STUDENT SUPPORT SERVICES

- Advisors
- Student Life Committee
- Grade Level Program Director
- Class Dean
- Director of Residential Life
- Houseparents
- Director of Health Services
- School Counselor
- Health Office
- Examination and Immunization Policy
- Medication Policy

STUDENT CONDUCT EXPECTATIONS

- Anti-Bullying Policy
- Substance Abuse
- Trust Violations
- Other Conduct Expectations
- Student Conduct Restoration Procedures
- Disciplinary Consequences
- Right to Amend

RESIDENTIAL LIFE

- Living with Others
- Residential Life Programs
- Study Hall
- Schedule
- Sign-Out Procedures
- Dormitory Rooms
- Other Services

CAMPUS MAP
MISSION STATEMENT

Chapel Hill-Chauncy Hall is a college preparatory, day and boarding School that embraces differences in learning style and culture in a richly diverse and supportive community. We challenge young men and women to achieve individual potential, experience academic success, and develop moral strength and personal integrity.

STATEMENT OF NON-DISCRIMINATION

Chapel Hill-Chauncy Hall School is proud of its diverse educational community. Chapel Hill-Chauncy Hall does not discriminate with respect to educational opportunities on the basis of race, color, religion, gender, gender identity and expression, national origin or ancestry, family structure, sexual orientation, disability, or any other category protected under state or federal law. All qualified students are entitled to all rights, privileges, programs, and activities generally afforded or made available to students at Chapel Hill-Chauncy Hall School. The School complies with and adheres to all state and federal anti-discrimination laws with respect to its educational policies, admission policies, financial assistance programs, and athletic or other school-administered programs.

HISTORY OF THE SCHOOL

Chapel Hill, a school for girls founded in 1860 on the current Waltham campus, and Chauncy Hall, a Boston day school for boys founded in 1828, combined campuses in January of 1971 and merged as one school in September of that year. To the merger, Chapel Hill brought its strength in humanities and the arts; Chauncy Hall, its strong curriculum in science and math—academic strengths that continue to this day. Small class size, respect for the individual student, and nurturing environments were traits each School honored and that Chapel Hill-Chauncy Hall School embraces. In 1974, Chapel Hill-Chauncy Hall incorporated the Huntington School, once located on Huntington Avenue in Boston.

SCHOOL GOVERNANCE

Head of School: The Board of Trustees vests in the Head of School authority for administering the School. The Head of School, who is responsible for the welfare of the School, works with trustees, administrators/faculty/staff, parents/guardians, and students, in carrying out this function.

Assistant Head of School: The Assistant Head of School oversees the day-to-day operation of the School and serves as a resource for administrators/faculty/staff, parents/guardians, and students. The Assistant Head acts with full authority in the Head’s absence.

Director of 11th and 12th Grade Programs: The 11th and 12th Grade Level Program Director has overall responsibility for the 11th and 12th grade program for academic considerations, including academic policy, course selection, independent study, schedules, reporting, and transfer credits, as well as for attendance, citizenship and disciplinary issues. The 11th and 12th Grade Level Program Director also oversees the professional development and evaluation of the faculty and serves as a resource to discuss concerns.

Director of 9th and 10th Grade Programs: The 9th and 10th Grade Level Program Director has overall responsibility for the 9th and 10th grade program for academic considerations, including academic policy, course selection, independent study, schedules, reporting, and transfer credits, as well as for attendance, citizenship and disciplinary issues. The 9th and 10th Grade Level Program Director also oversees the professional development and evaluation of the faculty and serves as a resource to discuss concerns.

MOD: On weekends and after 4:30 p.m. on weekdays, campus supervision is led by the Master on Duty (MOD). The MOD can be reached by calling 339-222-8542.

General Administration of School Responsibilities

School authorities reserve for themselves the right to:

- regulate in all matters pertaining to the administration of the School, public health and safety;
- manage the use of School equipment and property;
- govern in matters pertaining to academic regulations;
- decide in matters concerning the conduct of students in their School life when considered necessary for the good of the School as a whole;
- have final authority in all cases of School rule violations;
- judge, under School rules, any on- or off-campus student behavior that is considered harmful to an individual or to the School community.
ACADEMIC PROGRAM & POLICIES

Chapel Hill-Chauncy Hall School offers a college preparatory program designed to support and challenge each student. Because we recognize that individuals learn in a variety of ways, the school encourages students to pursue a program of study that is appropriate to their abilities, skills, and interests. At the same time, the curriculum guides students through the process of learning the academic, personal, and social skills that are necessary for success in college and beyond. CH-CH awards one academic credit for successful completion of a year of full-time study in an academic area.

Graduation Requirements

Credits: A minimum of 20 credits is required for graduation; however, most students earn 22 credits by the end of their senior year. Seventeen of these are specific requirements:

- Four credits of English, including a senior English elective
- Four credits of mathematics, including Algebra II
- Three credits of history, including United States History
- Three credits of laboratory science
- Two sequential credits of a world language
- Two credits of visual and/or performing arts

Credit is awarded for courses taken in equivalent areas at previous schools as determined by the Grade Level Program Director. Although participation in and passing afternoon activities is required, CH-CH does not award academic credit for these programs.

Senior Responsibilities

Seniors must maintain a full course load (a minimum of five credits) and pass all academic courses. In addition, they must pass their co-curricular programs for all three trimesters, complete the senior capstone, complete the college application process and submit an application, and accumulate the required number of community service hours.

- **Senior Presentation**
  - An important rite of passage at Chapel Hill-Chauncy Hall, the senior presentation provides each member of the graduating class an opportunity to address the community on a matter of significant personal importance. In fulfilling this requirement, each senior selects a coach, a topic, and a date before preparing and presenting a speech. Like the senior composition and the senior research project, this presentation emphasizes process as well as product.

- **Senior Capstone:** Before approving each student for graduation, the CH-CH faculty expects each senior to demonstrate competence and independence in writing, research, and public speaking. Toward that end, all seniors complete a culminating composition in English, a research project in either history or science, and a presentation to the community.
  - The writing requirement will be fulfilled in the form of a culminating essay of 7-10 pages as part of the student’s senior English elective.
  - The research requirement will be fulfilled as part of the student’s work in history or science. This project will be 7-10 pages long and may include graphs of data and other documentation; it must include accurate citation of sources.
  - These assignments emphasize drafting and revision as important parts of the writing and research process, and as a result, each must undergo a minimum of two revisions that meet the approval of the teacher. More detail about these assignments will be distributed to seniors early in the fall in their classes.

Course Load Requirements

Grades 12 and 11: students complete a minimum of five credits per year
Grades 10 and 9: students complete a minimum of six credits per year

Any exception to the course load requirements can be made only with the approval of the Grade Level Program Director.

Grading Standards

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding achievement combined with originality and independence in the learning process</td>
</tr>
<tr>
<td>B</td>
<td>Admirable achievement with a sound understanding of the subject material, broad competence in the skills required by the course, and consistent engagement in the learning process</td>
</tr>
<tr>
<td>C</td>
<td>Mixed achievement with adequate understanding of the subject material, competence in the skills required by the course, and moderate engagement in the learning process</td>
</tr>
<tr>
<td>D</td>
<td>Passing work meeting only the minimum requirements of the course</td>
</tr>
</tbody>
</table>
F = Failing work; no credit  
NC = No credit  
I = Incomplete  
P = Pass

**Numeric Equivalents for Letter Grades and Grade Point Averages (GPA):**

<table>
<thead>
<tr>
<th>Letter</th>
<th>Equivalent</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-97</td>
<td>4.3</td>
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<tr>
<td>A</td>
<td>96-93</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>92-90</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>89-87</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>86-83</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>82-80</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>79-77</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>76-73</td>
<td>2.0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Letter</th>
<th>Equivalent</th>
<th>GPA</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-</td>
<td>72-70</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>69-67</td>
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<td>66-63</td>
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<tr>
<td>D-</td>
<td>62-60</td>
<td>0.7</td>
</tr>
<tr>
<td>F</td>
<td>59-0</td>
<td>0.0</td>
</tr>
<tr>
<td>NC</td>
<td>Not calculated in GPA</td>
<td></td>
</tr>
<tr>
<td>I</td>
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<td></td>
</tr>
<tr>
<td>P</td>
<td>Not calculated in GPA</td>
<td></td>
</tr>
</tbody>
</table>

Incomplete Grades: Grades of “incomplete” can be given only in extraordinary circumstances, such as serious illness or injury, and only with the approval of the Grade Level Program Director. A student who receives a grade of “incomplete” will be given two weeks from the time of his or her return to make up the work.

**Academic Honors**

Honor Roll: The Honor Roll is published every trimester and recognizes the achievements of those students whose grade point average is 3.0 or above. All major courses with letter grades weigh equally in the computation of honor roll status. Any grade below C- excludes a student from the honor roll, regardless of computed grade point average. The High Honor Roll recognizes those students whose grade point average for the marking period is 3.6 or above.

**National Honor Society:** Chapel Hill-Chauncy Hall School maintains an active chapter of the National Honor Society (NHS). The organization, founded in 1921, recognizes the accomplishments of secondary school students in the areas of academic achievement, leadership, service, and character. The purpose of this organization is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools. Sophomores and juniors who have been at Chapel Hill-Chauncy Hall for two full trimesters and who have a minimum cumulative grade point average of 3.3 while at the school are eligible to apply for consideration for membership into the NHS. Members of the National Honor Society bear a special responsibility to uphold the values of the society as outlined in the chapter bylaws.

**Certificates of Distinction**

In keeping with our appreciation for students’ individual talents and interests and in an effort to challenge our students to engage deeply in their studies, Chapel Hill-Chauncy Hall encourages promising students to pursue Certificates of Distinction in the arts, humanities, and mathematics and science. These certificate programs allow students to individualize their programs of study and to gain breadth and depth of experience as they simultaneously prepare for college or university study.

**Certificate of Distinction in the Visual Arts:** Students wishing to concentrate their CH-CH studies in the visual arts must earn a cumulative grade point average of 3.5 or better in several required and elective visual arts courses. In addition, students are encouraged to take a summer arts course after their sophomore year and are required to take a summer course or to complete a list of assignments after the junior year. At the end of the senior year, students present their artwork to a panel for formal review, and the panel evaluates the quality of the work, as well as the student’s ability to discuss the work. Upon satisfactory completion of this review, the student will be awarded the Chapel Hill-Chauncy Hall Certificate of Distinction in Visual Art, verifying proficiency in visual arts.

**Certificate of Distinction in Mathematics and Science:** Students wishing to concentrate their CH-CH studies in mathematics and science and to prepare to enroll in technology or engineering-focused colleges and universities are encouraged to pursue the Certificate of Distinction in Mathematics and Science. These students must complete their study of mathematics at least through precalculus, and they must study each of the major scientific disciplines: biology, chemistry, and physics, earning a 3.5 or better in these courses. In addition,
students will be expected to enroll in at least one social science and either to spend a minimum of one summer working on original research in the field of mathematics or science in an approved program or studying college-level mathematics or science.

**Certificate of Distinction in the Humanities:** Students wishing to pursue the Certificate of Distinction in the Humanities select an area of specialization: English, world languages, or history. In order to qualify, students must maintain a grade point average of at least 3.5 in their area of specialization as well as one of the other humanities disciplines. In addition, during their junior year, students are expected to begin developing a portfolio, consisting of artifacts that demonstrate a commitment to and mastery of the area of specialization; portfolios will include projects and coursework done outside of Chapel Hill-Chauncy Hall, such as college coursework, travel, or interdisciplinary projects. At the end of junior year, interested students submit a portfolio proposal to the appropriate department chair. Depending on the student’s area of interest, the English, world languages, or history department chair will approve the proposal. The department chair, along with a committee of teachers from the department, evaluates the portfolio during the student's senior year and verifies the student’s successful completion of the requirements for the Certificate of Distinction in the Humanities.

**Consequences of Academic Deficiency**

**Failures:** Any failed course or activity must be made up by passing an equivalent course in an approved summer school program. If the course is not made up, the student is ineligible to return to CH-CH in the following academic year. A student who fails more than two courses may be ineligible to return to CH-CH. In order to graduate, students must pass all courses during their senior year.

**Academic Warning:** Each student’s progress is reviewed by the grade level team at the mid-trimester and end of term but also may be reviewed at any time if circumstances warrant. A student who receives a grade of D- or F in any course or who receives two or more grades below C- will be placed on Academic Warning. Students on Academic Warning may be assigned an afternoon study hall. Boarding students on Academic Warning may be assigned to an extended evening study hall. Any student who does not demonstrate significant improvement in effort while on Academic Warning jeopardizes his or her return for the following academic year.

