seek an evaluation for their student from a licensed mental health professional in the State of New Jersey who specializes in substance abuse. The licensed mental health professional cannot be a relative or a friend of the family. The licensed mental health professional specializing in substance abuse will need to provide a written evaluation for the School. The evaluation must be on letterhead, include credentials and must be signed. Thus, emailing or calling the School is not acceptable.

Students must remain off campus until an evaluation is completed, a report is sent from the evaluator to the school counselor and a re-entry meeting is scheduled. The re-entry meeting will determine whether/when the student is allowed to return to campus. Once the evaluation is completed, please contact the counseling office to schedule an appointment with one of the school counselors.

The school counselor will meet with the student and the family to review the evaluation and ongoing recommendations. If it is determined the student can return to School, the counselors will then make a determination regarding the circumstances of the student's return and make their recommendations. Recommendations can include, but are not limited to, ongoing substance abuse counseling and contact with the treating mental health professional.

The School will require the parent(s) to sign a release allowing the counselor(s) to speak with the treating professional. See the Re-entry Process.

## **HOMWORK**

Short Hills Campus

Homework assignments provide practice and develop skills and methods that have been explained and taught in class. Homework is not meant to be busy work or to be used as a punishment.

Parents who want homework assignments for an absent student can call the main office before 10:00 a.m. and the assignments will be ready for pick-up after 2:00 p.m.

Beginning in Grade 4, the homework becomes an exercise in organization and responsibility. Receiving assignments from several different teachers, the student learns to establish priorities, to plan study time both at School and at home, and to prepare for the increased independence and responsibility necessary to achieve success in the higher grades.

#### Length of Assignments at the Lower School

This chart provides a rough guideline of the length of time per day (total time) to be spent completing school assignments:

Grade K	Approximately 15 minutes per day
Grade 1	Approximately 30 minutes per day
Grade 2	Approximately 40 minutes per day
Grade 3	Approximately 45 minutes per day
Grade 4	Approximately 60 minutes per day
Grade 5	Approximately 90-120 minutes per day

If a student is having significant difficulty completing assignments, parents should contact the homeroom teacher.

#### Basking Ridge Campus

Homework is an integral part of the daily academic program. It gives the students an opportunity to practice what has been presented in the classroom and to prepare for the next day's academic activities. Assignments are given regularly by every teacher. Each student is responsible for completing the work assigned in a careful fashion according to the guidelines set by the teachers. It is expected that parents will work to reinforce good study habits and self-discipline

In Grade 6 and Form I, homework assignments should average 30 to 35 minutes per course. In Form II, this average may be closer to 40 minutes.

In the Upper School, daily homework assignments should average 40 to 45 minutes per class with an outside limit of 60 minutes for reading intensive or Advanced Placement courses.

## THE HONOR SYSTEM —SHORT HILLS CAMPUS

#### Code of Conduct

The Short Hills Code of Conduct was developed as a guideline for young children living the Honor Code at the Lower School. The Short Hills Code of Conduct is stated below.

My conduct in school, class, teams, and clubs will be a demonstration of my understanding of the

Honor Code, including but not limited to the following behaviors:

#### Personal Integrity

- As a member of the Pingry community, I will conduct myself in a trustworthy manner which includes being honest in word and action.
- I will keep a positive attitude.
- I will strive to do what is right.
- I will do my best work without assistance unless requested to work in teams.
- I will keep my word.
- I will tell the truth knowing there will be times when that will be difficult.

#### Respect for the Rights of Others

- I will acknowledge that others are different from me and respect our differences.
- I will respect others by my actions and language.
- I will treat others as I expect to be treated.
- I will strive to be aware of the feelings of others.
- I will use appropriate language.
- I will ask permission before I touch another person's belongings.

#### Self-Discipline

- Self-discipline begins when I leave home for school and I arrive prepared and on time for School, classes, and School events.
- I will be in my homeroom by 8:10 a.m.
- I will respect classroom rules and those of the School so that we all may learn in an atmosphere of order.
- I will wait my turn.
- I will use my time effectively.
- I will practice self-control by keeping my hands and feet to myself.
- I will listen when someone is speaking and wait to express my own ideas.

#### Appreciation of Traditional Values

- I will learn, understand, and obey the Honor Code.
- I will use appropriate table manners, and be polite and caring to others.
- I will dress neatly and follow the Dress Code.

#### Ability to Work with Others

- I will work for the good of the group rather than for personal advantage.
- I will respect the opinions of others.
- I will cooperate with others and do my share of the task to be completed.
- I will look for opportunities to help others.
- I will cooperate even when my idea is not the one chosen.

#### Social Responsibility

- I will follow all the guidelines stated in The Pingry School's Acceptable Use of Technology Policy.

- I will cheerfully participate in activities that meet the needs of people who are less fortunate and take part in community service projects.
- I will give my talents and skills to help where needed.
- I will take care of School property because it belongs to all of us.
- I will keep the School clean by picking up litter from the floor even if I did not throw it there.
- I will strive to make a contribution in my school, which is my community.

Violations of the Code of Conduct/Honor Code:

Pingry assumes that its students will conduct themselves honestly in all activities. Students are expected to refuse to engage in any unauthorized activity which profits them or which helps or hinders others in any work that is submitted for a grade or in any work that ultimately leads to a grade. Such work would include exams, quizzes, tests, oral or written work, lab exercises, and other assignments leading to a grade.

In all cases, a student will be considered to have committed academic dishonesty if the student should reasonably have understood that his or her actions were in violation of the Code of Conduct/Honor Code.

Examples of violations of Pingry's Code of Conduct/Honor Code include:

1. Cheating during examinations and tests where actions defined as cheating are:
  - a. looking at another's examination
  - b. communicating to another student in any manner or providing any information concerning the content of the exam
  - c. using any unauthorized materials, such as notebooks, notes, textbooks, or other sources not specifically designated by the teacher of the course for student use during the exam period
  - d. engaging in any other activity for the purpose of seeking or giving aid during an examination
2. Unauthorized academic aid — The spirit that should guide all questions of academic aid is the development of the student as an independent learner and a person of integrity. The general rule to follow is that all students should do their own work at all times. If there is ever any doubt as to the legitimacy of aid, the student must consult the teacher.
3. Plagiarism — Plagiarism is defined as copying or imitating the language or thought of another and passing it off as one's own. If, in a paper, a student copies the language of someone else (as from a book, periodical, another paper, reference or critical work, CD-ROM, Internet, study guide such as CliffsNotes, etc.), the student must credit the quotation and clearly set it off with quotation marks or other generally-accepted formatting. All copied passages must be credited, no matter how short.

