



**Hun**  
**SUMMER**  
**PROGRAMS**

**THE HUN SCHOOL OF PRINCETON**

**Summer Programs**

**Handbook**

**for Students and Parents**

**Hun Summer Session**

**The American Culture and Language Institute**



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# **1. General Information**

## **Forms**

All required forms must be submitted by June 1<sup>st</sup>. All students are required to upload the following documents into their online registration account: 1. Immunization record 2. Health Related Action Plans (i.e. asthma, allergy, if necessary). Please complete all required forms.

## **Tuition**

All tuition and fees must be paid by June 1<sup>st</sup>. All tuition is paid in advance, or a payment plan can be setup through online registration. No student may attend a class or program, unless all fees are paid in full. Tuition, minus the deposit, is refundable up to June 1<sup>st</sup>. All payments must be made in U.S. funds by credit card. Payment is also acceptable by a wire transfer. For more information, or instructions, contact the Business Office, at (609) 921-7600, extension 2290.

## **Refunds, Cancellations, and Changes**

The Summer Programs staff makes every effort to be flexible and accommodating regarding selections. Commitments to faculty, staff, facilities, and other students are made in advance of the summer. Please note, canceling after June 1<sup>st</sup> will result in a forfeiture of the entire tuition and all deposits are non-refundable. Cancellations and refund requests must be made by June 1<sup>st</sup> in writing and only the non-refundable deposit will be retained. Due to commitments to faculty, staff, facilities, and other students, no refunds will be made for late arrival, early dismissal, vacations, illness, withdraws, or injury. Changes after June 1<sup>st</sup> and during enrolled weeks are based upon availability and are subject to a \$50 processing fee.

## **Textbooks**

Textbooks are not available for purchase at The Hun School. The textbook list, including class name, book title, ISBN, and all other information will be available on the School's website prior to the start of the Summer Session and students are expected to bring the appropriate textbook, or materials on the first day of class. Students in the American Culture and Language Institute will purchase appropriate materials at the School store following testing. Cost of these materials is approximately \$30 to \$150. Students need to have a credit or debit card to buy books.

## **Medical Services**

The health clinic is located on the first floor of Russell Hall. Clinic hours are 8:00 a.m. to 5:00 p.m. Except in the case of an emergency, students must first have a pass before visiting the nurse. During the day, students who need to see the nurse should report to their teacher for a pass.

## **Parent Responsibility**

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

## **Construction, Parking, and Driving on Campus**

Safety at The Hun School of Princeton is our number one priority for all students, faculty, staff, and guests. In the summer months, there is often construction taking place in advance of the school year. It is important that no one enters the construction zone. It is important that local traffic laws and posted speed limits are followed, along with campus "no parking" areas.

## **2. Academics and Academic Expectations**

### **Grading Standards and Progress Reports**

The grading system ranges from 0 – 100; 60 is a passing grade and college certifying. All students enrolled in credit classes during the Hun Summer Session will receive a number grade for each class. Students in enrichment courses will receive Progress Reports. Students in the American Culture and Language Institute receive a Certificate of Completion at the end of the program. Parents will receive instructions on how to check their child's progress throughout the Hun Summer Session. Parents should feel free to contact their child's teacher or the Hun Summer Session Director if they have questions regarding their child's progress.

### **Course Credit and Transcript Requests**

Parents need to check with their child's school to verify school policy regarding credit courses. Hun School students enrolled in a summer credit course will earn credit with a grade of 71 or higher. A student who earns a grade between 60 and 70 may be required by the relevant Hun School department chair to complete an assessment demonstrating competency in the material before credit is issued. Beginning July 1, 2016, grades for credit courses taken by Hun students during the Hun Summer Session are required to appear on the student's transcript. Summer courses will be designated as "summer," and are calculated into the overall grade point average. Honors courses are weighted on student transcripts by a factor of 1.03. However, the maximum grade for any course is "100." Hun students must maintain a grade of 85 or higher in their current subject area honors course to progress to the next subject area honors course.

Non-Hun School students may request grades be sent to the school they will be attending in the fall. A form is distributed to parents by email during the Summer Session. Parents may indicate whether or not they wish to have grades sent to their child's school. Grades are sent only upon request.