**Progress Notes and Reports**

Every student receives regular academic reports through myCH-CH, our school information management system. Students and their parents or guardians can access myCH-CH at http://www.chch.org. It is important for the school to have current e-mail addresses for all parents or guardians in order to facilitate effective communication. Parents of students 18 and older continue to have access all progress notes and academic reports through myCH-CH as well all other School communications. Students 18 and older understand and agree to allow parents continued access to all school information and communications.

**Weekly Progress Notes:** Students receive weekly academic updates for every course. Students and their advisors review these weekly notes during Tuesday advisory meetings. Weekly Progress Notes become available to parents and guardians on myCH-CH on Wednesday mornings.

**Mid-trimester Reports:** At the midpoint of each trimester, students receive a mid-trimester report on myCH-CH in lieu of the Weekly Progress Note. Written by the student’s teachers, these expanded reports contain the student's grades at mid-trimester and include comments about academic progress.

**Trimester Reports:** Trimester reports contain a letter grade or pass/fail status and teacher comments for each course. Trimester reports also include comments written by the student's coach or afternoon activity leader with an indication of pass/fail status for each activity. Trimester reports are available online through myCH-CH at the conclusion of each trimester.

**Homework Policies**

**Homework Policy:** Students are expected to complete homework and turn it in on the day and at the time it is due. Homework that is one or two school days late will be accepted, but points will be deducted for lateness. The penalty for homework that is more than two school days late will be determined by the teacher. The following range of percentages is used as a guide for the weight of homework at each grade level:

- Grade 12: 10% - 20%
- Grade 11: 15% - 25%
- Grade 10: 20% - 30%
- Grade 9: 25% - 35%

**Homework Policy for World Language, Mathematics, and Art Classes:** Because students in multiple grades may be in the same world language, mathematics, or art class, these departments will determine which policy is most appropriate for each course. Students should consult their teachers about the homework policy in these courses.

**Papers and Projects:** Students are expected to complete papers and projects and to turn them in on the day and at the time they are due. Late papers and projects will be accepted at the teacher’s discretion but points will be deducted for lateness. Students should always use caution when saving information electronically and should safeguard work or materials that will be submitted to faculty. Lost information is not an excuse for missing a deadline.
Attendance Policies

Chapel Hill-Chauncy Hall encourages students to meet all of their commitments to their studies and to their community. We, therefore, maintain policies that foster a responsible approach to attending classes, conferences, meetings, assemblies, study halls, athletic contests and practices, rehearsals and performances, activities, dorm meetings, and community service. Because many classroom learning experiences cannot be duplicated away from that environment, attendance and punctuality are particularly important to student success at Chapel Hill-Chauncy Hall. Furthermore, students are expected to meet commitments that pertain to their health and safety, such as those with the school nurse, school counselor, or Grade Level Program Director. The Grade Level Program Director is the final arbiter of whether or not an absence is excused.

Make-up Work Due to Absence: Students are responsible for making up all work missed because of a class absence whether it is excused or unexcused. In the event of a planned, excused absence (such as a college visit), all assignments and assessments missed will be due on the day of the student's return to school. Upon their return from an unplanned excused absence (such as an illness), students will have 150% of the length of time they were absent to make up all missed work and assessments. If, for example, a student is out sick for two days, he will have 150% of the two days, or three days total, to make up the work once he returns to school. In the case of unexcused absences, the student will be assessed a late penalty on the work that was due in the class(es) missed, receive a zero for any classwork missed on that day, and be responsible for any assignment(s) given in the class(es) missed.

The Rule of Six: While students are expected to attend all classes as scheduled, there may be occasions when illness or a family obligation prevents a student from attending class. In order to receive a passing grade for the trimester, students may not be absent — excused or unexcused — more than six times per trimester or accruing equivalent missed class time in any course. A student who exceeds six absences in a trimester will receive a Pass/Fail grade with credit for that term; a student who exceeds 10 absences in a trimester will not receive credit for that trimester. A student who exceeds 18 absences for the year in any course will receive a failing grade in that course for the year. If, for whatever reason, a student’s number of absences exceeds the limit specified above, he or she will not receive credit for that trimester or year. Absences due to suspension, school-related conflicts, religious holidays, and snow days are not subject to the Rule of Six.

The Rule of Ten: Students are expected to attend all activities as scheduled. There may be occasions, however, when illness or injury prevents a student from attending. In order to receive a passing grade for the trimester, students may not be absent — excused or unexcused — any more than ten times for any afternoon activity. If, for whatever reason, a student’s number of absences exceeds ten per trimester, he or she will not pass that trimester and will need to make up the 45 hours required for this activity. Unexcused absences result in immediate disciplinary action: a first will result in one weekend of CIP (Campus Improvement Plan, see page 25), a second will result in two weekends of CIP, and a third will result in a loss of credit and a requirement that the entire 45 hours of activity be made up. Absences due to suspension, school-related conflicts, religious holidays, and snow days are not subject to the Rule of Ten. Please see the Athletics & Afternoon Programs section of this handbook for more specific details regarding program expectations.

Absence and the Five-Point Penalty: Each unexcused absence will result in a 5-point deduction from a student’s trimester grade.

Late Policy and the One-Point Penalty: Each accrual of 15 minutes of unexcused late time will result in a 1-point deduction from a student’s trimester grade. Students who arrive late to school must sign in with the Assistant to School Leadership in Morgan Hall.

Day Student Absence Reporting: Day student parents or guardians should call the Attendance Line at 781-314-0900 before 10:00 a.m. to report an absence. Students may not call to report their own absences. After 24 hours, no unexcused absence will be changed except for extenuating circumstances as determined by the Grade Level Program Director.

Boarding Student Attendance: Any boarding student who is ill and cannot attend class must report to the infirmary before 8:00 a.m. The School Nurse is the only person who can excuse a boarding student from class due to illness. If a student does not report to the infirmary and misses a commitment, the absence will be unexcused.

Absence Due to Illness/Injury: Absences are considered excused when a parent of a day student calls to verify an illness or injury (absences, however, still count toward the Rule of Six and Rule of Ten). Once a student is on campus (day students who have arrived at school, as well as boarding students), all absences must be excused by the School Nurse. Any student out of school due to illness or injury for three or more consecutive days must return to school with a doctor’s note, and prior to attending classes or activities, the student must report to the School Nurse for consultation. Any student who requires the services of a physician following an injury must report to the School Nurse with a physician’s clearance to participate in afternoon athletics and activities.

Absence Due to Medical Leave: In exceptional or emergency situations, the Head of School may place a student on medical leave. Students may return from medical leave after seven calendar days only with permission of the Head of School. Conditions for such return are outlined in the School’s medical leave policy, which is available from the Assistant Head of School. Students on medical leave are responsible for the material covered in all classes during their absence and for major assessments, but they may be excused by the Grade Level Program Director from completing daily assignments and quizzes. Arrangements for extensions should be made with the Grade Level Program Director. Absences due to medical leave count toward the Rule of Six; however, once a student exceeds the limit of six
class absences, the student may apply to the Grade Level Program Director for special consideration, including completing the trimester on a pass/fail basis.

Absence Due to Religious Holidays:
- School will be in session as noted on our calendar.
- Teachers will give out assignments for the week so that students who will be out of school can plan their work.
- New homework may be given on the day before a holiday; however, students who are absent from school will have three academic days to make up homework.
- No new material will be covered in class on religious holidays. Religious holidays may be used for review, work on long-term papers and projects, conferencing, or reading. Students absent from school for the holiday will not be responsible for this classwork.
- No tests or quizzes will be given on holidays or the day after holidays.
- Students who are absent from school for a holiday will not be penalized in terms of the attendance policy for classes, athletics, or activities. Religious holidays do not count as absences for the Rule of Six. This policy relates to major religious holidays such as Rosh Hashanah, Yom Kippur, Passover, and Good Friday.

Absence Due to Parental Withdrawals: Parents or guardians and students are expected to be familiar with the School calendar and to plan vacations accordingly. On rare occasions, it may be necessary for a parent to request that a student be excused for an extraordinary reason. Such requests should be addressed to the Grade Level Program Director in advance. Withdrawal of a student from classes without the prior approval of the Grade Level Program Director will be considered an unexcused absence. As with all unexcused absences, the student will not be able to make up missed work, including trimester examinations.

Exam Periods, Vacations, and Travel Plans: Trimester examinations and other school commitments cannot be rescheduled for the convenience of individual students. All students should make their travel arrangements so that they will be in attendance when school is in session. Missing an exam will result in a zero for that exam. International students should confirm their winter vacation travel arrangements with the Director of the International Program in October and check their I-20 forms before leaving the country. In certain situations when early departure or late arrival around a vacation is unavoidable, the Grade Level Program Director may grant an excused absence. In these cases, students are responsible for all coursework. If a student leaves early for break, she/he will be required to have all tests, quizzes, and homework completed prior to leaving (teachers may accept homework electronically by the due date at their discretion). If a student returns late from break, she/he will be required to have all work due during that period ready to be submitted upon his/her return and arrangements will be made for her/him to take any quizzes or tests that were missed within a 48-hour window following his/her return. All school attendance policies, including the Rule of Six and the Rule of Ten, apply in these circumstances.

Please note that during major vacations — Winter and Spring Break — the dormitories are closed.

Spring Session

As part of our continuing efforts to expand the scope of teaching and learning at CH-CH, we offer an experiential learning program called Spring Session. Taking place in the last week of May, Spring Session consists of a variety of offerings, both on and off-campus, near and far, designed to allow students to engage deeply in an area of interest.

Course Selection
At the beginning of the Winter Trimester, students will receive course descriptions and attend a Spring Session informational fair. We expect parents to take an active role in helping students select courses and encourage everyone to read all course descriptions carefully as they contain important information about requirements, as well as information about early departures. Since it is not possible for each student to get his or her first choice, students should consider their second and third choices very carefully, as they may be placed in these courses. Course selections are due in mid-December. Students who might not see their families prior to the December deadline can secure parent approval by having their families email or fax permission to the school in care of Joshua Bubar, Assistant Head of School (jbubar@chch.org).

Credit
Spring Session is a course and must be passed. If a student does not earn credit for a Spring Session course, he or she will be required to make up the missing requirement during the following summer. To make up this obligation, students must either enroll in a one week (or longer) Outward Bound course (or similar, approved program) or they must perform 50 hours of community service. In the event that students select the latter, the community service site coordinator must contact Josh Bubar, Assistant Head of School, before approval will be granted. Students should understand that all school rules, including the prohibition of alcohol and illegal drugs, remain in force during Spring Session (both on and off campus). Violations will result in disciplinary action and could result in the loss of Spring Session credit.

Absences
Spring Session runs from Tuesday-Thursday following Memorial Day (some courses may begin earlier; please read course descriptions carefully). Given the short, intensive nature of the program, absences are not permitted. Any absences may result in loss of Spring Session
Credit and will require summer make-up. Legitimate illnesses and emergencies will be dealt with on an individual basis, but the time will quickly come when too much of the course has been missed. In the spirit of course completion and group experience, early departures for vacation will result in automatic loss of credit.

Financial Aid
Modest grants are available through the Clements Fund and other in-house sources of aid. Students must apply, in writing, for these grants for specific programs. Applications should address the level of need and the specific reasons for wanting to pursue the program offered. Aid is awarded based on seniority and need.

Financial Risk and Insurance
Once a student is placed in a course, the school begins to make financial commitments based on the expectation of the student’s participation in that course. For this reason, the family is responsible for the cost of that course even if the student must drop the course, regardless of the reason. Additionally, if their child needs to enroll in another course, the family is also obligated to pay the cost of the new course.

Acceptable Use Policy
Purpose: Chapel Hill-Chauncy Hall recognizes that the vast majority of students, faculty and staff use the system appropriately. However, inherent in the use of technology both at the School, on the Internet and through mobile devices (including cell phones) is the potential for misuse and abuse. The CH-CH network is a private network owned by the School and has been established to support the School’s educational mission and business operations. Thus, this Acceptable Use Policy is used to comply with existing law and balance the desire to use technology with the need to protect the School from unnecessary liability.

Responsibilities: As a member of the CH-CH community you have access to the network and Internet. The network is viewed as an extension of the CH-CH community and all standards of behavior outlined in the Student Handbook also apply to your activities on the network. You are expected to use the network and computer resources in a mature, ethical, and responsible manner. Recreational use is allowed, but the School reserves the right to limit your access. Access to the CH-CH network is a privilege and not a right. Violation of this Acceptable Use Policy is considered a violation of School rules, and some behaviors may be considered major violations of these rules and result in disciplinary consequences.