Imitating (rather than copying verbatim) the language or ideas of another is paraphrasing—restating the material in one's own language. In this case, quotation marks are inappropriate, but

the source must still be credited.

Violations of the Attitude and Spirit of the Code of Conduct/Honor Code:

The Honor Code defines “standards of honorable behavior which are essentially a matter of attitude and spirit rather than a system of rules and regulations.” Pingry assumes that its students will conduct themselves honestly in all activities. Students are expected to behave in a “decent, self-respecting way based on personal integrity and genuine concern for others.”

Examples of violations of the attitude and spirit of Pingry’s Code of Conduct/Honor Code may include, but are not limited to, the following:

- Lying
- Forgery
- Feigning illness to the nurse or teacher in order to miss a class or test
- Disrespect towards a member of the Pingry community or a guest of the School
- Insubordination (excessive talking back and disrespect to an adult)
- Repeated violations of School rules
- Harassment, intimidation, bullying, physical aggression, or abusive behavior of any form
- Tampering with fire or safety equipment
- Damaging property
- Vandalism
- Theft
- Unexcused absence from school
- Pattern of absences on days when assessments are given or assignments are due
- Violations of Pingry’s technology and computer usage policies
- Smoking, possessing, or using tobacco products or e-cigarettes
- Possessing, distributing or selling alcoholic beverages, illicit drugs or drug paraphernalia, being under the influence of alcoholic beverages or illicit drugs, or the inappropriate use of prescription or over-the-counter medications on the campus, on a school bus, or on a School-sponsored activity or trip
- Bringing discredit to The Pingry School, whether during or outside of school hours when on or off school property

Consequences

I know that choosing not to follow the Code of Conduct/Honor Code will result in certain consequences. These consequences will be reasonable, related, and immediate.

Consequences may include one or more of the following:

- Spending time in a separate place until given permission to rejoin the group
- Apologizing to the person who has been hurt by my words and/or actions
- Repeating the process in an approved manner
- Informing my parents of inappropriate behavior
- Making restitution for damaged or stolen property
- Having a grade lowered in the case of cheating
- Cleaning the School building or grounds

- Being excluded from a School field trip
- Being dismissed from School for one day or an in-school detention for repeated or extreme offenses and/or
- Meeting with my parents, the faculty, and administration to determine continued enrollment at Pingry

The selling, use, or possession of illicit drugs or alcoholic beverages is considered an extremely serious offense, in accordance with state and federal laws, and will lead to severe disciplinary actions.

## THE HONOR SYSTEM – Basking Ridge Campus

The Honor System

*Revised 6/12/98*

### I. Philosophy of The Honor System and General Description

The Honor System, which governs the Honor Code, was established in 1925 on the initiative of the senior class council and was approved by the student council and accepted and signed by all members of the School. It is one of the most respected traditions of The Pingry School. Under its provisions, all students will uphold their honor by never cheating on any quiz, test, or examination, and by not copying from any book or other student's paper when doing homework. The Honor Code also applies to research done on the Internet. The purpose is to stimulate the moral growth of the student and to cultivate an atmosphere of trust and confidence between the faculty and student.

The Honor Code defines “standards of honorable behavior which are essentially a matter of attitude and spirit rather than a system of rules and regulations.” Pingry assumes that its students will conduct themselves honestly in all activities. Students are expected to refuse to engage knowingly in any unauthorized activity which profits them or which helps or hinders others in any work which is submitted for a grade or any work which leads ultimately to a grade. Students are also expected to behave in a “decent, self-respecting way based on personal integrity and genuine concern for others.”

### II. Institution of the Honor System

Each student will be required to sign the honor pledge (“I have neither given nor received any unauthorized aid on this exam.”) on any graded assignment. This is to remind the student body of the presence and importance of the Honor Code.

The Dean of Student Life will:

1. Personally inform new students of the Honor System at the new student orientation at the start of the school year.
2. Provide for meetings of representatives of the Honor Board and each Form to further discuss the system.

The Headmaster or designees will:

1. Explain the Pingry Honor System to all new teachers at the faculty meetings prior to the commencement of school in September.
2. See to it that the Honor System is discussed and reaffirmed by the entire faculty at the first meeting of the school year. The Headmaster will make clear that all teachers will explain the Honor System and discuss the proper methods for implementing the system, both at the start of the school year and during the school year.
3. Address the entire School community on the Honor System and the Honor Code.
4. Send a letter to all parents during the first week of School in which the nature of the
5. Honor System is fully explained.
6. See to it that all students sign an honor statement indicating their full comprehension of and commitment to the Honor System.
7. Provide programs throughout the school year that will serve to reinforce the successful implementation of the Honor System.
8. Provide for academic department meetings at which department guidelines for cheating are thoroughly discussed.

The department heads will ensure that every teacher spend time in class during the first week of school discussing the Honor Code and outlining their expectations for acceptable academic aid.

### III. Violations of the Honor Code: Definitions

Pingry assumes that its students will conduct themselves honestly in all activities. Students are expected to refuse to engage in any unauthorized activity which profits them or which helps or hinders others in any work that is submitted for a grade or in any work that ultimately leads to a grade. Such work would include exams, quizzes, tests, oral or written work, lab exercises, and other assignments leading to a grade.

In all cases, a student will be considered to have committed academic dishonesty if the student should reasonably have understood that his or her actions were in violation of the Honor Code.

Examples of violations of Pingry's Honor Code include:

1. Cheating during examinations and tests where actions defined as cheating include:
  - a. looking at another's examination,
  - b. communicating to another student in any manner or providing any information concerning the content of the exam,
  - c. using any unauthorized materials, such as notebooks, notes, textbooks, or other sources not specifically designated by the teacher of the course for student use during the exam period, and
  - d. engaging in any other activity for the purpose of seeking or giving aid during an examination.

2. Unauthorized academic aid

The spirit that should guide all questions of academic aid is the development of the student as an independent learner and a person of integrity. The general rule to follow is that all

students should do their own work at all times. Even when assisted by a tutor, a student's work must adhere to the spirit of the Honor Code. If there is ever any doubt as to the legitimacy of aid, the student must consult the teacher. Some academic departments have specific guidelines as to what constitutes authorized and unauthorized aid. In all cases, the letter and spirit of these guidelines should be followed meticulously.