## **Attendance and Tardiness Policy**

Daily attendance for students seeking credit in a credit class is essential to success. In credit classes, every day missed is the equivalent to missing one week of work during the school year. Student attendance is monitored; parents can help with this by calling (609) 921-7600, extension 2346, or emailing [summer@hunschool.org](mailto:summer@hunschool.org) by 7:45 a.m. to report a student absence. **Credit course students can miss no more than the equivalent of two full days of class for any reason. If a student misses more than two days of class, credit will not be awarded and a final grade will not be released to the student, or the student's school.**

Repeated absences, either excused or unexcused, may require a parent conference to determine if credit can be earned for students taking credit courses. For students taking enrichment courses, attendance is still considered essential, and special arrangements should be made in advance for excused absences.

Tardiness to class and other scheduled commitments is not acceptable. The Hun School expects students to fulfill all obligations on time.

## **The Hun School Honor Code Philosophy**

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

## **The Hun School Honor Code**

I pledge on my honor not to lie, cheat, or steal and to support my classmates in doing the same.

## **Honor Code Violations**

Students who are accused of violating the Honor Code may be referred to the Director of the Hun Summer Session. In general, violations include, but are not limited to, cheating on tests or quizzes, plagiarism,

theft, or lying to a School employee about a school-related matter. More specific descriptions are listed below.

## **The Honor Code and Homework**

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

Examples include:

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

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

## **The Honor Code and Tests**

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

- Discussing a quiz or test with someone who has taken that quiz or test already in an earlier class period.
- Bringing hidden notes and using them during a test or quiz. Having such notes in your possession indicates the intent to cheat and is therefore dishonorable.
- Looking at another student's work during a test or quiz.



- Communicating with another student through any kind of noise, silent signal, or the use of technology during a quiz or test. This includes allowing another student to see and copy your work.
- Stealing or obtaining a copy of a quiz or test before it is administered.
- Students who receive extra time for an assignment may not consult related materials until the assessment is complete and turned in to the teacher.

## **The Honor Code and Plagiarism**

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

Examples (provided by Plagiarism.org) include:

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

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

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

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

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

Inappropriate use of the information obtained from local computers or the Internet may result in violations of either the Honor Code or the Discipline Code. Students who use their devices (cell phone, tablet, or laptop) in any way during a test, quiz, or exam without permission from the teacher or proctor may be in violation of the Honor Code. All technology should be left outside of an exam unless the teacher has instructed otherwise.

## **Honor Code Violations**

When a violation of the Honor Code is suspected, the student may be referred to the Director of the Hun Summer Session. The Director of the Hun Summer Session will meet with the student(s) involved to discuss the violation and advise the student(s) on an ethical course of action. The Director of the Hun Summer Session does not dismiss students from The Hun Summer Session, but only makes recommendations to the headmaster as to appropriate consequences for violations of the Honor Code.

## **Honor Code Penalties**

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

First Offense Consequences May Include But Are Not Limited To:

- A failing grade for any academic work involved.
- A first offense notice in the student's internal file.
- A letter sent to parents or guardian.
- An apology to the teacher or School employee affected by the offense.
- A remediation plan as recommended by the Director of the Summer School.

A second offense will generally lead to separation from the School, but the Director of the Summer School, depending upon the facts of an

individual case, may recommend some other form of remediation to the headmaster.

It should be noted that the time gap between a first and a second offense does not mitigate the seriousness of the second offense. Whether the second offense occurs the same day as the first offense, the last day of the Summer Session, or in subsequent years, the result will be the same. Hun students who have committed an Honor Code offense during their time at the Hun Summer Session may not be eligible to apply for a student leadership position during the regular school year and must appeal to the Upper School head for permission.