Unacceptable Uses and Behavior: Activities that are considered violations of this Acceptable Use Policy and School rules include:

Illegal or Unacceptable Activities
- Involvement in any activity prohibited by law
- Intentional use of invasive software such as "viruses," "worms," "trojan horses" and other malicious software
- Interfering with the normal and proper operation of this network, the Internet or any other network. This includes: "hacking," "cracking," probing, attempting to gain access to network servers and equipment, utilizing excessive amounts of bandwidth, and setting up servers on the network of any type without permission
- Attempting to log on to the network as the system administrator or gain access beyond your authorized access level
- Attempting to bypass security systems and software
- Adversely affecting the ability of others to use equipment or services

Plagiarism and Copyright Infringement
- Transferring, utilizing or storing materials in violation of copyright laws or license agreements, including, but not limited to, software, music files, images and text
- Plagiarizing work found on the Internet - all sources of work must be cited and credited

Security Violations
- Tampering with computers, printers, network devices and other equipment belonging to the school or other people
- Sharing passwords, using someone else's password or attempting to discover another person’s password
- Trespassing in another's folders, work or files or using another person's account
- Changing computer files that do not belong to you
- Storing or transferring unnecessarily large files (any file larger than 9mb not intended for school work)
- Connecting personal equipment to the campus wired network for any reason

Cyber-bulling
- “Cyber-bullying” is bullying through the use of technology or any electronic communication, including, but not limited to, the transfer of writings, images, sounds, data, or intelligence in whole or in part by means including, but not limited to electronic mail, Internet communications, instant messages, cellular phone calls, or facsimile communication. Cyber-bullying also includes the creation of a webpage or other Internet communication in which the author impersonates the identity of another person or falsely identifies another person as the author of posted content in instances where such behaviors violate the clauses set forth in the definition of “bullying.”
- If you are told by a person to stop sending them inappropriate or offensive messages, you must stop.
Other Inappropriate Usage
- Using the network or any resources for financial and/or personal gain, for an outside business or for political lobbying, political campaign or agenda except as expressly allowed during a school activity
- Creating, transferring, viewing, storing or otherwise using any text, image, movie, or sound recording that contains pornography, profanity, obscenity, or language that offends or tends to degrade others, except for academic purposes and projects specifically assigned by a teacher
- Sending or forwarding "chain" type letters, hate mail, anonymous messages, threatening messages, harassment, racial, sexist, and discriminatory remarks and other antisocial behaviors
- Accessing sites for online gambling and sites promoting violence or terrorism is prohibited unless granted specific permission from a teacher for the purposes of academic work
- Conducting yourself in ways that are harmful or deliberately offensive to others
- Using mobile devices in ways that would negatively impact other community members and/or disparage the School’s name and reputation will not be tolerated

Privacy & Free Speech: The CH-CH network is a private network owned by the School. The network is maintained and managed by the Technology Department in such a way as to assure its availability and reliability in performing its educational mission. Users have no reasonable expectation of privacy concerning any materials transferred over or stored within the CH-CH network. The network is routinely monitored and maintenance is also performed on a regular basis. Your right to free speech will be preserved as long as you do not violate the standards put forth in this policy or the Student Handbook.

Limited Liability: CH-CH makes no guarantee that the functions or the services provided by or through the CH-CH network will be error-free or without defect. The School will not be responsible for any damage you may suffer, including but not limited to, loss of data or interruptions of service. The School is not responsible for the accuracy or quality of the information obtained through or stored on the system. The School will not be responsible for financial obligations arising through your use of the system.

Revocation of Technology Usage: The School Administration reserves the right to revoke computer and/or network privileges of any user without notice or a particular reason.

Other Policies

Guidelines for Projects and Exams: The Fall and Spring Trimesters conclude with major assessments, including tests, projects, portfolios, and/or essays, which typically constitute from 10% to 20% of the trimester grade. At the conclusion of the Winter Trimester, there is a formal exam period for students in grades 10-12 and those 9th graders who are enrolled in courses that are not Level I or introductory. Students take a maximum of two exams per day during the final two days of the Winter Trimester. Exam lengths vary according to grade or course level as follows:

- 12th and 11th grade or level three or above: 2 hours
- 10th grade or level two: 1.5 hours

Students who have qualified for extended time through the Skills and Academic Support Program typically take their exams in 150% of the time specified above. Any legitimate hardships concerning the examination schedule must be communicated to the Grade Level Program Director at least one week prior to the first exam. Emergencies or medical excuses must be documented by a written note from parents or guardians and/or a doctor. Examinations may not be taken early. Unexcused absence from exams will result in a zero for each exam. Final projects or papers not submitted will result in a grade of zero and possible course failure.

Class Changes: All student schedule changes must be approved by the Grade Level Program Director during the first two weeks of the course.

Independent Study: 11th and 12th grade students who are self-directed and self-motivated may apply for an independent study under the guidance of a faculty member. Interested students may obtain guidelines from the Grade Level Program Director and the appropriate academic department chair.

Advanced Placement: Students may enroll in no more than three AP courses in a year.

Academic Honor Code

Chapel Hill-Chauncy Hall School recognizes academic honesty as a defining value that permits students and faculty to pursue knowledge with freedom, creativity, and mutual trust. An uncompromising commitment to academic honesty sustains the integrity of our intellectual community and fosters moral behavior among its individuals. Upholding the principles of academic honesty is essential not only for protecting the community from the harm that their violation can cause, but also for creating an environment in which original ideas can flourish and individuals can experience satisfaction and pride as they learn.
All Chapel Hill-Chauncy Hall students pledge to uphold the Academic Honor Code at the beginning of each academic year and may be asked by their teachers to sign a similar pledge upon completion of exams and major projects.

In order to uphold our commitment to academic honesty, Chapel Hill-Chauncy Hall School requires its students to:

- complete written assignments, including homework, independently
- collaborate with others only when the teacher approves
- share information and answers with other students only when the teacher approves
- follow course rules when taking quizzes, tests, and exams
- use the internet respectfully and critically
- present all data or information gathered in the process of research exactly as it was found
- acknowledge the use of others’ ideas by citing sources appropriately and according to the rules of the course
- acknowledge the names of students, teachers, parents, tutors, or others who helped in the completion of an assignment whenever asked by the teacher
- provide truthful information and answers whenever asked by a faculty member, the Grade Level Program Director, or an Honor Committee about a specific incidence of academic integrity

**Plagiarism, Cheating, and Falsification:** Chapel Hill-Chauncy Hall students are expected to recognize and understand the several forms of academic dishonesty, including plagiarism, cheating, falsification of data, and providing answers to others. Examples of this dishonest behavior include:

- copying or rewording phrases, sentences, paragraphs, or entire sections of a printed or electronic source and presenting them as one’s own is plagiarism
- giving the impression that one knows material or has completed work one has not by copying the work of another person is cheating
- misrepresenting data or altering text to satisfy one’s purposes is falsification of data
- providing assistance or work to another student without the explicit permission of that student's teacher is cheating
- using the work or ideas of another person in a written or spoken form without crediting the original author
- turning in another’s essay, lab report, or project as one’s own, including essays obtained from outside sources
- copying all or part of answers from another person’s exam, test, quiz, homework assignment, or lab report
- receiving answers from someone else or using unauthorized notes during an exam or test
- stealing examination or testing materials or teachers' answer keys
- submitting a single essay for credit in more than one course
- lying about details pertaining to an alleged incident of academic dishonesty

**Good Academic Habits:** The faculty of Chapel Hill-Chauncy Hall School believes that students can develop consistent habits that will help them to sustain their own academic integrity. The faculty encourages all students to:

- begin work early and to plan a schedule that makes it possible to complete work independently
- read source material thoroughly
- take notes and/or mark significant passages as they read rather than after the fact
- write topic sentence outlines that help writers to remain focused on their own argument
- ask for help from their teachers, advisor, the librarian, the Skills and Academic Support faculty, or the Grade Level Program Director whenever they have questions about whether or not or how to cite
- consult style guides for information about how to quote, paraphrase, and cite correctly
- refer to reliable resources about citation:
  - *MLA Handbook* (Modern Language Association)
    - [http://owl.english.purdue.edu/owl/resource/747/01/](http://owl.english.purdue.edu/owl/resource/747/01/)
  - *APA Style* (American Psychological Association)
    - [http://owl.english.purdue.edu/owl/resource/560/01/](http://owl.english.purdue.edu/owl/resource/560/01/)
- turn in drafts of their work so as to catch mistakes in process
- ask for extensions when needed

**Consequences for Violating the Academic Honor Code:** The consequences for violating the Academic Honor Code are significant. For a first incident, the student will meet with the teacher of the class in which the violation occurred, his or her advisor, and the Grade Level Program Director. The student must make up the work to the teacher’s satisfaction, earning credit to a maximum grade of C+. This work must be submitted with a one-page reflective essay that demonstrates the student’s understanding of academic honesty. The student will receive an official warning, filed in the Administrative Office, and a letter of notification of the occurrence will be sent to the student’s parent(s) or guardian by the Grade Level Program Director.

For a second violation, the student will come before an Academic Honor Committee. Please refer to the handbook section on Trust Violations for a detailed overview of this process.
ACADEMIC SUPPORT SERVICES

Skills and Academic Support Program

The Skills and Academic Support (SAS) program is an academic department that teaches and reinforces academic skills. SAS teachers work in conjunction with content area teachers to improve students’ time-management strategies, organization, understanding of key concepts, note-taking strategies, study techniques, writing skills, and computer literacy. The primary goal of SAS is to empower students to become independent learners who are aware of their learning styles and who can advocate successfully for their educational needs.

The Learning Commons

The Learning Commons is a re-imagining and expansion of some of the resources in support of the Academic Program at CHCH. This space houses the Khalsa Center for Innovation in Teaching & Learning, along with a quiet study space, a digital recording studio, a Flex Space, and a Presentation Stage, as well as the resources of the CHCH Library. Library resources include books and digital resources, accessible through the Library Portal on the CHCH website. The Library collections includes not only scholarly books for research but also a selection of fiction and graphic novels. A selection of magazines for recreational reading is provided in the Student Commons in Harrington Hall.

College Counseling

The Director of College Counseling oversees the students’ college applications, facilitating the creation of college lists, writing the School’s recommendation letter, and coordinating the submission of all supporting materials. These supporting materials include the official high school transcript, secondary school report, teacher recommendations, and school profile. The Director of College Counseling works hand-in-hand with students and families throughout the college admission process.

The college counseling program begins in earnest in January with Junior Parent College Night and continues throughout the spring as the Director of College Counseling meets with juniors during class meetings, advisory and individual appointments. In the summer, rising seniors are invited to attend the College Counseling Boot Camp in late August in order to complete the Common Application. The College Counseling Office provides students and families with information about standardized testing, financial aid, local college fairs, and college admissions visitors.

In order to maintain the integrity of the application process, Chapel Hill-Chauncy Hall School expects that all materials provided by the student as part of the college application constitute an honest representation of the student. Consistent with our belief that authenticity is essential to the college process, student essays are expected to be the work of the student.

Chapel Hill-Chauncy Hall School is a member of the National Association for College Admission Counseling (NACAC), the New England Association for College Admission Counseling (NEACAC), and the Boston Independent School College Counseling Association (BISCCA). In keeping with principles of good practice, Chapel Hill-Chauncy Hall School will report to colleges any major change of a student’s status, including out-of-school suspension, expulsion, or withdrawal. Prior to that contact, seniors will be urged to write all colleges to which they have applied to inform them of the change of status. In-school suspensions and leaves of absence are not recorded on a student’s transcript.

Registrar’s Office

Students’ formal educational records are maintained under secure conditions by the Registrar. All academic records of enrolled students, including materials sent upon application for admission to Chapel Hill-Chauncy Hall, trimester reports for all terms enrolled, and psycho-educational testing are maintained in the Registrar’s Office. These files are transferred and maintained for a period of seven years after students’ graduation or withdrawal from CH-CH. Transcripts of both graduated and withdrawn students are maintained permanently.

Transcripts: Transcripts are the official record of a student's school performance. Each transcript lists the following: identifying information including the student's name, address, date of birth, date of enrollment, and date of graduation or withdrawal from CH-CH; all courses and activities the student enrolled in while at CH-CH; final grades awarded for each course; year-end GPA for each academic grade completed at CH-CH and cumulative GPA; and academic honors and awards. Credits earned at other institutions are not recorded on the Chapel Hill-Chauncy Hall transcript, but records of academic work done at other schools are included in the student’s permanent record.

Official transcripts are embossed with the school seal and are sent directly to educational institutions or agencies. Copies of transcripts that are made for personal or informal use are stamped as “Unofficial Copy.”
Transcripts must be requested in writing by the student or by the student’s parent or guardian if the student is under the age of 18. Three business days are required to process each request. The Registrar sends the official transcripts to colleges at the time of application. After the end of the academic year, a final transcript is sent to the college where the student plans to matriculate.