3. Plagiarism

Plagiarism is defined as copying or imitating the language or thought of another and passing it off as one's own. If, in a paper, a student copies the language of someone else (as from a book, periodical, another paper, reference or critical work, CD-ROM, Internet, study guide such as CliffsNotes, etc.), the student must credit the quotation and clearly set it off with quotation marks or other generally accepted formatting. All copied passages must be credited, no matter how short. Imitating (rather than copying verbatim) the language or ideas of another is paraphrasing—restating the material in one's own language. In this case, quotation marks are inappropriate, but the source must still be credited.

4. False information

It is forbidden to knowingly furnish false information to the School (including advisors, registrar, and instructors) for the purpose of obtaining special consideration or privilege (i.e. postponement of an examination or a deadline for written work).

#### Academic Consequences

Any student who has been found to have committed a violation of the Honor Code for the purpose of academic gain shall receive a zero for that assignment. The Dean of Student Life, advisor, teacher, and the appropriate department head will work together to clearly communicate the parameters of the make-up assignment. Once the assignment has been satisfactorily completed, it will be assigned a grade that is the average of the original zero and the grade earned on the make-up assignment.

#### Violations of the Attitude and Spirit of the Honor Code

The Honor Code defines “standards of honorable behavior which are essentially a matter of attitude and spirit rather than a system of rules and regulations.” Pingry assumes that its students will conduct themselves honestly in all activities. Students are expected to behave in a “decent, self-respecting way based on personal integrity and genuine concern for others.”

Examples of violations of the attitude and spirit of Pingry's Honor Code may include, but are not limited to, the following:

- Lying
- Forgery
- Feigning illness to the nurse or teacher in order to miss a class or test
- Disrespect towards a member of the Pingry community or a guest of the School
- Insubordination (excessive talking back to an adult)
- Repeated violations of school rules

- Harassment, intimidation, bullying, physical aggression, or abusive behavior of any form
- Tampering with fire or safety equipment
- Damaging property
- Vandalism
- Unexcused absence from School
- Pattern of absences on days when assessments are given or assignments are due
- Violations of Pingry's technology and computer usage policies
- Smoking, possessing, or using tobacco products or e-cigarettes
- Possessing, distributing or selling, alcoholic beverages, illicit drugs or drug paraphernalia, being under the influence of alcoholic beverages or illicit drugs, or the inappropriate use of prescription or over-the-counter medications on campus, on a school bus, or on a School-sponsored activity or trip
- Bringing discredit to The Pingry School, whether during or outside of school hours when on or off School property

#### IV. Procedures for Violations of the Honor Code

Violations of the Honor Code may be reported by faculty or students. All offenses are to be reported to either the Dean of Student Life or the appropriate Division Director. Initially, all violations will be handled by the appropriate Division Director or Dean of Student Life. The appropriate Division Director, Dean of Student Life, or appropriate School personnel will be responsible for investigating the offense, reporting details to the Disciplinary Committee or Honor Board (if an Honor Board hearing is required), and attending mediation hearings. The appropriate Dean will discuss the situation with the student(s) and notify their parents.

The Upper School Disciplinary Committee consists of the Dean of Student Life, the Division Director, and the student's advisor. The Middle School Disciplinary Committee consists of the Dean of Students, the Division Director, the student's advisor, and all Team Leaders. Suspected Honor Code violations are adjudicated by the appropriate Disciplinary Committee.

All offenses that could lead to a suspension or dismissal will be brought before the Honor Board unless both the Disciplinary Committee and the involved parties agree to have the matter resolved by the Disciplinary Committee, and the student does not have a prior Honor Code violation. Any potential incident involving a student with a prior Honor Code violation must be heard by the Honor Board. The foregoing notwithstanding, any infractions which may involve violations of the law will be referred directly to the Headmaster, who will resolve the matter in consultation with the Disciplinary Committee. Such matters shall not be referred to the Honor Board. In addition to matters involving possible violations of law, in special circumstances the Headmaster may bypass an Honor Board hearing and send the offense directly to the Disciplinary Committee for resolution.

#### V. The Honor Board

##### Philosophy

The Honor Board was established to empower the Upper School student body with a direct voice

in the application of the Honor Code. The Honor Board is a committee of Upper School students and faculty constituted with the purpose of enhancing the spirit of the Honor Code. The Honor Board will serve the Pingry community by mediating violations of the Honor Code, establishing a guideline of possible penalties for violations of the Honor Code, and maintaining consistency in the application and interpretation of the Honor Code.

#### Role and Makeup

The duty of the Honor Board is to participate in the mediations of violations of the Honor Code; this process will conclude with a recommendation to the Headmaster. The Honor Board will be composed of four Upper School student members, three faculty members, the Upper School Deans of Student Life, the student chairperson, and the student secretary. Students who come before the Honor Board may ask their advisor or any other member of the Upper School faculty to accompany them.

#### Adjudication: Quorum and Consensus

All quorums will require at least four student members, two faculty members, the Honor Board advisor, the Honor Board chairperson, and the Honor Board secretary in attendance. If the Honor Board chairperson cannot be present for a case, the secretary or a senior member of the board may serve as chair.

The method of consensus depends on reaching unity. It should be noted, however, that unity does not necessarily require unanimity. When discussion has reached a point when the chairperson proposes a decision that clearly has the support of two-thirds of the voting members, remaining dissenters can withdraw their disagreement in order that unity be achieved. If the disagreement is fundamental, a dissenter may block consensus and discussion must continue with the objective of finding a new formulation that is satisfactory to all. If consensus among all members cannot be reached after lengthy discussions, then, with the approval of all members but three, consensus can be declared with any dissenters being recorded as standing outside of it. There may be no more than three dissenters.

#### Applications and Membership

Students in Form III will apply in October for a term that will last two academic years. Students in Form IV will apply in the spring for a two-year term that will begin the following academic year. Students applying in Form IV may apply for the Honor Board secretary position. The Honor Board chairperson will be selected based on his or her past performance on the Honor Board. Any Form V student must complete an application in order to be considered for chairperson. Three students from each Form will be chosen to serve individually on a rotating basis. The rotating basis will be determined by availability and personal compatibility with the case. This application process is formulated in order to provide consistency for the Honor Board.

All applications must have one teacher recommendation as well as a peer evaluation. The members of the Honor Board will be required to attend a retreat in June and a retreat in late August to familiarize themselves with the Honor Code and Honor Board.