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

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

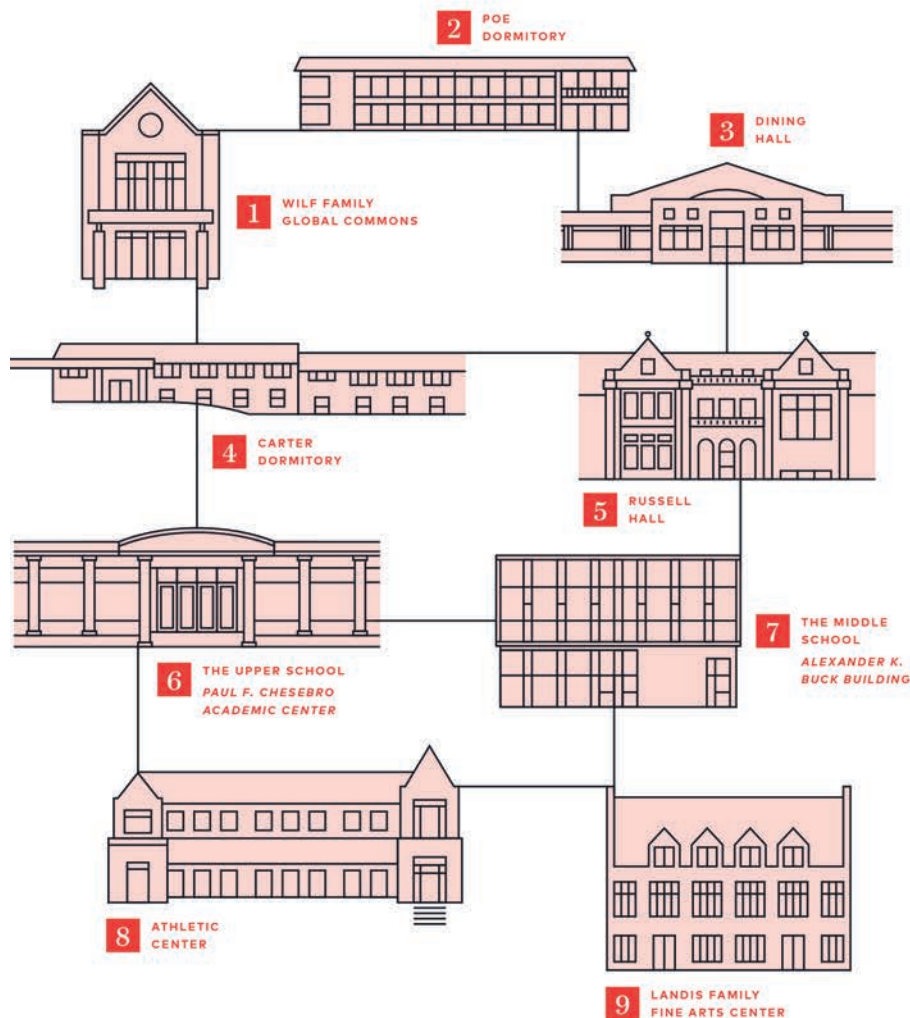
### **Mitigation for Inexperienced Students**