**School Store**

Textbooks and other essential items are available at the School Store. Required course materials, school supplies, and selected articles of clothing may be charged to students’ accounts. Store hours are posted at the beginning of the School year.

**STUDENT ACTIVITIES**

**Student Government**

The Chapel Hill-Chauncy Hall Student Government is a constituent assembly which acts as the voice of the student body in School affairs. Student Government meets regularly to discuss issues that are important to students and make studied recommendations to the Head of School and Senior Administrative Team. The group is led by a Leadership Council, three members of the 11th or 12th grade who are elected by the student body. These elected leaders may not already be elected leaders of NHS, SOCA, or GSA. In addition, at least one of the three members must be a boarding student.

Each grade also has three Grade-Level Representatives, who are elected by their respective class. At least one representative per grade must be a boarding student.

**Student Organizations**

Student-led organizations are an integral part of our program at Chapel Hill-Chauncy Hall. These clubs offer students the opportunity to take part in and lead events and activities. A variety of other student clubs are also offered for general membership and leadership opportunities. The presence of student clubs on campus is based on student interest. Students who wish to propose additional clubs or activities should speak with their Grade Level Program Director.

The following are examples of longstanding student-led organizations at CH-CH:

- **Gay/Straight Alliance**: The Gay/Straight Alliance (GSA) is a club with membership open to all students. The key focus of the group is to support activities that help provide an environment of understanding, openness, and appreciation of diversity of sexual orientation. This club has a strong legacy of political and social service on campus and in the greater Boston community.
- **Students of Color Alliance**: The Students of Color Alliance (SOCA) is an organization of students who are dedicated to bringing information and events that focus on Black, Hispanic and Asian cultures to campus. It also provides a safe space for students of color to discuss their experiences.

**Community Service**

The School believes that, through community service and leadership, we can learn more about our community and world, and that through these experiences we can also develop a deeper understanding of ourselves. CH-CH expects students at all grade levels to participate in 15 hours of community service activities as a means of learning.

Students may earn community service hours through school-sponsored community service events, as well as through weekend activity events. Students may also earn hours outside of school. All students must report their community service projects using their account on Track it Forward, an online volunteer hours tracking service. After submitted projects are approved, students can see a running tally of their service hours.

Seniors who fail to complete their required community service hours may not receive a diploma until all hours are complete; students in other grades will be required to complete any outstanding community service hours during the summer.

**ATHLETICS & AFTERNOON PROGRAMS**

CH-CH believes that athletics and team activities promote good health, expand students’ horizons, and develop cooperative skills essential for success in adult life. Therefore, the School requires that students participate in an afternoon program designed to cultivate these goals. We strongly encourage students both to continue participation in areas of interest and to explore new opportunities that will expand their horizons. CH-CH offers a variety of programming to engage and challenge students on the playing field, on stage, and within alternative offerings regardless of experience. Those who take full advantage of these opportunities are often stimulated to grow and succeed in unanticipated ways.
All students are required to participate in School afternoon programs five days per week in each trimester. A minimum of two trimesters must be spent in traditional athletics or performance-based activities related to the drama production. Students may choose to participate in a non-team activity (e.g., fitness, robotics, newspaper) when available during one of the three trimesters.

**Athletics**

Chapel Hill-Chauncy Hall School is a member of the Massachusetts Bay Independent League, the Independent Girls Conference, the Eastern Independent League, and the New England Prep School Athletic Council (NEPSAC). School colors are royal blue and white. The School mascot is the Charger.

Teams practice five days per week, with most games played on Wednesdays and Fridays, though occasionally on other days (including Saturdays). Practices during fall and spring generally end at 5:30 p.m. daily. The winter season presents a more complicated rotation, with all teams sharing our indoor facilities. Typically practices will conclude no later than 7:30 p.m. Day students should have an arranged method of transportation home at the conclusion of evening practice. Students unable to play sports due to health concerns can still receive team sports credit by managing a team. Interested students should speak with head coaches and the Director of Athletics as soon as possible.

**Interscholastic Teams**

**Fall Season:** Boys’ and Girls’ Soccer, Cross-Country, Girls’ Volleyball, Golf

**Winter Season:** Boys’ and Girls’ Basketball, Wrestling

**Spring Season:** Boys’ and Girls’ Lacrosse, Girls’ Softball, Ultimate Frisbee, Baseball

In order to fulfill our commitment to our league memberships, students will sign up for athletics earlier than the season begins. If our enrollment numbers fall below the numbers listed, students will not be able to switch out of those athletics if it is past the following dates: Winter season deadline (October 10th) and spring season deadline (February 1st). The numbers are outlined below:

- Softball – 12
- Girls Lacrosse – 15
- Boys Lacrosse – 17
- Basketball – 8
- Ultimate Frisbee – 10
- Volleyball – 9
- Soccer – 14
- Golf – 8

**Letters:** Athletes who participate at the varsity level may be recognized with varsity letters, which are awarded at the end of each season. To be eligible for letters, varsity athletes must demonstrate consistent effort in their sports and make positive contributions to their teams. They must also meet a high standard of attitude and behavior in all other areas of School life.

- The Athletic Department is strongly committed to the prevention of substance abuse. Any athlete who violates the substance abuse policy will be suspended from the next game and will forfeit the chance to earn a varsity letter that season.
- Attendance: 90% attendance at practices and games is expected as a minimum. Any unexcused absence from a game or practice may result in letter forfeiture. Two unexcused absences will result in automatic forfeiture of a varsity letter. Exceptions may be made due to an extended injury.
- Attitude: Students should participate with a positive focus; put team needs before individual ones; work hard to improve; be supportive of teammates; communicate effectively with and show respect for coaches, opponents, and officials; and be receptive to coaching. Athletes should represent CH-CH with dignity and pride.
- There must be a consistent effort to improve skills both as an individual and as a team player.
- Any in-season suspension will result in letter forfeiture.

**Attendance**

The “Rule of Ten” applies to athletics and activities. Unexcused absences, however, are handled differently: one will result in one weekend of CIP, a second will result in two weekends of CIP, and the third will result in a loss of credit and a requirement that the entire 45 hours of activity be made up.
CAMPUS LIFE & EXPECTATIONS

Mandatory Events

Assembly: Assemblies for the whole School are held in the Assembly Hall. Students and faculty participate in a variety of programs, some of which are led by students. Some assemblies are designated for senior presentations.

Advisory: Students meet with their assigned advisors every Tuesday and at other times as assigned. The focus of Advisory is primarily academic in nature. However, the advisor plays a comprehensive role in the career of a student and provides additional support in areas of social, emotional, and personal experiences.

Class Meetings: Class Meetings are held on Wednesday afternoons. During this time, grade level teams meet with students to discuss grade-specific topics.

General Standards

Dress Code: CH-CH is committed to its mission of challenging students to develop moral strength and personal integrity. Along with this, “we” want students to respect themselves and others and to be mindful of situationally appropriate dress. While we encourage individuality, the School’s dress guidelines aim to foster a positive and healthy environment. Students should dress comfortably for school while wearing clothing that is well-suited for a classroom environment.

- Clothing will cover torso, midriff, and backside, and no undergarments should be visible
- Excessively short skirts or shorts are not permitted
- Skirts and shorts of appropriate length are those that reach near fingertips when arms are hanging in a relaxed manner
- Clothing, drawings, tattoos and accessories that display or promote negative messages are not permitted. These could include drug, alcohol, weapon, tobacco-related information, obscenities, put-downs, stereotypes, sexual innuendo, offensive words or graphics
- Hats and hoods may not be worn in the Dining Hall or during Assembly, and faculty reserve the right to ask students to remove their hats/hoods when in class or in other settings

Students found in violation of the Dress Code will be expected to change. Boarding students may return to their room and day students are expected to acquire appropriate clothing from their locker or from home. Repeated instances of non-compliance with the Dress Code may result in disciplinary consequences.

Class Delays: Because of demands made on a teacher’s time, there may be rare occasions when the beginning of a class is delayed.

- Students are required to remain outside or within a classroom until the teacher arrives. After ten minutes, one member of the class should go to the office of the Grade Level Program Director and report that the teacher is not present.
- The class will remain until arrangements have been made for teacher coverage.
- Students leaving class without permission will receive an unexcused absence.

Vehicle Use and General Permission to Leave Campus: The use of a vehicle is a privilege that is afforded to approved students. Violations of trust involving a vehicle are likely to result in a review of the student’s driving privilege. No student may leave campus in a vehicle during the academic School day. The academic School day typically runs from 8:00 a.m. through the conclusion of after-School activities or athletics.

- Day students are expected to be dropped off and picked up on campus by their parent(s)/guardian(s), or other approved drivers at the Learning Commons located at the Lexington Street Entrance. Day students in good standing have the privilege of driving to and from School. Day students who drive must submit a Vehicle Form that includes car make, model, color, license plate number, and a signed Vehicle Use Agreement to the Administrative Office. Once a day student that has permission to drive to School has driven on campus, he/she must park his/her car in the parking lot located at the Lexington Street Entrance adjacent to the Learning Commons and leave it there until the end of the academic day (after sports and activities)
- A boarding student, with prior permission from the Grade Level Program Director, may park a car at School solely for transportation away from School on weekends. Boarding students must park in an approved location in the parking lot of the Learning Commons
- No student is allowed to drive beyond the Worcester Hall parking lot at any time. In order to ensure the safety of everyone in the community, cars are not to be driven around campus
- For the Spring Trimester, seniors may request permission from the Head of School and Senior Administrative team to be granted senior privileges. These privileges may include walking or driving off-campus during the academic day. Please refer to the specific senior privileges permission form for more details.
**Sign-out During Weekdays:** No student may leave campus during the academic day without permission from the Grade Level Program Director or a specified representative, such as the Assistant to School Leadership. If granted permission by the Head of School, seniors who have a free block and have properly signed out in the Assistant to School Leadership’s Office may leave; seniors must have the appropriate permission to do so and must stay within certain parameters. No student may leave campus if it interferes with academic classes, meetings, after-school commitments, and other requirements. This policy may vary somewhat in the winter due to changes in the athletic schedule. Day students are expected to remain on campus until they are going home for the day, e.g. walking home, taking public transportation, or leaving by automobile. Boarding students must sign out in the Assistant to School Leadership’s Office or with the Master on Duty (MOD) or houseparent on duty before leaving campus.

**Helmet Use:** For the safety of everyone on campus, community members riding bicycles, skateboards, rollerblades, or scooters must wear a helmet and other appropriate safety gear. In addition, students are prohibited from participating in these activities around academic buildings and offices during the school day.

**Use of Mobile Devices (including Cell Phones) On and Off Campus:** Students are allowed to bring and use mobile devices to school as a convenience to their families and to assist in their academically rich experience. Mobile devices may only be used when permitted by the classroom teacher either in class or in study hall. This usage is to support your educational experience. Mobile devices are not to be used during required school events (assembly, advisory, class meetings, etc.). Normally mobile devices are not used during afternoon activities and athletics, but the activity advisor will let you know if there is a time you can use your device. Students are often permitted at the end of these activities to call home. Boarding students may not use these mobile devices after “lights out.” Mobile devices may be confiscated if students are found to be in violation of these policies.

**Weekend Activities:** A list of weekend activities is announced and posted each week. All students, both boarding and day, are encouraged to sign up and participate in these School-sponsored activities. Some activities may require a separate permission form and/or additional costs. Please see the Weekend Activities Coordinator for specific questions about weekend activities.

**Day Student Overnight Stays:** There may be occasions when a day student wishes to remain on campus overnight. Day students must receive permission from the Director of Residential Life at least 48 hours in advance of their stay. Day students wishing to stay in a dorm will be charged $50.00 (fifty dollars) per night. Parents who want their child to spend the night should clear this with the Director of Residential Life and the School Nurse at least 48 hours beforehand. The School reserves the right to deny requests for overnight stays due to issues of space or impact on the boarding community. All requests for day student overnight stays should be directed to the Director of Residential Life.

**Visitors and Guests:** Frequently, there are visitors on campus during the School day, whether they are prospective students, parents, guardians, or guests of enrolled students. Any student wishing to host a guest on campus during the School day must receive approval from the Grade Level Program Director at least 24 hours in advance of the guest’s visit. Boarding students may not have guests on campus for overnight stays. Any guest who has not registered with the Grade Level Program Director ahead of time may be asked to leave campus. Guests are expected to follow all School rules. Chapel Hill-Chauncy Hall students will be held responsible for the behavior of their guests. Upon arrival, guests should check in with the Grade Level Program Director or designated representative. If visiting campus during the evening or weekends, guests should receive advance permission from the Grade Level Program Director and check in with the Master on Duty.