Applications will be reviewed by the Upper School Dean of Student Life, the Upper School

Academic Dean, the Form Advisor, a faculty member of the Honor Board, and the senior students on the Honor Board. The Headmaster will have the final decision in the selection process.

The term officially begins on Orientation Day and ends the week after final exams. The Headmaster will choose the faculty pool for the Honor Board.

If an Honor Board member chooses to study abroad for one semester or longer, the student will no longer be able to serve on the Honor Board and a special application process will take place to fill the newly empty spot.

#### Confidentiality

Only one-third of the Honor Board members sit for each case. Therefore, two-thirds of the Honor Board will not know the specifics of the particular action. It is imperative that matters that go before the Honor Board remain private and confidential. All reports will be kept confidential.

#### Consistency

To provide consistency, the Honor Board advisor, a non-voting mediator, may discuss some aspects and results from previous cases since the advisor is one of the Honor Board members who sits on all resolutions. All names are confidential. The Honor Board chairperson and secretary will be present for all cases. While the Honor Board does consider precedent when making decisions, the Honor Board treats each case individually.

#### Meetings

The Honor Board will have regular meetings. These meetings will be used to make changes or additions to the Honor Board constitution that may be necessary after its establishment. Regular workshops and informal training sessions will provide practice in areas of morals, ethics, and sensitivity.

### VI. Student Discipline

One purpose of discipline is to enable students to learn to change by examining their attitudes and actions. As a result, Pingry is prepared to respond to individual cases with a variety of appropriate means.

### VII. Consequences

Pingry believes that each student and situation is unique and therefore, to list all violations which might occur is impractical. However, in the spirit of fairness and consistency, the Disciplinary Committee and the Honor Board offer the following benchmarks as possible disciplinary responses.

#### Detention

A detention is a formal notification from the Dean of Student Life that a student has violated a School rule.

In the Upper School, daily detentions are one hour in length served on Friday mornings from 7-8 a.m. Students who arrive after 7:05 should expect to receive another detention. Saturday detentions are two hours in length, and are typically held one Saturday each month, or on a day

when classes are not in session but School offices are open, from 8-10 a.m.

In the Middle School, detentions are served after school, Monday - Friday. The first detention is 45 minutes; subsequent detentions are 60 minutes.

Daily Detentions may be given for:

- Lateness
- Violations of the Dress Code
- Eating or drinking in the halls or classrooms
- Leaving campus without signing out
- Failing to sign in first period free
- Inappropriate physical contact or behavior

Saturday Detentions may be given for:

- Unexcused absence from a School commitment (i.e. class, assembly, or advisory)
- Leaving campus before 3:30 p.m. without permission. If a student drives to School, the student may also have his or her driving privileges suspended.
- Three daily detentions in one semester
- Repeated Dress Code violations
- Excessive lateness
- Other more serious/repeat offenses

All violations should be reported to the appropriate Dean of Student Life. Detentions are only reported to the student's parent(s) and advisor.

### Official Warning

An Official Warning is a disciplinary measure normally reserved for students with no prior rule or Honor Code violations who immediately recognize that they have erred in judgment. It results in a written letter indicating that the student's behavior was inappropriate and should not be repeated. It also outlines the more serious disciplinary action that will be taken in the event of a further Honor Code violation. The School reserves the right to take additional disciplinary measures beyond an Official Warning if the offense so warrants. Official Warnings are reported to the student's parent(s) and advisor.

### Demerit

In the Upper School, a student will receive a demerit for accumulating two or more Saturday detentions within one semester, for violating a more serious School rule, or for repeated violations of School rules. Students who receive a demerit must also serve a Saturday detention. If a student receives a second demerit for violating a School rule, the student may be placed on Disciplinary Probation.

In the Middle School, a Demerit is accompanied by three detentions.

Demerits will be given for:

- Insubordination
- Smoking, possessing, or using tobacco products
- Gambling
- Two or more Saturday detentions within one semester
- Violation of a more serious school rule
- Repeated violations of school rules

All violations should be reported to the appropriate Dean of Student Life. Demerits are reported to the student's parent(s) and advisor.

### Disciplinary Probation

Disciplinary probation is a temporary status usually lasting one semester during which the student's conduct will be monitored closely. Even minor infractions may be treated more seriously, and subsequent infractions of similar magnitude may lead to suspension or dismissal. The parents are notified of this status, and a conference to discuss the situation with the appropriate Division Director or Dean is common. Any student on disciplinary probation may have his or her re-enrollment contract withheld until the end of the academic year to determine whether the student will be invited to return the following year.

Disciplinary probation may result from:

- Two or more demerits within one school year
- Unauthorized possession of a school key
- Suspension, which automatically imposes probation

Most school, college, and summer program applications ask if a student has ever been placed on disciplinary probation. When asked, Pingry reports a student's disciplinary probation status to schools, summer programs, and colleges to which a student applies.

### Suspension

A suspension indicates that the student must be temporarily removed from the community in response to a serious offense. A student should use the time away from school to consider what it means to be a member of the Pingry community and that a subsequent infraction may lead to dismissal. The student will also be expected to keep up with his or her academic classes on his or her own. All work must be made up the day the student returns to school. The length of the suspension will vary with the magnitude of the violation. All students who are suspended will automatically be placed on disciplinary probation for at least one semester.

### Dismissal

A dismissal indicates that Pingry can no longer allow a student to remain within the community. This is the strongest statement that a school can make about a student's conduct, and it will be reserved for the most serious situations that could either be blatant disregard for the community or a serious violation while a student is on disciplinary probation.

### Suspension and Dismissal

The Honor Code defines “standards of honorable behavior which are essentially a matter of attitude and spirit rather than a system of rules and regulations.” The Disciplinary Committee and the Honor Board consider the following as possible examples of some serious violations of this attitude and spirit that may lead to suspension or dismissal:

- Repeated violations of the Honor Code
- Cheating during examinations or tests
- Giving or receiving unauthorized academic aid
- Academic dishonesty or plagiarism
- Knowingly furnishing false information to the School for the purpose of obtaining special consideration or privilege
- Violations of Pingry’s technology and computer usage policies
- Gross insubordination
- Damaging School property
- Tampering with fire or emergency notification equipment or systems
- Vandalism
- Unexcused absence from School
- Abusive behavior
- Physical aggression
- Harassment, intimidation, or bullying
- Theft
- Lying
- Forgery
- Possessing, distributing or selling alcoholic beverages, illicit drugs or drug paraphernalia, being under the influence of alcoholic beverages or illicit drugs, or the inappropriate use of prescription or over-the-counter medications on the campus, on a school bus, or on a School-sponsored activity or trip
- Any offense that would normally lead to a demerit or suspension when committed by a student who is on disciplinary probation
- Bringing discredit to The Pingry School, whether during or outside of school hours while on or off School property
- Possession of any weapon or potentially dangerous material in School or at a School-sponsored event

A third serious (i.e. suspensive) violation of the Honor Code will normally result in dismissal. For students in Form V and Form VI, a second violation of the Honor Code for the purpose of academic gain will normally result in dismissal.