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

## **3. Citizenship**

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

# OUR CAMPUS



10 & 11 Tennis Courts

12 The Mall

13 Katherine Wright Gorrie '98 Memorial Garden

14 Roberta J. King Outdoor Education Center and Eco Pond

15 Breen Family Gymnasium

16 Grant M. Shipley '42 Pavilion

17 James M. Byer '62 Amphitheatre

18 Wilf Family Baseball Field

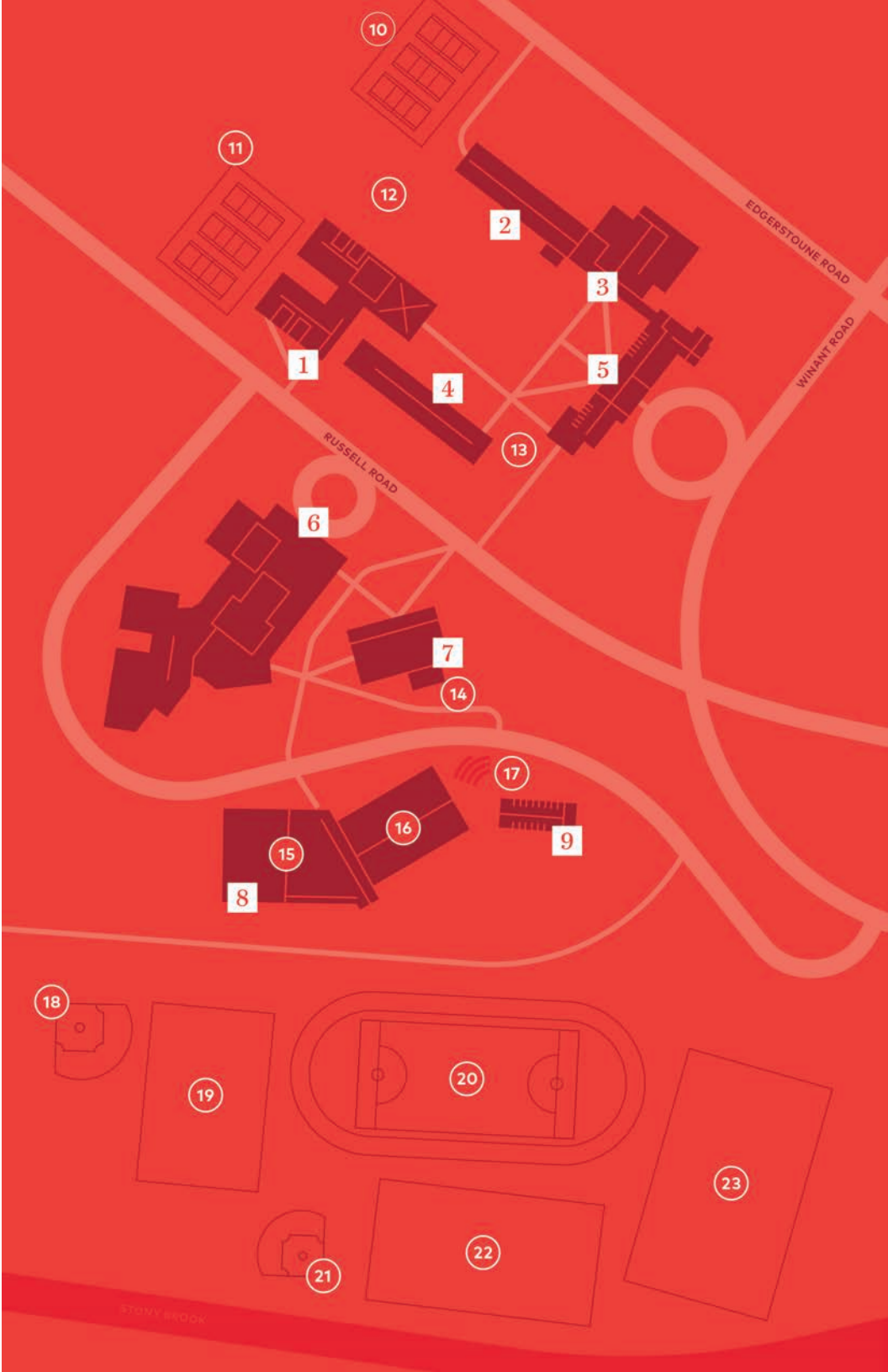
19 West Field

20 Natale Family Athletic Field

21 Softball Field

22 South Field

23 East Field



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## **Dress Code**

Dress for The Hun Summer Session is informal. Students should look neat and well groomed. Shorts, jeans, pants, and t-shirts are appropriate. Classrooms are air-conditioned and a sweatshirt may be needed. When students appear inappropriately dressed, they will be counseled by staff as to proper attire.

## **Behavioral Expectations**

The Hun School faculty and staff are available to help make the summer experience a successful one. The faculty and staff will treat each student with respect and expect students to treat them in the same manner. Use of cell phones, or other electronic devices is not permitted during class unless they are being utilized as part of a lesson. Students may use phones during morning break and lunch. Texting is not permitted during class.

Please keep in mind that faculty and staff are enforcing campus rules and regulations. Every student has the responsibility to keep the campus a suitable place to live and learn. Disrespecting the rights of other students, destruction of property, hazing, or any other similar behavior will not be tolerated.

Please familiarize yourself with the Discipline Code presented in this Handbook.

## **4. Discipline Code**

In general, the following is expected of all students:

1. Proper classroom and study hall behavior.
2. Proper behavior in the dining hall, which includes clearing your table and returning all dishes and utensils. No dishes or utensils are to be removed from the dining hall.
3. Respect for all faculty, staff, and each other. The dining hall staff, fitness center staff, and other School personnel work hard on your behalf. The Hun School will not tolerate disrespectful behavior.
4. Profane language is unacceptable. Behavior that is objectionable or harmful to others will not be tolerated.

Repeated violations of any of the above policies may result in dismissal from the Summer Session.