**Living Off Campus:** Any Chapel Hill-Chauncy Hall student who does not live on campus must live with his/her parent or legal guardian. Permission for any alternative living situations must be requested directly from the Head of School.

**STUDENT SUPPORT SERVICES**

**Advisors**  
Every student is assigned a faculty advisor at the beginning of the year. A student's advisor serves as the principal contact between parents/guardians and the School. Advisors follow the academic progress and achievement of their advisees, seek to establish a relationship with the student, and offer counsel as needed.

**Student Life Committee**  
The Student Life Committee (SLC) is responsible for overseeing the development, implementation and review of the student life curriculum. Individual students may be referred by grade level teams for a collective appraisal of prior interventions. This forum also serves to help students with issues that may impact their health or well-being. SLC is comprised of faculty and staff who are especially concerned with supporting student success and meets in a confidential setting. SLC is chaired by the Grade Level Program Directors and consists of the four Class Deans, Director of Residential Life, Director of Health Services, School Counselor, Director of Admissions, and School Nurse. During the Winter Trimester, SLC assists in the review process that determines invitations to re-enroll.
Grade Level Program Director
The Grade Level Program Directors provide overall leadership of the academic program and student life program for students and faculty. They are available to help students who may be having academic or social difficulties with other members of the community (peers, roommates, adults, etc.).

Class Dean
Each grade level team is led by a Class Dean who serves as a contact for exceptional parental concerns, oversees community service and grade-level activities, and may determine intermediate responses to academic and disciplinary issues.

Director of Residential Life
The Director of Residential Life provides overall leadership for the residential life program. The Director is available to help students who may be having academic or social difficulties with other members of the residential community (peers, roommates, adults, etc.).

Houseparents
Because they live with the boarding students day in and day out, houseparents are a resource for both students and parents. Any roommate problems, problems with the dorm facilities, or any question or concern relating to dorm life should first be addressed by a houseparent.

Director of Health Services
The Director of Health Services provides overall leadership for the health services and student life programming for students. The Director also provides counseling support to individual students, as needed.

School Counselor
The School Counselor provides counseling support to individual students during the school day.

Health Office
The Health Office is located in the Machen Student Center, above the gymnasium. It is staffed by registered nurses during school hours. Referrals can be made to local doctors or hospital for more serious illnesses and emergencies.

Examination and Immunization Policy
No student will be allowed to move into a dormitory, attend pre-season practice or participate in field trips without a current physical exam, immunization history and signed Medical Authorization Form. These forms must be entered into the student’s Magnus online electronic health record by parent/guardian.

The CH-CH school health office requires a physician-signed physical examination/immunization record every 365 days. Failure to comply with this rule may create delays during registration and the inability to participate in activities. The school does not conduct vision, hearing, postural or body mass index screenings required by the state for public school students. Please consult your health care provider to ensure these screenings are completed.

International students: Student school health insurance covers illness and injury while you are attending school, but does not cover routine physical and dental exams or immunizations. Please have these exams completed prior to arrival at school in order to avoid unnecessary charges, and the inability to move into the dormitory.

Medication Policy
The School requires that all medication be dispensed by the School Nurse or a designated faculty member. Students are not permitted to possess medications including over-the-counter medications, unless otherwise noted and cleared first by the School Nurse. Parent(s) or guardian(s) must deliver both prescription medication and over-the-counter medication (e.g., Advil, Tylenol, Robitussin, vitamins) directly to the Health Office or during non-school hours to a designated faculty. Medication transported via a student to or from the School is a violation of the Medication Policy.

The School requires that the prescriber complete and sign a medical order form (available from the School Nurse or on the School website) or write a prescription for each prescribed medication that will be taken at School. This form or letter must be available before the start of School or when the medication is initiated. The letter should include: date and diagnosis, current medication, dose and frequency of administration, other medications being taken, the date of the last appointment, a follow-up plan, and physician and parent signature. We require medical follow-up at least every three months for all students on medications. Students on psychiatric medications should continue regular counseling sessions. Documentation of all follow-up should be sent to the Health Office.

Please note that the form or letter must be completed and signed by the physician so that it may serve as documentation of medical orders. Students may only take FDA approved medications prescribed by a physician in the United States not to exceed the FDA maximum daily dose recommended.
Except in circumstances which allow adequate monitoring and when explicitly permitted by the School Nurse, new medications must be begun at home.

The schedule for all medications is determined by the School Nurse. Generally medications are dispensed during breakfast/brunch, lunch, dinner, and occasionally bedtime. No medications may be kept on or by the student or be self-administered with the exception of inhalers, Epi-pens, oral contraceptives, lactose supplements or multivitamins. This is to ensure the health and safety of all students. Although some used medications are not specifically controlled drugs, they are treated as such by the School.

Occasional medications that are dispensed on an as-needed basis are administered by the School Nurse during school hours or a designated faculty member during off hours. The School physician writes medical orders for some of the common over-the-counter medications, while other medications may require a medical order form from the student’s physician, as stated above.

Medicines may not be sent directly to a student or sent to School with a student at any time. Parents of boarding students must keep an appropriate medication supply at home for weekends and vacations.

**Compliance with a medication schedule is the student’s responsibility.** Medicine is administered by the School Nurse during school hours and by a designated faculty member during off hours. In all cases, it is up to the student to obtain his/her medicine from the Nurse or faculty member. We recommend that the student wears a watch with an alarm to facilitate this process. It is the School’s intention to remind and encourage compliance through follow-up with the student and his/her advisor. Parents and guardians may be notified of any regular pattern of non-compliance. If non-compliance with a medication regimen renders a student unable to meet the academic or social expectations of Chapel Hill-Chauncy Hall School, he or she may be asked to leave the School. At the end of the academic year, parents are required to pick up all medication. Unclaimed medications will be destroyed.

**STUDENT CONDUCT EXPECTATIONS**

Good citizenship on the part of every member of the Chapel Hill-Chauncy Hall community results in a safe, positive, and productive environment for all. Respect is the cornerstone of good citizenship. This includes respect for oneself, for others, and for the physical environment that we all share. Each member of the community is expected to recognize and accept the responsibility that he/she has in creating and maintaining an environment that fosters learning and safe living.

This policy sets forth the School’s expectations with regard to respectful, healthy, and responsible student behavior as well as the consequences for behavior that fails to meet those expectations. This policy covers conduct occurring on or off campus, in person, indirectly through others, or remotely through computers, cell phones, social networking websites or other media.

**Weapons:** Possession of a firearm, knife, or any instrument designed or employed to harm another person is strictly prohibited.

**Fire Hazards:** The activation of fire alarms is reserved for actual emergencies, and students are expected to exercise good judgment when using pull-stations. An act which may endanger life and property, such as misusing fire extinguishers or disconnecting a smoke detector, is prohibited and grounds for serious disciplinary action. The possession or use of matches, lighters, candles, or incense is prohibited. Any open flame in a building, including smoking, is a major School violation and likely to result in either a long-term suspension out of school or an expulsion.

**Hazing:** Hazing activities are strictly prohibited by School policy and Massachusetts law. Massachusetts General Laws Chapter 269, Section 17 defines hazing as “any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person.”

**Fighting, Violence and Threats of Violence:** Violence is never an acceptable means of resolving differences among members of the School community. Violence undermines the foundation of our community and jeopardizes the safety of its members. Accordingly, fighting and other forms of violence, including threats of violence, will not be tolerated.

**Harassment:** Harassment includes unwelcome physical advances, and insulting, demeaning or discriminatory remarks that unreasonably disrupt the School’s learning environment. The following list includes, but is not limited to, examples of conduct that violate the sense of trust and respect that we must maintain as a community:

- uninvited pressure for sexual activity
- obscene or suggestive remarks or jokes
- uninvited pressure to participate in illegal or prohibited activities;
- display of demeaning or pornographic materials;
- comments that are mean-spirited or demeaning with respect to race, religion, ethnic origin, gender, sexual orientation, health or medical condition;
- false accusations; and/or
- retaliation toward a person making a complaint about a violation of the student conduct policy.
**Sexual Harassment:** Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct that is sexual in nature when such conduct creates an intimidating, hostile, humiliating, or sexually offensive environment or when it interferes unreasonably with a student’s ability to perform in class or function normally in the School. Sexual harassment also exists when submission to or rejection of such advances, requests, or conduct is made either explicitly or implicitly a term or condition for the granting of employment, grades, offices, privileges, etc. or as the basis for decisions regarding the granting of these things.

**Reporting:** If a student has a concern about the conduct of another student, the procedure below should be followed:
- Tell the offending person or persons what your concern is and ask them to stop.
- Promptly contact an adult at School about the situation. That adult will inform the appropriate administrator.
- If the behavior continues, inform the Grade Level Program Director.

If a student has a concern about the conduct of an adult member of the community, they should inform the Assistant Head of School or Grade Level Program Director(s) immediately.

A formal report will lead to an investigation of the incident. The Grade Level Program Director, or another administrator appointed by the Grade Level Program Director, will conduct the investigation. Interim safety measures will be considered. Facts will be gathered, and those involved in the incident will be interviewed. The School will notify the parents/guardians of the students involved.

**Anti-Bullying Policy**

Chapel Hill-Chauncy Hall School is fully committed to preventing bullying in its community. Each and every member of our community has the right to feel safe, and bullying of any kind will not be tolerated. The following policy will be administered, interpreted, and applied consistently by the School in accordance with *An Act Relative to Bullying in Schools*, Massachusetts General Laws, Chapter 71, Section 370. Any conduct or behavior that constitutes bullying, as defined hereafter, is strictly prohibited.

**Definitions**

Based on *An Act Relative to Bullying in Schools*, Chapel Hill-Chauncy Hall School defines “bullying” as follows:

- **“Bullying”** is the repeated use by one or more students of written, verbal or electronic expression or a physical act or gesture or any combination thereof, directed at another student that (a) causes physical or emotional harm to the student or damages the student’s property, (b) places the student in reasonable fear of harm to himself or damage to his property, (c) creates a hostile school environment for the student, (d) infringes on the student’s rights at school, or (e) materially and substantially disrupts the education process or the orderly operation of the school.

Bullying may include, but is not limited to, the following:
- Unwanted teasing or ridicule
- Threatening
- Intimidating
- Stalking
- Theft
- Physical violence
- Harassment
- Public humiliation
- Destruction of property
- Coercion
- Rumor spreading
- Publication of false facts

Bullying may occur directly in person, indirectly through others, on or off campus and even online in cyberspace. “Cyber-bullying” is defined as follows:

- **“Cyber-bullying”** is bullying through the use of technology or any electronic communication, including, but not limited to, the transfer of writings, images, sounds, data, or intelligence in whole or in part by means including, but not limited to electronic mail, Internet communications, instant messages, cellular phone calls or messages, or facsimile communication. Cyber-bullying also includes the creation of a webpage or other Internet communication in which the author impersonates the identity of another person or falsely identifies another person as the author of posted content in instances where such behaviors violate the clauses set forth in the definition of “bullying.”

Please refer to the Chapel Hill-Chauncy Hall School Acceptable Use Policy for more information regarding appropriate use of technology. Other important terms that will be used throughout this policy are defined as follows:
The Reporting an Act of Bullying

This Policy:

- “Accused” is a student who is reported, whether formally or informally, to have committed an act of bullying.
- “Complainant” is any member of the School community or other person attending or involved in School-sponsored events who formally or informally makes a report of bullying, verbally or in writing.
- “Target” is a student at the School against whom the alleged bullying is directed.

Expectations

Chapel Hill-Chauncy Hall expects all members of the School community to conduct themselves in a manner that honors and protects the rights and welfare of other students, faculty, staff, visitors, and others, and the educational purpose of the School and the School’s facilities and equipment.

Chapel Hill-Chauncy Hall School strictly prohibits bullying:

- On School grounds.
- During any educational program or activity conducted or sponsored by the School (class, Office Hours, field trips, etc.).
- During any School-related or School-sponsored program or activity or in a School vehicle (athletic event, weekend trip, etc.).
- Through any electronic device (computer, cellular phone, etc.) while on School grounds or while participating in a School-related event or activity.
- Through threats made verbally, electronically, or in writing to be carried out on School grounds or during a School-related activity or event.
- At any time or place, on or off campus, in which the act of bullying creates a hostile school environment or disrupts the educational process.

Roles & Responsibilities

The Grade Level Program Director’s Office, in collaboration with the Administration of Chapel Hill-Chauncy Hall School, will work with all community members and community families to best use this Policy and its procedures in a way that ensures students’ academic success, physical and emotional safety, and overall growth and development. All community members have the responsibility to contribute to the success and effectiveness of bullying prevention and intervention at Chapel Hill-Chauncy Hall School.