Ordinarily, disciplinary records will be expunged at the end of Form II, although disciplinary probation may be carried into Form III.

### VIII. Disciplinary Procedures

Pingry expects that all students will “live by standards of honorable behavior.” When students do

not live up to these expectations, the following disciplinary system explanation is provided to attain fair treatment and consistency. This system applies at all School activities and/or School-sponsored trips.

The faculty is responsible for enforcing the discipline throughout the School. Minor offenses, particularly in the classroom, will be handled on the spot. When a teacher feels that a student is not responding to repeated, on-the-spot discipline, the teacher will report the situation to the Dean of Student Life.

#### IX. Appeals Process

Students may appeal directly to the Headmaster for reconsideration of any recommendation of consequences made by the Honor Board or the Disciplinary Committee. Appeals must be made to the Headmaster in writing within 24 hours of being notified of the decision.

#### X. Confidentiality Policy for Student Discipline

Pingry takes violations of School rules seriously, and the School addresses the issues through its administrative processes (Honor Board, Disciplinary Committee, etc.). As a matter of practice, Pingry does not share details of disciplinary cases—including disciplinary responses—with the other parties involved in these cases.

## HONOR BOARD MEMBERS 2017-18

Chairperson: Alexandra Pyne

Secretary: Andrew Beckmen

Form VI:

Alice Berndt

Alexis Elliot

Obi Nnaeto

Form V:

Avery Didden

Varun Seetamraju

Ketaki Tavan

Form IV:

Natalie Ladino

Leah Mangold

Rogers Matthews

Form III:

Students will be appointed in November 2017

## INDEPENDENT SENIOR PROJECTS

Each senior undertakes an independent senior project (ISP) for the last month of school, beginning on the first day of AP Exams. During this time, seniors will engage in a project that has been approved by the School, and they will not attend classes. Students engaged in both on-campus and off-campus projects will be expected to participate in all after-school activities such as athletics. Seniors must complete their community service requirements and all other requirements outlined by the Academic Dean before beginning their ISP.

The independent senior project permits personal responsibility for learning in an area of particular or potential interest to the student. Students will have the opportunity to work almost completely on their own with few restrictions.

At the end of the month, there will be an ISP evening when students will discuss their projects, present their findings, give performances, etc. as indicated by their project topic.

## KINDERGARTEN NEEDS

For their comfort and convenience, Kindergarten students may be required to bring a few items with them to School. For example:

- A backpack, or carry-all bag of a size appropriate for the child
- A pair of sneakers for gym class that will stay at School
- A complete change of clothing that should be kept in the classroom in case of spills or accidents
- Gardening boots that will stay at School

All articles, including all outdoor gear (jackets, coats, gloves, scarves, sweatshirts, sweaters), should be marked with nametags or indelible ink.

Kindergarten students must also bring their own lunches to School in paper bags or soft lunch bags with their names clearly marked on the outside. The School will provide milk, juice or water, and snacks for recess. Staff is unable to provide for the heating of lunches sent from home.

If a child has a food allergy, please notify the School immediately.

## LIBRARY

### Short Hills Campus—Lower School Library

The Lower School Library is a student-centered library and media center with a mission to instill a love for reading and literature in our students. The library serves the academic and literary needs of our students in a setting that is safe, nurturing, and technologically equipped. Students can successfully seek information and ideas through a wide range of materials that support the curriculum at all grade levels.

The collection consists of approximately 20,000 volumes, 50 magazine and journal subscriptions, newspapers, Playaways (digitized books), DVDs, and numerous online subscription databases. The library web page provides remote access to the library catalog, subscription online databases, summer reading lists, national book award lists, and library events.

The library offers computer workstations for student research, laptop computers, a quiet reading nook, satellite television, a professional collection of books and periodicals, and a reference room.

When School is in session, library hours are from 8:00 a.m. to 3:30 p.m. Each class visits the library for one forty-minute period per cycle. Students may also visit independently anytime for browsing or research with teacher permission. Students may borrow up to five items for a two-week period, including books, Playaways (digitized books), and magazines from the circulating collection. Beginning in Grade 3, DVDs may be borrowed for the weekends. Parents are welcome to borrow books and other materials. Students are responsible for returning their library materials on time. Inter-library loans from the C.B. Newton Library on the Basking Ridge Campus are provided upon request.

In addition to instilling a love for reading and literature, one of the main goals of the library program is to ensure that students acquire the necessary information literacy skills they will need to locate, access, and analyze information from both print and electronic formats. These skills are taught to all students by the librarian during their regular library classes through content-based and inquiry-based research that is developed as part of the library curriculum, and also through collaborative efforts with classroom teachers. The use and care of library books and materials is taught and emphasized at all grades.

Overall, the library serves as an enriching learning environment in which intellectual curiosity is promoted; lifelong reading and learning are encouraged; information literacy skills are developed; and respect for the ethical use of the property of others is strongly supported.

### Basking Ridge Campus—The C.B. Newton Library

The Charles Bertram Newton Library is a student-centered learning environment that supports the academic programs of the Middle and Upper Schools. The collections include more than 35,000 books; 100 periodical subscriptions; 1,500 video selections and a robust network of online research and periodical resources with access to more than 100 database components. When School is in session, library hours are from 7:30 a.m. to 5:30 p.m. for students who wish to study or conduct research before, during, and after the scheduled school day.