The following behaviors are **prohibited**:

1. **Smoking on campus** – The use of tobacco products, inclusive of electronic-cigarette devices, on the grounds of The Hun School of Princeton is prohibited. Violations of this law are subject to fines up to \$1,000 and dismissal. (New Jersey Smoke-Free Air Act – effective April 14, 2006).
2. **Alcohol, drugs or drug paraphernalia** – Any involvement with alcohol or drugs will result in an immediate dismissal. The Hun School reserves the right to test for reasonable suspicion.
3. **Fighting** – Physical violence is prohibited and will result in the immediate dismissal of all parties involved.
4. **Possess on of illegal weapons (knives, firearms)** – Possession of weapons will result in immediate dismissal.
5. **Tampering with safety equipment** – Tampering with equipment such as fire alarms, sprinkler systems, or fire extinguishers will result in immediate dismissal.
6. **Defacing School property** – Vandalism will result in immediate dismissal.
7. **Sexual activity on campus** – Sexual activity of any kind, including inappropriate or extensive physical contact, is prohibited.
8. **Propping open building doors** – Is a safety issue and can lead to dismissal.

## 5. Harassment

The Hun School will not tolerate harassment in any form. Harassment is defined as behavior toward a student, faculty member, employee, or other member of the School community on the basis of that person's race, creed, color, national origin, ancestry, age, sex, sexual orientation, marital status, religious beliefs, disability, or other legally-protected characteristics or activity that has the intent or effect of substantially interfering with the person's educational or work environment.

We all share a responsibility to ensure that the School environment is free from all forms of harassment. Faculty, students, and employees are encouraged to come forward immediately if they are subjected to, or witness incidents of sexual harassment, or other inappropriate behavior. The School cannot take action unless it knows of the alleged harassment. All harassment complaints will be promptly and thoroughly investigated. All investigations will be conducted in a manner designed to protect the confidentiality of the parties involved in accordance with the School's obligation to conduct a fair and full investigation. Complaints of harassment against a student or group of students should be reported immediately to the Hun Summer Session Director who must notify the headmaster.

The headmaster, or his designee, will promptly respond to the matter. The headmaster may authorize a formal investigation. If warranted, a written report of the investigation will be prepared and recommendation made, including referral to the School counselor.

## **Sexual Harassment**

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



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

## **Relationships Between Employees and Students**

The Hun School expressly prohibits inappropriate relationships between its employees/outside contractors, and the School's students.

Employees and outside contractors are prohibited from making sexual advances of *any* type toward a student or among students generally, whether the advance is overt or otherwise. Also prohibited is any relationship romantic in nature or one that crosses the lines of appropriate and healthy boundaries between adult and student, whether or not that relationship is sexual in nature.

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

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

Employees may not take Hun School students on non-Hun School sponsored overnight trips during the school year or during the summer. For circumstances not addressed in this Handbook, the School will refer to The Hun School's Student Handbook.

## **6. Consequences**

Violations of School rules may result in loss of privileges, suspension, or dismissal.

More serious infractions, such as theft, harassment, academic dishonesty, cheating, plagiarism, or a repeated history of combined minor infractions may result in dismissal from The Hun School Summer Programs.

Please note that The Hun School does not provide refunds, full or partial, to families whose student is asked to leave the School. No credit will be applied to a Hun School account toward Hun School tuition, future tuition, or any other Hun School program.

## **7. Afternoon Activities Program**

The Afternoon Activities Program is held Monday through Friday, 3:00 to 5:15 p.m. and is available to any Summer Session day student for a nominal fee. Activities may include open gym and fitness center, outdoor games, and indoor games such as table tennis.

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

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

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

## **Harassment**

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

## **Access**

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

## **Code of Conduct**

1. I agree not to attempt to obtain the password of another person, log on to or use another person's account, or use resources to which I have not been allowed access. I will keep my password secure and not allow others the use of my account. I understand that accessing another student's account for any reason is not allowed, even if it has been left logged-in.
2. I agree not to use the School's information resources for exchanging commercial software, or transferring files that are considered illegal in content or protected by patent, copyright or license agreement; nor will I use the School's information resources for commercial purposes, product advertisement, or political lobbying.
3. I agree not to use the School's information resources for any illegal discussions or activity, nor to download or exchange any files or documents that may be virus-infected, deemed objectionable,

pornographic, or violent in nature.

4. I will not pass or make available to another person any file or document that can be categorized as homework, an essay, a test, or a quiz unless I have received clear and explicit permission to do so by a faculty member. I also understand that the passing or copying of homework, essays, tests or quizzes in electronic or other format is improper, could be considered plagiarism.