The following are descriptions of ways in which different constituencies can collaborate with the School to maximize the effectiveness of this Policy:

- **School Administration, faculty, and staff** will receive annual training on identifying, preventing, and intervening in situations where bullying has occurred or may occur. School employees will take an active role in Student Life activities aimed to prevent bullying. All School employees will receive a copy of this policy, and applicable sections will become part of the Chapel Hill-Chauncy Hall School Employee Handbook. Any member of the School staff is responsible for reporting an act of bullying to the Grade Level Program Director. The Grade Level Program Director, or another administrator appointed by the Grade Level Program Director, is responsible for investigating a bullying situation and overseeing any subsequent disciplinary action or intervention.
- **Students** at Chapel Hill-Chauncy Hall School are responsible for knowing the contents of and acting in accordance with this Policy. At the beginning of each academic year, the School will provide students with age-appropriate programming on identifying and preventing bullying, as well as the procedures in this Policy for reporting incidents, investigation, and possible disciplinary consequences. This policy will be printed in its entirety in the Student Handbook and posted on the CH-CH website.
- **Parents and guardians** will be notified of this Policy via the Student Handbook and CH-CH website. Additionally, parents and guardians will be provided an opportunity to comment on the School’s Policy during a pre-arranged event. If parents/guardians are made aware of an instance of bullying, they should report it directly to the student’s advisor or the Grade Level Program Director. Where instances of bullying have occurred, the parents/guardians of both the target and accused will be notified.

The administrators, faculty, and staff of Chapel Hill-Chauncy Hall School share accountability for the implementation of student support services in accordance with the standards of this Policy.

**Reporting an Act of Bullying**

The Grade Level Program Director is responsible for receiving oral or written reports that accuse a person of violating this Policy. The following are the requirements and procedures for filing a report of bullying:

- All School employees are required to complete, in writing, a Bullying Report Form for any allegations of bullying or violations of this Policy. All Incident Reports are to be sent directly to the Grade Level Program Director in a timely fashion.
- Any other community member, whether a complainant or bystander, who has credible information that a violation of this Policy has occurred may submit a report, either orally or in writing.
- Any student, parent, or guardian who believes that a student is a victim of an act of bullying is strongly encouraged to submit a report, orally or in writing, with an appropriate member of the School administration, faculty, or staff (e.g., Grade Level Program Director, School Counselor, teacher, advisor). Additionally, bystanders who have credible information about an act of bullying are encouraged to do the same.
Anonymous reports of bullying may be made using the Bullying Report Form. These forms are available in the foyer of Wilkins Hall, outside of the Health Center, and online via the CH-CH website. Anonymous reports may be delivered to the School’s reporting box located in the Wilkins Hall foyer. Filing an anonymous report will lead to further investigation, but disciplinary action may not be taken solely on the basis of an anonymous report.

- Reports of bullying should be filed as soon as possible after the alleged incident has occurred. All reports must be filed within 30 days after the alleged incident; failure to file a report of an incident within the required 30 days may make it difficult or impossible to conduct a fair investigation.
- The Grade Level Program Director will document, in writing, all reports regarding bullying, as well as steps of investigation, intervention, and any disciplinary action.

The success and effectiveness of this Policy requires that all reports be made accurately, honestly, and in good faith. Any student who is found to have deliberately filed a false report may be subject to disciplinary action.

Investigating a Report of Bullying

The Grade Level Program Director, or another administrator appointed by the Grade Level Program Director, will oversee the investigation of all reports of bullying. All investigations will be completed in accordance with this Policy.

The following steps will be taken to ensure a thorough investigation into all reports of bullying:

- The Grade Level Program Director or other appointed administrator will begin the investigation within two school days of receiving the report. All investigations will begin with interviews with the complainant, the target, the accused, and witnesses.
- The Grade Level Program Director or other appointed administrator, in consultation with other School officials, will assess the target’s need for protection and what interim safeguards (such as no contact instructions, change in schedule, etc.) are warranted to protect the students and prevent further disruption of the learning environment.
- The Grade Level Program Director will notify the parents/guardians of the target and accused when an investigation has begun.
- During the course of the investigation, the target is expected to attend school; however, if necessary, arrangements can be made for working remotely or taking a leave of absence.
- An investigation may lead to a variety of outcomes, including disciplinary measures. The School will use its standard procedures for determining restorative actions. For further information regarding possible outcomes, please see the following section “Restorative Actions.” The Head of School retains final authority in all student conduct decisions.
- After the conclusion of the investigation and after any restorative actions have been determined, all relevant parties will be notified by the Grade Level Program Director.
- If bullying is found to have occurred, restorative actions will include terms for monitoring and re-evaluating the situation at regular intervals.
- Retaliation of any kind is strictly prohibited during or after an investigation of an act of bullying. Any form of retaliation will be considered an act of bullying as defined in this Policy.

If and when necessary, the School will inform local law enforcement when criminal charges may be pursued.

Restorative Actions

The Grade Level Program Director is responsible for coordinating and overseeing the response to all student misconduct situations, including acts of bullying. The Grade Level Program Director may choose to respond to such situations by personally adjudicating consequences, convening an Honor Committee, assembling an Administrative Honor Committee, or referring to a more appropriate designee. The Head of School retains final authority in all disciplinary decisions and reserves the right to deal directly with any student conduct matter, in the Head’s discretion, without the involvement of other persons, groups or committees.

Based on the investigation performed by the Grade Level Program Director, or his designee, it will be determined what, if any, actions are necessary to restore a sense of safety and justice. Restorative actions will be determined on an individual basis with consideration given to the target’s needs, the frequency and severity of the bullying, the accused student’s attitude and cooperation, and other factors. Depending on the circumstances of the offense and the investigation, students may be referred to the School Counselor for appropriate intervention and mediation.

The following list includes, but is not limited to, possible restorative actions that may be taken in an instance of bullying:

- Verbal reprimand and warning, with written record noted in student’s file
- Letter of apology to the appropriate party(ies)
- Written or artistic reflection
- Supplemental education
- Phone conference with Grade Level Program Director and parents/guardian
- Temporary or permanent removal from class or other activity
- Required Campus Improvement Program (CIP) hours (Saturday mornings)
- Required parent conference with Grade Level Program Director and Assistant Head of School
- Restitution for stolen or damaged property
- Modifications to class schedule
- In-School Suspension
- Out-of-School Suspension
- Required behavioral counseling with professional provider
- Monitoring
- Expulsion

Based on the nature of the offense, a student may be required to complete any combination of the above listed actions, or other actions.

**Preventing Bullying**

Chapel Hill-Chauncy Hall School recognizes that some perceived differentiating characteristics may increase the likelihood that certain students become the target of bullying or harassment. To provide these students with additional support, the Class Dean in conjunction with students’ teachers and advisors will identify students who are at heightened risk to be the target of bullying. Once identified, grade level deans will inform the school counselor and the Student Life Committee of both the names of at-risk students and the factors that contribute to their increased susceptibility. After an initial evaluation, the school counselor will collaborate with the Student Life Committee and Grade Level Program Director to develop and implement support plans for identified students.

**Confidentiality**

- Reports of bullying will be treated as confidential in accordance with School policies. Limited disclosure may be necessary to complete a thorough investigation as described previously in this Policy. The School’s obligation to investigate and take preventive or corrective action supersedes an individual’s right to privacy.
- The identity of the accused will be protected, but total confidentiality cannot be guaranteed. A complainant’s and target’s identity will be protected to the extent possible.

**Substance Abuse**

A healthy community is free from alcohol, drugs, tobacco, and other harmful substances. Students at Chapel Hill-Chauncy Hall are expected to abstain from the use of these substances, and they have a right to expect that the School will do everything within its power to provide them with a healthy community. Purchasing, selling, distributing, using, acting under the influence of, being in the presence of, possessing, or misusing alcoholic beverages, controlled substances and drugs (other than drugs properly administered by prescription), tobacco, or the equipment associated with them is unacceptable. At any time while enrolled, a student may be required to submit to a general search by the Grade Level Program Director, MOD, Assistant Head of School, or other designated administrator or representative to determine the presence of such contraband. For all purposes described in the student handbook, a general search may include but is not limited to students’ lockers and dorm rooms, as well as personal items including bags and vehicles. Students are subject to testing to determine the presence of alcohol, drugs, and/or tobacco. Typically testing via urinalysis and/or breathalyzer is used. Failure to submit for testing will result in a major violation of the School rules.

**Drug and Alcohol Policy:** The use of drugs, other than as prescribed, or alcohol is detrimental to the well-being of the individual and the community. The use of alcohol or illegal drugs is unlawful and is a major offense that violates Chapel Hill-Chauncy Hall conduct expectations. If there is reason to believe that a student is using drugs or alcohol, the student will be tested via urinalysis and/or breathalyzer. If a student tests positive for drugs or alcohol, the disciplinary consequences will likely result in a long-term suspension or expulsion, regardless of whether the alcohol or other drug use occurred on or off campus. In addition, the consequences for the distribution of drugs or alcohol on campus will be viewed as a very serious offense. At the discretion of the School, abuse, misuse, or distribution/sale of drugs or alcohol may result in immediate dismissal.

**Tobacco Policy:** Chapel Hill-Chauncy Hall is a smoke-free campus and environment. The use of any tobacco or nicotine product and/or paraphernalia violates School policy. This ban includes the possession of cigarettes, electronic cigarettes, vaporizers, chewing tobacco, snuff, matches, and lighters. Smoking on or off campus is not permitted. Those in violation of the tobacco policy while off campus without sign-out permission may additionally be subject to a trust violation. In addition to trust violation consequences, student athletes who violate this policy are suspended from their next immediate game, and they forfeit the chance to earn a varsity letter that season.

For those students who do use tobacco and are trying to stop, the School will make available resources and information regarding cessation. Students who persist in violating this policy will be required to participate in tobacco cessation counseling off-campus at student expense.

**Trust Violations**

We depend upon the honesty and integrity in each member of our campus community. Violations of community trust are among the most serious that a student can commit. Lying, cheating, vandalism, and the invasion of someone else’s privacy are some, but not all, acts that violate the sense of trust that must exist within the community.
Stealing: The intentional taking or destruction of someone else’s property violates School policy and state law. Any student finding lost property on campus is expected to return it to its rightful owner or to School Administration. At any time while enrolled, a student may be asked to submit to a general search by the Grade Level Program Director, MOD, or other designated administrator or representative to determine the presence of inappropriate items or stolen property.

Deceptive Use, Deliberate Destruction, or Theft of Educational Materials: Stealing, destroying, or otherwise tampering with educational materials (including computers and related equipment) that are designated for public use are serious violations of academic and School rules.

Sign-Out: Since the School is responsible for knowing the whereabouts of students at all times, it is especially important that communications regarding sign-outs be honest and accurate. Failure to sign out or providing erroneous information when signing out is considered a major violation. Once a day student has arrived on campus, he/she is expected to remain on campus until the end of the academic day at the conclusion of after school activities unless given permission to sign-out. Proper sign-out procedures must be followed. For boarding student sign-outs, please refer to the Boarding Life section for guidelines.

School Boundaries and Out of Bounds: Students are not allowed in wooded areas without permission, including the dirt path between Atwood and Harrington Hall and the upper paved path from Atwood to the Barn. The wooded area behind the gym along the Lexington Street side and adjacent to The Commons is also out of bounds. Students going to and from The Commons should use the main walkway.

Safety Belts: All operators and passengers of motor vehicles are required to properly fasten seat belts while on school property. Any operator of a vehicle in which the driver or any passenger is not wearing a safety belt or is not otherwise properly restrained in an infant or child seat will be committing a trust violation with consequences ranging from written warning to parent notification, if appropriate, and possibly the temporary or permanent loss of parking and/or driving privileges at the School.

Academic Honor Code: The consequences for violating the Academic Honor Code are significant. For a first incident, the student will meet with the teacher of the class in which the violation occurred, his or her advisor, and the Grade Level Program Director. The student must make up the work to the teacher’s satisfaction, earning credit to a maximum grade of C+. This work must be submitted with a one-page reflective essay that demonstrates the student’s understanding of academic honesty. The student will receive an official warning, filed by School Administration, and a letter of notification of the occurrence will be sent to the student’s parent(s) or guardian by the Grade Level Program Director.

For a second violation, the student will come before an Academic Honor Committee that includes two faculty members, a chairperson, and the Grade Level Program Director, who will make a recommendation of consequences to the Assistant Head of School. The student’s classroom teacher will also meet with the Academic Honor Committee during the hearing to explain the shape and scope of the violation, and the student’s advisor will attend in order to serve as an advocate. If the student is found to have violated the Chapel Hill-Chauncy Hall Honor Code, he/she will be required to redo the work for no credit and, in most cases of the second occurrence of academic dishonesty, will be assigned an in-house suspension. Furthermore, the student can expect to receive an educational response from the Academic Honor Committee that will be designed to help the student to better understand the nature of academic honesty and the importance of this virtue in an intellectual community. The Grade Level Program Director will speak with the student’s parent(s) or guardian about the outcome of the Academic Honor Committee and will both send a letter to the parent(s) or guardian and place a letter of warning in the student’s file. Any student found to be in violation of the Academic Honor Code a second time will be placed on Academic Probation for the remainder of the school year and Social Probation for one calendar year.