The following rules govern the use of the C.B. Newton Library and its materials:

1. The library may only be used by individuals or classes engaged in academic activity, not for group activity unrelated to academic work.
2. Students and faculty are welcome to enjoy the quiet side for individual work free of distractions; the reference side for research and small group work; and the tower reading room for study and casual reading. All library areas are places for academic pursuit and are not intended to be social gathering places. Students should respect the needs of the larger Pingry community when visiting the library, where a spirit of scholarship should guide your conduct.
3. Cell phones may be used in the library to facilitate academic work, such as accessing library resources through the Internet or mobile application, use of catalog QR codes to access reserve reading lists, or as an e-reader.
4. It is expected students will take pride in keeping the library neat and orderly. Chairs should be set straight in the carrels and waste paper should be deposited in wastebaskets or recycling containers. Food is not permitted in the library. Capped water bottles are permissible. Open beverage containers are not permitted.
5. All books must be brought to a library staff member for borrowing. Failure to charge out books or other library items violates School rules and is subject to appropriate disciplinary action.
6. Books from the circulating collection may be borrowed for four weeks. A book may be recalled by the library after a two-week period if urgently needed. Books that are recalled and not returned within two days of the notice will be subject to a late item fine.
7. Books placed on reserve for particular classes do not circulate. These books must be used in the library and may be photocopied. Reference books may not be borrowed without permission from the librarian.
8. The library participates in Jersey Cat, a statewide service that allows members to borrow materials at more than 200 New Jersey libraries. The loan period on these items is governed by the lending library. Inter-library loan (ILL) material may not be renewed. Overdue fines or lost ILL materials are billed by the lending institution at their replacement cost.
9. Fines are not charged for overdue books. Students should return materials in a timely manner as a matter of Honor. Lost materials are charged at their replacement cost, which may be significant depending on the item.

All rules and procedures pertaining to the library will remain in force from the time it opens until closing time.

## LOCKERS

All lockers are School property and may be subject to inspection at the School's discretion. It is expected that students will abide by the Honor Code concerning personal property. Although the School will do all in its power to protect each student's valuables, the School cannot be held liable for any missing or damaged items. It is recommended that students leave all valuable items at home.

All lockers are School property and may be subject to inspection at the School's discretion.

Short Hills - Students in Grades 3-5 are assigned a gym locker. Students in grades 4 and 5 are also assigned hall lockers annually.

Basking Ridge - Students in Grade 6 through and Forms I-III are assigned hall lockers annually. Students in Forms IV-VI will be assigned lockers upon request. Pingry will issue gym lockers to all Middle and Upper School students on athletics teams. In addition, Fitness Education students will have use of a locker and the shower room for their gym period.

## LOST AND FOUND

### Short Hills Campus

The lost and found collection is located in the hallway near the gym doors. All items unclaimed by the end of the school year are donated to a local charity.

### Basking Ridge Campus

The Upper School lost and found collection is located in Room 309 A, inside the Hyde and Watson Gym. The Middle School lost and found is located in the northeast stairwell in the Middle School building. Found items are occasionally turned in to the division and main offices as well. Before each extended school vacation (Thanksgiving, Winter Break, Spring Break, and Summer Break) all unclaimed items are collected and donated to a local charity.

## LUNCH AND SNACKS

All students in Grade 1 through Form VI must participate in the School lunch and snack program. SAGE Dining Services, our food services provider, offers a variety of nutritional foods daily. In addition to soups and hot entrees, students have a choice of sandwiches, yogurts, salads, fresh fruits and vegetables, milk, and juices. The food service's nutritional expert will be happy to meet with parents whose children require special diets for religious or medical reasons.

Lunch is a continuation of the learning and teaching process. We encourage and expect good manners at the table and when entering and leaving the dining room. Food is not to be mishandled.

Breakfast is not included in the student meal plan. At the Basking Ridge Campus, breakfast items are available in the dining hall on a pay-as-you-go basis.

Advisory and homeroom snacks, birthday and holiday treats, baked goods, etc. that are brought to School should be nut-free. Foods containing nuts or nut products should be clearly identified.

*SAGE Dining Services, our food services provider, is committed to providing a safe and healthful dining environment for all patrons. As most students with food allergies face a lifetime of managing their condition, SAGE does not make special meals, but creates varied menus that feature safe foods. Students with food allergies and their parents are encouraged to contact Pingry's Director of Food Services, to ask specific questions, review menus and tour the kitchen.*

## **PEER LEADERSHIP PROGRAM (Upper School)**

The Peer Leadership program is designed to help freshmen adjust to their school and social environments by providing support and leadership in weekly formal and small group meetings with seniors. Although peer group focuses on helping freshmen build trust and sharpen their decision-making abilities, the program also allows a unique opportunity for seniors to develop leadership and communication skills.

## **PHOTOGRAPHY**

Pingry reserves the right to use photographs, videos, or recordings of students in all official School communications including, but not limited to, the Pingry web site, publications, and media releases. Parents may restrict this right by advising the Director of Strategic Communications of their family preferences—in writing—within 30 days of the execution of their Enrollment Contract for the upcoming academic year.

*Please note: Photos of Upper School students may be identified using their names. However, photos of Middle School and Lower School students will not be identified using their names. No photographs should be taken by students for personal purposes or for social media without the subject's consent.*

## **SEARCH OF PERSONAL PROPERTY**

The School reserves the right to search student lockers, backpacks, personal electronic devices, cars, and other personal property when there is a reasonable suspicion that a disciplinary infraction

has occurred or if a student's health and safety is at risk.

## STUDY AWAY PROGRAMS

The School offers a number of domestic and international study away programs that allow students to continue their academic careers away from Pingry for a semester or a year. These programs usually take place during a student's sophomore or junior year, and may also occur in the senior year. A full list and descriptions of the various programs available can be found on the Pingry web site under the Global Programs section: <http://www.pingry.org/teaching-learning/global-programs>.

Students who are planning to participate in a semester- or full-year away program must speak with the Director of Global Programs or the Assistant Headmaster on the Basking Ridge Campus prior to beginning the application process (typically in the fall or winter one year prior to attendance). This allows Pingry to help facilitate this process for the student and the student's family. This facilitation includes discussing a student's academic progression and ensuring that the program the student wishes to attend is the best match for him/her. Students applying to a study-away program need to make the Director of Global Programs or the Assistant Headmaster on the Basking Ridge Campus aware of their application for the following year no later than March 1. The curriculum of the study abroad program will be evaluated by the Director of Global Programs, Academic Dean, Upper School Director, and Department Chairs to determine how graduation requirements may be fulfilled.

All applications to participate in study-abroad programs must be reviewed by the Academic Dean and Dean of Student Life to ensure the students are in good academic and disciplinary standing. A student may not hold a leadership position on campus while s/he is studying abroad.