5. I agree that I will exercise good judgment with regard to my use of the Internet. I understand that the Internet is to be used solely for academic purposes. I will ask for guidance, should I be unsure of what constitutes an inappropriate site. (See Internet Disclaimer in this section.)

6. I agree not to intentionally invade the account(s) or work product of another person, hack into a computer or network, vandalize or attempt to modify hardware, software (including operating systems, compilers, utilities, or applications), data files, or other computer equipment of the School or any other individual.

7. I agree that the ability to connect to other systems or networks does not give me the right to do so, unless properly authorized.

8. I agree not to intentionally subvert network security or cause disruption of any sort in the performance or usability of the School's information resources, including misuse of disk space, slowing down the processor of a workstation or server, monopolizing network bandwidth, and overuse of printer paper.

9. Although most computers have security that blocks the downloading of software, students must remember that it is in violation of copyright laws to remove any software from School computers. No software is to be copied or downloaded to or from any School computer without proper authorization, and if being copied or downloaded to a School computer from any source, it must first be checked by the School's current virus detection software.

10. I agree not to harass others, send anonymous messages or files,

intentionally lie about or discredit another individual, use vulgarity or profanity, harass, send abusive or offensive messages via email.

Offensive content would include, but is not limited to, sexual comments or images, racial slurs, gender-specific comments or any comments that would offend someone on the basis of age, sexual orientation, religious or political beliefs, national origin, disability, or any other legally-protected characteristics or activity.

11. I agree not to send chain letters or “mail-bombs” - multiple messages - to a message forum or to an individual’s email account. I understand that the development and use of self-replicating code is strictly not allowed.

12. I agree not to enter any external chat or message forum intentionally that is not academic in nature. I will not divulge personal information about myself or others via internal or external networks. Should I receive permission to enter one of these areas for academic purposes, I agree not to intentionally cause a disruption in that area by the use of insults, inappropriate messages or comments, or scrolling. Scrolling is the entering of the same character(s) repeatedly thus interrupting the activity of those trying to engage in a conversation.

13. I agree not to enter any personal information including my address, phone number, credit card numbers, password, or other confidential information to which strangers should not be privy. I agree not to store personal information on the School’s or any other network.

14. I agree that I will be responsible for all activity under my account, that I will maintain my account in a timely manner by deleting emails and files that I no longer need, and that I will report any misuse of the School’s information resources.

15. I agree to abide by any changes to these guidelines or to additional guidelines that the School implements at any time for its information resources.

16. I agree not to video or record any member of our School community without his or her consent.

17. I agree to use my personal tablet or laptop computer for academic purposes during the academic day or as directed by my instructors.

18. Storing information, facts, or formulas to be used in a testing situation without permission on any electronic device programmable calculator, MP3 player, iPod, iPad, or cell phone, on a list or in a program, indicates the intent to cheat. Borrowing any device with this information with the intention of using it unethically is also dishonorable. Whether or not this information is used during a quiz or test, having it on the calculator is dishonorable and, therefore, subject to disciplinary action.

## **Internet Disclaimer**

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

## **9. Hints to Enjoy Summer Programs**

1. Get involved!
2. Make friends in your classes. Get to know your teacher.
3. Learn the names of the adults on campus. Ask faculty for help when you don't understand something or need additional information. The director of the Summer Session and faculty are happy to help. Office hours are 7:30 a.m. – 4:00 p.m., Monday – Friday.
4. The Summer Programs Office is located on the second floor of Russell Hall, across from Human Resources.
5. The Summer Session Director's office is in Chesebro Academic Center off of the main lobby. This is the building where all classes are held.

## 10. Weekday Schedule

8:00 - 10:00 a.m.	Period 1
10:00 - 10:20 a.m.	Snack
10:20 a.m. - 12:20 p.m.	Period 2
12:20 - 1:00 p.m.	Lunch (sign up required)
1:00 - 3:00 p.m.	Period 3
3:00 - 5:15 p.m.	Afternoon Activities Program (sign up required)

### **School Address: The Hun School of Princeton**

The Hun School of Princeton  
176 Edgerstoune Road  
Princeton, New Jersey 08540

Contact us at:  
[summer@hunschool.org](mailto:summer@hunschool.org)