If a student commits a third violation of the Academic Honor Code, an Academic Honor Committee will meet and may present the recommendation of expulsion to the Head of School.

Consequences for a student who provides unauthorized assistance to another, but who is not enrolled in the course in which the violation occurred, will be determined by those present at the Academic Honor Committee hearing and will be presented to the Assistant Head of School.


Inappropriate Behavior: Students are expected to treat with respect all people who live in the community, work in the community, and visit the community. There are certain behaviors which, whether intended or not, undermine the climate of respect and trust upon which the community is based:

- insubordination - the willful disregard of a legitimate directive by a teacher, administrator, or other staff member
- sexual activity
- excessive and/or inappropriate public display of affection
- profanity or other vulgar actions
- littering
- leaving trays, trash, etc., on the dining room tables
- disruptive behavior in assemblies, class, an activity, on campus, or in a School vehicle

**Re-Enrollment:** Students who repeatedly violate the School rules outlined here, or who are deemed to be uncooperative with the goals and objectives of CH-CH may not be offered a re-enrollment contract, or may have their contract withheld until significant improvement is shown.

**Other Conduct Expectations**

**Conduct Off Campus:** All students are expected to conduct themselves in an exemplary way. Any student (boarding or day) whose conduct off campus draws the School into discredit or compromises the School’s standing in the community is subject to restorative action.

**Family Partnership:** In order for the School to work successfully with students, it is necessary that parents/guardians be involved. In the event that the relationship between the parents and the School deteriorates to the point of becoming disruptive and counterproductive, as determined by the Head of School, the School reserves the right to require that the family withdraw the student.

**Failure to Thrive:** When a student encounters difficulty meeting academic, social, or behavioral standards, or when a student’s actions interfere with the growth and learning of other students, the School will intervene to mandate steps that may enable the student to get back on a more productive path. If these efforts are not effective and the student fails to thrive in our environment, the School may require the student to leave CH-CH for a more appropriate educational setting.

**Student Conduct Restoration Procedures**

The Grade Level Program Director coordinates the School’s response to matters of discipline and may choose to respond to an infraction by personally adjudicating consequences, convening an Honor Committee, assembling an Administrative Honor Committee, or referring to a more appropriate designee. The basic components of the disciplinary investigation process includes assessing and implementing interim safety measures, interviewing pertinent parties, contacting the parents of students involved, and the determination and implementation of restorative actions. Students and families are expected to fully cooperate with the School’s disciplinary procedures. When a student’s actions involve illegal activity, the School may turn the investigation over to local law enforcement authorities. The Head of School retains final authority in student conduct matters and reserves the right to deal directly with any student conduct matter, in the Head’s discretion, without the involvement of other persons, groups or committees.

**Honor Committee:** An Honor Committee is a non-administrative committee convened by the Grade Level Program Director. The committee hears cases of students suspected of violating or found in violation of the School’s policies and rules. The committee’s role is to listen to the evidence, ask questions, deliberate, and then make recommendations to the Assistant Head of School or Head of School. The Honor Committee is usually composed of two faculty members, the Grade Level Program Director, and a chairperson. Lying to the Honor Committee is a major violation of the School rules.

**Administrative Honor Committee:** An alternative process for review of a disciplinary infraction is an Administrative Honor Committee, composed of members of the School’s administrative staff. Situations involving sensitive information or in urgent need of being expedited are typically referred to this body. Lying to the Administrative Honor Committee is a major violation of the School rules.

**Reports of Abuse or Neglect:** As a mandated reporting agency, the School is required to report to the Department of Children and Families any incidents or reports of incidents that may involve abuse or neglect of a child, including sexual activity of those under the age of consent.

**Disciplinary Consequences**

**Warnings:** Often these take the form of informal verbal reminders that certain behavior is inappropriate.

**Temporary Removal:** A student may be asked to leave class or an activity by the supervising adult as a result of inappropriate behavior. That student should report directly to the Grade Level Program Director. If the Grade Level Program Director is not available, students must report to a designated administrator and will be asked to fill out a statement and discuss the events around the class ejection. Failure to report to the appropriate administrator will be considered an unexcused absence and subject to the five-point rule. Students may receive a zero on any in-class assignment, project, or test to be submitted in class on the day in question. In addition, the student may be required to attend a subsequent meeting with the Grade Level Program Director and the supervising teacher, and if needed, with the advisor, Class Dean, department chair, or other administrators.

**Honor Book:** A student placed on Honor Book is required to check in with a supervising adult on campus at designated intervals. Most often this response is due to violations related to sign-outs, out of bounds, trust, attendance, or to allow a student on in-School suspension
to attend classes and activities under special circumstances. A student who fails to meet the conditions of Honor Book may be subject to further restrictions and disciplinary consequences, including suspension.

**Restriction or Loss of Privilege:** When issues of attendance, citizenship, dormitory discipline, academic performance, or medication compliance arise, students may have their privileges revoked for a period of time. Such responses may include restriction to campus, dormitory, or room; suspension of senior privileges; loss of permission to sign off campus; confiscation of electronic equipment; loss of vehicle use, loss of boarding status, loss of computer network access, or other appropriate measures.

**Campus Improvement Program:** At times it may be appropriate to assign work hours due to missed commitments, citizenship violations, or disciplinary infractions. Failure to report to a campus service project after being assigned to it will be considered a further violation and subject to additional work hours and/or a subsequent meeting with the Honor Committee.

**Suspension In School:** A student may be suspended in School when circumstances warrant. A student not allowed to attend classes or afternoon activities will be placed on suspension in School under the direct supervision of the Grade Level Program Director or his designee. Under such situations the student is required to spend the entire academic day until the conclusion of afternoon activities in a supervised location. Boarding students suspended in School will typically be put on dorm restriction and/or an Honor Book covering the period after the academic day. Although absences while suspended do not count toward the “Rule of Six,” suspensions will reduce the number of days used for calculating this threshold.

**Suspension Out of School:** When circumstances warrant a physical separation from School, a student may be placed on a suspension out of school. A student may be suspended by the Head of School, Assistant Head of School, or the Grade Level Program Director or the MOD, with or without a recommendation from the Honor Committee or Administrative Honor Committee. A student is responsible for his/her academic work while suspended from School. Students who are suspended will have an opportunity to make up tests and exams. A re-entry meeting with the student, parents/guardians, advisor, Grade Level Program Director, and/or Assistant Head is required before the student is eligible to return to School upon completion of the suspension. After a suspension, another infraction of major school rules will likely result in dismissal. Although absences while suspended do not count toward the “Rule of Six”, suspensions will reduce the number of days used for calculating this threshold.

**Re-entry:** Students who are suspended out of School or placed on medical leave will be required to fulfill the conditions of their return prior to their re-entry to School. This process is typically used to complete the provisions of a substance abuse violation, a medical leave due to emotional or physical concerns, or after any separation from the School for more than three days.

**Probation:** Probation is an opportunity for a student to recommit himself/herself to the School, demonstrate that a lesson has been learned, and make a new start. A student is placed on probation for a specified period of time, with a review process at the conclusion of the probationary period. A student who violates the conditions of his/her probation may be dismissed from School. Probation is a response to major School violations or a pattern of minor violations. Students placed on probation may have their re-enrollment contracts held until progress has been assessed.

**No-Use Agreement:** Substance abuse violations or concerns may result in a no-use agreement. In such cases, students have the opportunity to demonstrate their intention to live according to School rules and to meet consistently the commitments of a Chapel Hill-Chauncy Hall student. The no-use agreement remains in effect until graduation unless the student has petitioned and the Student Life Committee has approved the removal of the no-use agreement.

**Petition:** A student seeking to end either probation and/or the no-use agreement must submit a petition to the Grade Level Program Director, together with the necessary supporting documents. A student may only petition after one year (12 months) from the date of the agreement. Details of this process are available from the Grade Level Program Director.

**Dismissal:** A student may be dismissed from the School only by the Head of School. Any student dismissed from Chapel Hill-Chauncy Hall may not return to campus without advance permission from the Head of School. The School reserves the right to deny any student re-admission.

**Right to Amend**

Chapel Hill-Chauncy Hall School reserves the right to amend this Policy at any time in accordance with state and/or federal laws. Students, families, and all community members will be notified of any changes in writing and provided an opportunity to offer feedback.
RESIDENTIAL LIFE

Boarding gives students the opportunity to engage more fully in the School community. At the core of the Residential Life Program are the relationships that students form and develop. Through these relationships with their roommates, dorm mates and residential faculty, boarding students learn the value of cooperation, tolerance, and independence with responsibility.

Accordingly, all members of the Residential Life Program, including both faculty and students, are asked to help promote a positive environment that benefits all members of the residential community. Students are encouraged to take initiative and responsibility for the success of their residential experience. Each of the three dormitories, and the wider boarding community as a whole, prospers from the energy of all its residents.

Students are encouraged to communicate their ideas and concerns about their boarding experience, either through the student Resident Assistants, or preferably in a direct conversation with a houseparent. Since a dormitory is a close community that functions through the interdependence of its residents, a high level of communication is essential. Only through conversation and discussion can the residential staff and the boarding students more fully understand each other’s perspectives.

Finally, the Residential Life Program builds upon the values that the School promotes during the academic day. Boarding students are asked to demonstrate civility, be willing to accept compromises, and to understand that the residential staff’s primary goal is to maintain a safe and healthy community for all boarding students.

Living with Others

Dormitories: Chapel Hill-Chauncy Hall’s three dormitories are Harrington Hall, South Hall, and Worcester Hall. Harrington Hall primarily houses 9th and 10th grade girls, while South Hall primarily houses 11th and 12th grade girls. Worcester Hall is the boys’ dorm. The houseparents of each dorm, in conjunction with the Resident Assistants, implement the basic policies and procedures of boarding life as consistently as possible so as to ensure a positive community.

Houseparents: Houseparents are your “parents” during the School year. On weeknights, the houseparent on duty monitors study hall and checks in all students at their curfew and check-in times. If a student has a problem or needs the assistance of a houseparent, he/she should always seek out the houseparent on duty.

Resident Assistants: Chapel Hill-Chauncy Hall School provides junior and senior boarding students the leadership opportunity of serving as Resident Assistants in each of the School’s three dormitories. Resident Assistants are students who, through an application process, have been identified by the faculty as exemplary role models within the community. Working closely with houseparents, Head Houseparents, the Residential Life Coordinator, and the Grade Level Program Director, Resident Assistants perform a variety of duties that help to ensure a safe, healthy, and supportive environment in which all students can live and work. The primary responsibilities of the Resident Assistants are to serve as liaisons between student residents and residential faculty and to promote a vibrant residential community.

Roommates: Most rooms are designed for two students, although some larger rooms can accommodate three. On rare occasions when space is available, some students may live in single rooms. A single room is traditionally considered a privilege for Resident Assistants. All students should expect to have at least one roommate when they move into the dorm. To the extent that it is possible, students who have requested each other are put together. However, this is not always possible. Houseparents are available to help resolve any roommate problems that arise, but it is always beneficial for roommates to try to resolve their differences amongst themselves. Except under extraordinary circumstances, no room changes will be made. All room changes need the prior approval of the Director of Residential Life, Grade Level Program Director and the Head Houseparent.

Residential Life Programs

Weekday Program: All boarding students are expected to reside on campus from Sunday evening at 7:00 p.m. through Friday afternoon at the end of activities. The Residential Life Program includes a number of activities designed to help students be prepared for the requirements of the academic day. Specifically, boarding students are required to attend supervised study halls Sunday through Thursday nights. It is mandatory that boarding students attend dormitory meetings, dorm activities, and Closed Campus Weekends. Also, it is important that all boarding students leaving campus over the weekend or breaks return to campus on time to fully benefit from a consistent academic setting and the boarding community dynamic. Boarding students who are consistently absent weeknights in the dormitory will have their boarding status reviewed by the Grade Level Program Director.

Weekend Program: All boarding students are enrolled in a seven-day residential program. It is expected that all boarding students will remain on campus unless granted approval to leave on weekends. During the course of the academic School year, specifically designated Closed Campus Weekends require mandatory attendance. All boarding students are expected to participate in designated Campus Weekend
activities. The Grade Level Program Director or MOD reserves the right to deny weekend plans based upon insufficient information, late submissions, or disciplinary restrictions.