Pingry's tuition policy for a semester away requires parent(s)/guardian(s) to pay Pingry's required fees only for the portion of the school year the student is in attendance. For this reason, Pingry requires a student who plans to spend a semester away in the following academic year to confirm participation in the selected program by April 30 of the current academic year. Failure to inform Pingry by this date of participation in a semester away program will result in the requirement to pay a full Pingry tuition.

Please note that if a student receives financial aid from Pingry, the grant will be prorated and applied to the portion of the year spent on campus. No portion of the grant will be transferred to the study-away program. Students interested in financial assistance for study-away programs will need to apply through the specific program to cover the costs of their time away.

## TECHNOLOGY POLICY

### Acceptable Use of Technology Policy

The Pingry School's Honor Code and Code of Conduct set the standard of behavior for all members of The Pingry School—students, faculty, administrators, staff, alumni, and parents. These codes are not meant to be a system of rules and regulations, but rather a guide for living an ethical life. A true understanding of the codes informs all aspects of our lives, and so these codes should be at the core of good decision making whether we are in school or away from school. When we engage in the use of technology, the moral and ethical standards established by the Honor Code and Code of Conduct guide us in its appropriate use. In the online environment, our actions reach far beyond the walls of The Pingry School, and the consequences of these actions may have far-reaching effects. Responsible use of all technology and social media dictates that members of the community should not engage in any activity, at any time or any place, which does not reflect well on them or on this institution.

### Scope

This policy applies to all members of the Pingry community, as defined by the users definition below. On the Basking Ridge Campus, advisors will review the policy with their advisees at the beginning of each academic year. In the Lower School, homeroom teachers will review the Acceptable Use Policy with their students and a section of the Code of Conduct, signed by all students, will refer to this policy.

### Definitions

- **Users** are members of the Pingry community—the students, faculty, administrators, staff, alumni, parents, volunteers, adjuncts, coaches, trustees, and others.
- **The Pingry School Technology Services** comprises all hardware and software tools that The Pingry School provides to its users to support academic and administrative activities. This includes all hardware (computers, printers, classroom A/V, copiers, phones, networking equipment, storage media, displays, etc.), digital resources (WiFi, network storage space, databases, servers, etc.), all services running on Pingry-owned servers (Schoology, Veracross, etc), as well as various other services provided, but not hosted, by the school, including, but not limited to, Google Apps for Education and the Pingry website.
- **Intellectual property** refers to creations of the mind: inventions, literary and artistic works, and symbols, names, images, and designs used in commerce. Intellectual property is divided into two categories: **Industrial property**, which includes inventions (patents), trademarks (which includes recognizable signs, designs or expressions which identify and differentiate a product or service of a particular source from those of others), industrial designs, and geographic indications of source; and **Copyright**, which includes literary and artistic works such as novels, poems and plays, films, musical works, drawings, paintings, photographs and sculptures, and architectural designs.

### A. Expectations

1. Access to Pingry Technology Services is a privilege intended to facilitate education, school-related communication, research, and other school business. Pingry reserves the right to limit or

1. prohibit user access to services in its efforts to maximize network use for academic purposes or as a result of violation of the Acceptable Use Policy.
2. All users are responsible for appropriate use of The Pingry School Technology Services.
3. All faculty, students, staff, administrators, coaches, and adjuncts must use their Pingry email accounts rather than their own personal email accounts for Pingry-related communication.
4. All users should maintain personal email accounts for non-school related business.
5. Users must register personally owned computers and personal devices in order to connect any such computer or device to The Pingry School network. This includes both wired connections and WiFi.
6. Devices connected to The Pingry School network are required to meet security requirements, as determined by the Director of Educational and Information Technology. Devices not meeting these requirements will be restricted from the network.
7. All computers and personal devices owned by individual members of the community and used on school grounds are subject to this policy regardless of their connection to the Pingry network.
8. Pingry databases that secure information about academic life, community members, and school business are the property of The Pingry School. Information contained therein is proprietary and confidential and can neither be distributed nor used for personal gain. Pingry reserves the right to restrict access to such databases.
9. Using technology for illegal activities, including but not limited to drug or alcohol related activities; threatening the safety of another; vandalism; libel; gambling; promoting a pyramid scheme; distributing obscenities; receiving, transmitting, or possessing child pornography (e.g. sexting); infringing copyrights; making threats—are strictly forbidden and may be reported to the authorities.

#### **B. Responsible Use of Pingry Technology Services**

1. Engaging in any activity that threatens the integrity of Pingry Technology Services is prohibited. This includes both physical and electronic tampering.
2. Personal networking equipment such as servers, routers, switches, hubs, and wireless access points are not permitted on The Pingry School network without approval of the Technology Department.
3. Unauthorized or inappropriate access to password-protected data, intentionally damaging computers, technology peripherals, or computer networks is subject to disciplinary and/or legal action. Suspected abuse of network systems should be reported immediately to the Director of Educational and Information Technology, the Dean of Students, or other Administrators.
4. Users must not attempt to fix, reconfigure, disconnect, or relocate any of the School's equipment, including data ports, printers, computers, wireless access points, peripherals, etc. Please contact the Pingry Technology Department for assistance.
5. Users will respect all copyright, trademark, and other laws governing intellectual property. No software may be installed, copied, or used on School equipment except as permitted by law. All software license provisions must be strictly adhered to.
6. Use of Pingry Technology Services for commercial purposes, advertising, personal profit, unauthorized fundraising, or political lobbying/campaigning is prohibited.
7. The network is a shared resource. Use of the network for academic purposes is our priority. Using the network for video game playing, and video streaming, competes with academic uses of

network resources. Pingry reserves the right to limit network resources and prioritize academic uses.

8. Use your own login and credentials and not another's. Do not misrepresent yourself online. Respect the privacy of other people's files and email.