**Study Hall**

Study hall provides a structured environment for fruitful study and homework completion, and is mandatory for all boarding students. Study hall is held nightly from 7:30-9:30 p.m.

Students are advised that they will rarely be able to finish all of their nightly work during the formal study hall period, or complete long-term assignments by working only five days a week. An essential part of independent learning is devoted to academic purposes as much “free time” during each day, over the weekend, and during holidays as may be necessary for each individual.

**Seniors and Juniors** are expected to spend study hall working quietly in their rooms, with the door wide open, or in the student lounge. They may sign out with the houseparent on duty to another designated location beginning at 7:30 p.m. Seniors and juniors on Academic Warning may be assigned an alternative study hall.

**Sophomores and Freshmen** have study hall in assigned locations outside of the dorms. With a pass from the houseparent on duty, these students may sign out to another designated location for a specific academic purpose if they have demonstrated prior productiveness and good behavior, including punctuality.

**Schedule**

**Dorm Visitation**
- On the weekends, boarding students may visit one another according to the dorm rules and typically during the following established times:
  - *Friday: 6:30 p.m.-curfew*
  - *Saturday: 1:00-5:00 p.m. and again from 6:00 p.m.-curfew*
  - *Sunday: 1:00-5:00 p.m.*
- Students seeking visitation permission outside the designated times may consult with the houseparent on duty or MOD for specific accommodations.
- There is no dorm visitation during the academic School day until the conclusion of the afternoon activities and only when a supervising houseparent is available.
- Day students are permitted in dorms only if given specific permission by the houseparent on duty or MOD. Day students are not permitted to be in the dormitories during the academic day.
- Boarding students are allowed to visit each other in the dorms during designated hours with permission of the houseparent on duty or MOD.
- Each guest must be met and checked in by his/her host.
- Monday-Thursday, visitation is only allowed with permission of the houseparent on duty or MOD.
- Seniors and juniors may visit in each other’s rooms, with the door open, with the permission of the houseparent on duty. Freshmen and sophomores may visit only dormitory common rooms.
- Students may not block fire exits in hallways or stairwells.

**Curfews and Check-ins:** To facilitate the check-in process, each student should find the houseparent on duty before the appointed time. If a student is late to check-in/curfew, he or she can expect a conversation with the houseparent concerning the importance of time management and general punctuality. Excessive lateness undermines the residential program. A student who is late may be restricted or lose a privilege as a consequence. Students who fail to meet dormitory expectations after repeated houseparent interventions will be referred to the Director of Residential Life. Students who fail to meet residential expectations despite interventions will be referred to the Grade Level Program Director to discuss the student’s suitability for residential life.

<table>
<thead>
<tr>
<th></th>
<th>9th Grade</th>
<th>10th Grade</th>
<th>11th Grade</th>
<th>12th Grade &amp; Resident Assts.</th>
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<tbody>
<tr>
<td><strong>Back on campus by</strong></td>
<td>7:00 p.m.</td>
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<td><strong>Study Hall check-in</strong></td>
<td>7:15 p.m.</td>
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<td><strong>Study Hall</strong></td>
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<td><strong>Dorm Curfew</strong></td>
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<td><strong>Room Curfew</strong></td>
<td>10:15 p.m.</td>
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<tr>
<td><strong>Lights out Curfew</strong></td>
<td>10:30 p.m.</td>
<td>10:30 p.m.</td>
<td>11:00 p.m.</td>
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</table>
Weekdays (Monday-Thursday) Sign-out Procedures:

General Sign-out Expectations:
- It is absolutely vital that students sign out with the houseparent on duty or MOD when leaving campus and sign in when returning.
- Boarding students wishing to leave campus for reasons other than School-sponsored trips must follow the established sign-out procedures.
- Students walking off campus are encouraged to be accompanied by another student.
- Any dishonesty regarding a sign-out will be considered a major rule violation.

Weekday (Monday-Thursday) Sign-out Procedures:
- A student who has completed all of his/her commitments may sign out in the Assistant to School Leadership’s Office until 4:30 p.m. After 4:30 p.m., the student must sign out with the MOD or houseparent on duty.
- All students must be back on campus no later than 7:00 p.m.

Weekend (Friday-Sunday) Procedures for Students Leaving Campus:
- Students wishing to sign-out before 4:30 p.m. on Friday should go to the Assistant to School Leadership’s Office.
- After 4:30 p.m. on Friday, students may sign out with the MOD or houseparent on duty.
- All students must have written parent permission to leave each weekend. All parents must telephone the Assistant to School Leadership’s Office, (781) 314-0802, during the week prior and no later than 12:00 noon on Thursday to change their plans.
- Any student who does not have established plans by Thursday at 12:00 noon may not be granted approval to sign out for that weekend.
- Any student who has signed out, but later decides to remain on campus for the weekend, must inform both the houseparent on duty and the MOD. The expectation is that if a student remains on campus he or she will follow established weekend procedures.
- No student will be allowed to sign out to a hotel or to any place where there is no approved adult willing to take responsibility for that particular student.

Weekend Procedures for Students Remaining on Campus:
- All students on School administered medications must check in at the prescribed time and established location
- Students leaving campus are encouraged to sign out with at least one other student
- Students in the 12th and 11th grades may sign out for a maximum of six hours per day. Students in the 10th and 9th grades may sign out for a maximum of four hours per day
- Extended times may be granted by the MOD for groups of students for planned events
- Please note that students in the 12th grade may sign out for a maximum of eight hours per day beginning in January

Dormitory Rooms

Our goal is to help create for our boarding students a campus environment that is healthy, safe, and comfortable. One key element of the residential experience is the responsibility entrusted to boarding students for maintaining their rooms and dorm common areas in an orderly condition. The following guidelines are particularly helpful in sustaining an environment that is beneficial for roommates, other students, and residential families.

<table>
<thead>
<tr>
<th>Weekends (Friday-Saturday nights)</th>
<th>9th Grade</th>
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<th>11th Grade</th>
<th>12th Grade &amp; Resident Asst.</th>
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<td>11:30 p.m.</td>
<td>12:00 a.m.</td>
<td>*12:00 a.m.</td>
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</tbody>
</table>

*Please note that 12th Grade boarding students & Resident Assistants do not have formal lights out on the weekends but must remain in their rooms after curfew and stay quiet.

Lights Out: The School believes that the dormitory should support and prepare students for success during the academic day. The “lights out” policy is designed to ensure that students are rested and able to engage in their daily tasks. Therefore, students should regard lights out as the time when all activity ceases for the night. All electronic equipment should be turned off and each student should be in bed. Students found to be using computers, cell phones, or other electronic equipment after the lights out curfew may have those items confiscated. If a special circumstance arises for additional academic time, each student must engage in a conversation with the houseparent on duty as early as possible prior to “lights out.” The houseparent on duty has full and final authority to grant or deny “late lights” requests. Any student found in violation of the lights out policies may be subject to restorative actions.
Room Decoration and Care

- Room decorations must be appropriate, in good taste, and not violate established décor. The Head Houseparent is the arbiter of whether decorations are acceptable.
- Students may hang posters, banners, etc. with masking tape or poster adhesive (putty) only. Students may not attach anything to the walls, ceilings, doors, or furniture with nails, tacks, pins, or glue.
- Each student is held responsible for the School property within his/her room.
- Students may not move furniture from their room without permission of the Head Houseparent.
- Furniture should be placed so that it does not constitute a fire hazard by blocking exits or entrances.
- Students may not have any heat-generating object (including, but not limited to, halogen lamps, candles, incense, space heaters, irons, sun lamps, electric blankets, cooking appliances, coffee pots, hot pots, rice cookers, refrigerators, or similar equipment) in their rooms. Exceptions for a refrigerator are only afforded for medical reasons with permission of the Grade Level Program Director.
- Students are not permitted to keep medications in their rooms, except in circumstances described and approved in the Medication Policy. This includes prescription and over-the-counter medications, as well as vitamins and other supplements.
- No pets of any kind are allowed.
- Nothing is to be hung from the ceiling, pipes, or smoke detectors.

Room and Dormitory Cleanliness

- Students are expected to keep their rooms neat and clean.
- Students are responsible for keeping the common areas (hallways, lounge, bathrooms) and the outside of the dorm neat and clean.
- Houseparents will conduct regular room inspections to ensure room cleanliness.
- Dorm cleaning tasks will take place on a schedule determined by the dorm’s houseparents.

Room and Dormitory Damage

- Any damage to a student’s room must be reported to the Head Houseparent.
- A charge is made to a student’s account for room damage.
- The cost of any damage to dorm areas that cannot be assigned to an individual will be charged to all residents of a dorm.
- Students must leave their rooms neat, clean, and in good repair at the end of the year to avoid cleaning and/or damage charges.

Room Security

- The School assumes no responsibility for personal items in students’ dormitory rooms.
- Students are required to lock their doors whenever they leave. Failure to maintain the security of their room will constitute a trust violation and can be subject to disciplinary consequences.
- Students receive a key upon registering. Students are expected to have their room key with them at all times; a lost key will be replaced at a cost of $50 for a new door lock, replacement key, plus labor costs. Repeated instances of lost keys will result in a review of the student’s boarding status and lead to possible loss of boarding privileges.
- It is imperative that cash and checks be deposited in a local bank.
- If any School employee has the need to enter a student’s room, every effort will be made to inform the student in advance.
- The School reserves the right to enter a student’s room as need warrants, but this right will at all times be balanced with a respect for the legitimate privacy rights of the student.
- Students are not allowed to tamper with the window screens or any other room fixtures at any time.

Room Searches

- These will occur infrequently, on an as-needed basis, and only with prior approval of the Head of School, Assistant Head, the Grade Level Program Director, or the Master On Duty (MOD).
- Ideally, there should be three people present: the adult doing the search, the student whose room is being searched, and another adult.
- In some cases (for example, concern about drugs or alcohol, weapons, theft, etc.), as determined by the Head of School, Assistant Head, Grade Level Program Director, or MOD, a search may be conducted without the student being present. In these cases, there must be at least two adults present.
- The School may take any appropriate actions, possibly including a general dormitory room search, in order to locate items that have been stolen.

Personal Electronics

- Students may bring small stereo/audio equipment, cell phones, and computers to School. TVs and large monitors are not allowed.
- Audio equipment must be kept at a reasonable volume and not played out of dorm windows.
- Audio equipment may only be used with headphones at low volume during study hall.
- Personal cell phones may not be used during study hall or after lights out.
- During study hall, electronics are to be used only for assigned academic work.
- Houseparents reserve the right to turn off and/or confiscate any electronic equipment used inappropriately.
Items Provided by the School

- A bed, mattress, desk, chair, and bureau are provided by the School.
- Each year, a new mattress cover will be provided and charged to the student’s account.
- Students should bring an alarm clock, bed linens (extra-long), pillows, blankets, a desk lamp, laundry bag, and wastebasket.

Other Services

Dining

- The Dining Hall provides breakfast, lunch and dinner during the School week and brunch and dinner on weekends. On Monday holidays, the weekend schedule is followed.
- Boarding students may patronize off-campus delivery services (e.g., pizza), except during class time, study hall, or other academic periods. Deliveries to Worcester must be accepted in the main lounge and those to Harrington or South must be accepted in the main lobby. On weekends, all boarding students have the privilege to accept delivery orders up to 30 minutes prior to their established lights out times.

Mail

- Student mail will be available in the School Store in Harrington Hall on weekdays during posted times.
- All mail should be sent to the main school address: 785 Beaver Street, Waltham, MA, 02452.
- The Grade Level Program Director or other appointed administrator has the right to open any mail or package received by a student if it is believed to be a prohibited item.

Laundry

- Washers and dryers are also available for use in each dorm.
- The School assumes no responsibility for personal items in laundry rooms.
CAMPUS MAP

1. South Hall
2. Cottage
3. Wilkins Hall
4. Beaver Gymnasium & Machen Center
5. Morgan Hall:
   Head’s Office
   College Counseling Office
   Registrar’s Office
6. Pierce Pavilion
7. Harrington Hall:
   Charger Café
   School Store
   Clements Room
8. Jitwood House
9. Worcester Hall
10. Private Residence
11. Barn and Theater
12. Peabody Hall - Admissions Office
13. Harrington House - Buildings & Grounds
14. Private Residence - Emery House
15. East Hall:
   Running Brook Camps
   Development Office
   Business Office
   Communications Office
16. Lower Field
17. Upper Field
18. Priscilla Field
19. Greenhouse
20. The Commons:
   Learning Commons
   Assembly Hall

785 Beaver Street
Waltham, MA 02452
781-314-0800
www.chch.org

Main Entrance: 785 Beaver St.

Lexington St.

Beaver St.