### C. Digital Communication and Social Media

1. The Pingry School recognizes the rights of students, faculty, and staff who want to participate in online social networking. Pingry looks to promote an atmosphere of good will, honesty, and individual accountability. Pingry students, faculty, and staff should always keep in mind that information produced, shared, and retrieved by them is a reflection on the school community and is subject to the School's policies. When accessing, creating, or contributing to social media for classroom or, in most cases, personal use, we expect you to follow this policy.
2. In accordance with The Honor Code, we expect users to set and maintain high ethical standards in their use of social networking. Since social media reaches audiences far beyond the community, students must use social sites responsibly and are accountable for their actions. If a student sees anything of concern on a fellow Pingry student's social networking page or account, they should immediately contact the Director of Educational and Information Technology, the Deans of Student Life, or another adult within the Pingry community.
3. The Pingry logo, school name, and branding tagline are legal Trademarks and cannot be used in any electronic media or communication or otherwise without the prior permission of Pingry's Communications Office. Pingry reserves the right to require school-related images or content be removed from the internet.
4. Do not misrepresent yourself by using someone else's identity. This would include, but is not limited to, using another person's account, updating someone else's account information, logging on to someone else's computer, or creating an online identity that pretends to be someone else.
5. Users should keep their passwords secure and never share passwords with others. If someone accesses one of your accounts, you could be held accountable for his or her actions.
6. When responding to others, be respectful and avoid comments that may be hurtful. Do not use profane, obscene, or threatening language. Resist the urge to post comments or send messages online when angry, upset or otherwise highly emotional. Remember that anything you post or write online has the potential to be shared with others beyond the original recipients and remain accessible forever, long after the emotions that triggered the message have passed.
7. Cyberbullying is considered an act of harassment and is subject to the same harassment guidelines detailed elsewhere in the Pingry Student Handbook.
8. Use of Pingry logos or images on your personal social networking sites is prohibited. If you wish to promote a specific Pingry activity or event, you may do so only by means of a link to the official Pingry Facebook account, Twitter account, or YouTube channel.
9. Pingry reserves the right to review usage and access data files, email, voicemail, and other communications utilizing The Pingry School Technology Services. Accordingly, members of The Pingry School community should have no expectation of privacy with respect to any such usage, files, or communications.
10. All users must respect and value the privacy of others, behave ethically, and comply with all legal restrictions regarding the use of electronic data. All users must also recognize and avoid violating or infringing the intellectual property rights of others.

11. Use discretion when interacting with other Pingry users via social media. Except for very specific situations, Students and Pingry employees should not use non-Pingry channels for communication (e.g. Facebook, Twitter, Snapchat, etc.) Students should only interact with faculty via social media if it has been previously approved by that faculty member for a specific Pingry activity. Faculty should use discretion in requiring social media for Pingry uses, and should not use non-Pingry channels as the standard method of interpersonal communication.
12. Users may only send e-mails to distribution groups that the Director of Educational and Information Technology has explicitly given them permission to use. Sending e-mails of a personal nature (e.g. personal announcements, items for sale, etc.) is prohibited.

#### **D. For Students - Technology for Class Use**

1. Your use of technology should be in line with the expectations set by the classroom teacher, and not be distracting to you and/or to other students in the class.
2. Technology should not be used as an excuse for not meeting the expectations of the course.
3. Read all school and course communications on a daily basis (even on snow days). For example: emails Schoology, and course web site postings.
4. Come to class with your laptop prepared: necessary files and software backed up and accessible, anti-virus software up to date, and a charged battery. You must plan your day so that you can have adequate power for all academic requirements.
5. Learn and develop the technological skills required for participation in the course.
6. Have open only the programs, windows, and tabs that are relevant to the course as permitted by the classroom teacher.
7. Use common file formats for the generation of any shared or submitted course documents as directed by your teacher.
8. Use the same discretion in online communication as you would use in a classroom setting and be respectful in all shared media.

#### **E. Additional School Policies and Federal/State Laws and Resources**

1. **Pingry School Employee Handbook**
2. **Federal Copyright Law:** Intellectual property, the works of authors and artists, is protected by federal copyright laws which restrict the reproduction, performance, adaptation, and distribution of literary works, sound recordings, art work, video recordings, and films in any format without the expressed consent of the author/artist. [Fair use guidelines](#) for educational purposes permit use of limited amounts of material for teaching purposes. Further information on Fair Use exemptions can be found at Stanford University's [Copyright and Fair Use](#) page.
3. [What is Copyright?](#) A Q & A from the U. S. Copyright Office
4. **Federal Wire Fraud Law:** Federal law prohibits the use of interstate communications systems to further an illegal scheme or to defraud.
5. **Federal and New Jersey Child Pornography Laws:** Federal and state laws make it a crime to produce, possess, or distribute, material that depicts sexually explicit conduct involving someone under 18 years of age, regardless of whether the activity depicted was consensual.

Pingry respectfully acknowledges the following schools whose policies were utilized with permission in developing this comprehensive policy for the Pingry community: The Hotchkiss School, The Lawrenceville School, The Peddie School, Phillips Exeter Academy, Yale University, Stanford University, and Cornell University.

## TRANSPORTATION

### Short Hills Campus

Children who are transported by car will be dismissed at the front entrance of the building. Children not picked up by 3:30 p.m. will report to the main office and remain there under supervision. If the children are not picked up by 3:50 p.m., they will be sent to the After Care program and parents will be billed accordingly.

Students who ride in buses or in pre-registered large car pools will be dismissed to the rear entrance. Drivers must remain with their vehicle at all times. Faculty members on duty will facilitate the loading of car pools, buses, and vans. Students are not permitted to switch from one vehicle to another unless arrangements have been made in advance through the Lower School Office. Visitors are not allowed to ride on the buses.

If a student is not using his or her regular assigned transportation on any given day, the homeroom teacher and the Lower School Office must be informed of the change by 10:00 a.m. that morning. A note or email from the parent or guardian may be sent directly to the teacher. A note, email, or phone call may also go directly to the Lower School Office. This policy applies to all bus, van, car pool, and parent pick-up changes.

### Basking Ridge Campus

Pingry bus routes are provided to students by local Boards of Education or through private contractual arrangements made directly with the bus provider and will transport only the students who have been assigned to those routes. All students must remain on their assigned bus routes and may not switch across route companies. Visitors are not allowed to ride on the buses.

## TRIPS

Overnight, day-long, or partial-day field trips are considered an important part of the Pingry curriculum. All students are expected to attend field trips unless there are extenuating circumstances that have been discussed with and acknowledged in advance by the appropriate Division Director. Pingry does not require permission slips for mandatory field trips that are part of the School's curriculum. Field trips are chaperoned by teachers, often with parent volunteers, in compliance with the student-adult ratios required by the institution visited or the specific nature of the trip.

Optional trips will be billed to each student's school account. If the cost of a trip presents a hardship for your family, please contact Director of Financial Aid at [FinancialAid@pingry.org](mailto:FinancialAid@pingry.org).