

The Newman School Boston



Handbook For Students and Families

2019-2020

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This school handbook, based largely upon our experience as educators, is intended to provide students and their families with an overview of school rules, policies, and requirements; it is in no way intended to name every situation or cover every eventuality that may occur.

The handbook has been developed as a guide, not to cite everyday “do’s and don’ts”, but rather to convey the school’s spirit of responsible participation in a mature educational environment.

The students who choose to attend Newman express their desire to participate responsibly in this environment, and we reasonably expect each student to understand his or her obligations. We require that Newman students will go beyond “doing the minimum” required to get by, whether in the classroom, in the halls of the school, in the neighborhoods, or in their lives.

Newman School students are expected to meet the expectations under which they are admitted to the school, keep the school’s rules and regulations, and show respect at all times for the high standards and reputation of the school.

They are expected to conduct themselves with civility at all times both in school and outside of school. They must refrain at all times from actions that might cause damage to property or risk the health and safety of others.

The Rules and Regulations of student conduct set out in The Newman School Handbook are intended to apply to students any time they are on the school premises, under the jurisdiction of the school, wearing the school uniform, whether in school or outside, while taking part in any activity organized by or under the auspices of the school or a member of staff, whether during or outside school terms and times.

Any behavior by a student which brings the good name and reputation of the school into disrepute will be regarded as a serious matter which may be cause for disciplinary action against the student concerned, regardless of when or where the behavior takes place.



MISSION STATEMENT

Founded in 1945, The Newman School, an independent day school in the Catholic tradition, prepares young women and men from Greater Boston and around the world for success in university and college studies and life.

With a school culture that is uniquely welcoming and supportive, Newman provides students from broadly diverse backgrounds an opportunity to pursue serious studies in the company of like-minded peers and instructors. Studies are organized around the principles of the International Baccalaureate Diploma Programme, and students have the option of pursuing the entire IB Diploma or those portions of it which meet their needs and aspirations.

Guided by Cardinal Newman's motto, Cor ad Cor loquitur - Heart speaks to Heart, the school believes that students are able to achieve their potential when pursuing their studies in an environment of mutual respect, integrity, seriousness of purpose, and civic responsibility. A vibrant program of activities and sports provides students with opportunities for personal growth beyond the classroom.

ACADEMIC POLICIES For Grades 9 -12

Course Distribution and Credit Requirements

Students must satisfactorily complete a minimum of 24 credits and carry a minimum of 3 credits each semester. In addition, all students must satisfactorily complete all course and other graduation requirements and earn a minimum cumulative G.P.A. of 1.7 to be eligible for consideration for The Newman School diploma. Students who have successfully completed all course and credit requirements but who have not met the minimum grade point average requirement must meet with an Administrative Dean prior to the end of the academic year to determine what additional study is required. Independent studies are not a part of the curriculum. Students are expected to enroll in the courses offered for each semester.

STUDENTS MUST TAKE ALL GRADUATION REQUIREMENTS AT NEWMAN.

Newman School may accept up to 18 credits a student has earned from successful completion of high school courses (up to 6 credits for 9th grade, 6 credits for 10th grade, and up to 6 credits for 11th grade). The specific courses and number of credits accepted in transfer is based on matching those courses and credits to the required course of study at Newman and will be determined by the administration. All transfer students must complete a minimum of 6 credits at The Newman School with those being the last credits necessary for a diploma. Please note that G.P.A.'s for transfer students are calculated based only on the work students do at The Newman School and does not include the grades or credits earned at previous schools, even those grades and credits accepted in transfer.

(The Newman School does not accept courses taken prior to high school for high school credit.)

In addition to the following required courses, students will select among a number of academic electives to complete their credit requirements .

English (4 credits)

Mathematics (4 credits)

Laboratory Science (3 credits)

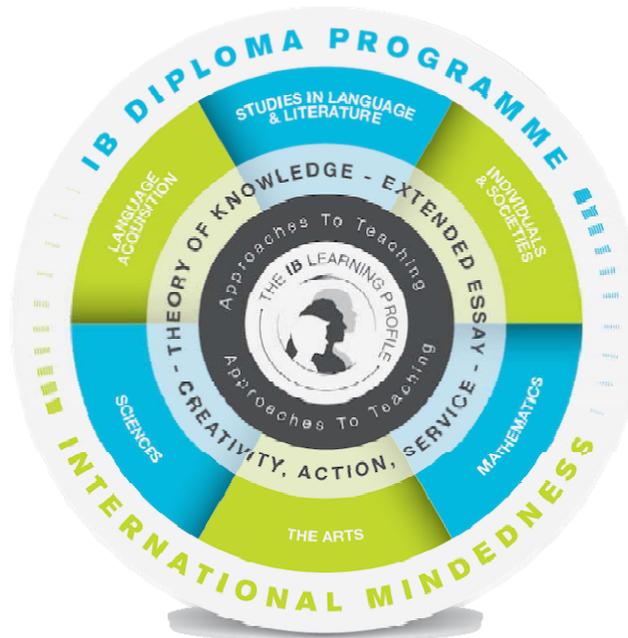
Social Studies (3 credits)

Language (2 credits minimum in the same language)

Theory of Knowledge, Extended Essay and CAS These are required of all candidates for The International Baccalaureate Diploma Candidate. Please see the IB Hexagon below for a fuller explanation.

Diploma Program curriculum

The curriculum is modeled by a circle with six academic areas surrounding the three core requirements.



Over the course of the two-year program, students:

- study six subjects chosen from the six subject groups
- complete an extended essay
- follow a theory of knowledge course (TOK)
- participate in creativity, action, service (CAS).

Normally:

- three of the six subjects are studied at higher level (courses representing 240 teaching hours)
- the remaining three subjects are studied at standard level (courses representing 150 teaching hours).

(Please note: credit earned for any course that has been taken more than once may not be used toward fulfilling course/credit requirements; for example: a student who takes French I twice and earns a credit each time, may only apply one of those credits toward fulfilling the language requirement).

After-School Tutorials

After-school tutorials are provided for students who need extra help. The tutorials are **required** for students who have not successfully completed homework assignments on any given day. Work must be assessed or turned in at the end of the tutorial. If necessary additional time will be assigned until the work is completed. Students with a grade point average lower than 1.7, who have a grade of F in any subject, or more or at least one "F" or more than one "D", are required to participate in tutorials until their status shows sustained improvement.

Extra Help Sessions

All teachers are available for extra help after school, however students should always check with their teachers in advance, particularly those who coach sports after school.

Incomplete Grades

If a student earns an "I" (incomplete) for any quarter, midterm or final grade, all work must be made up within two weeks after those grades close or the incomplete becomes an "F".

Extra-Curricular Activities

Students are expected to participate in extra-curricular activities and become fully involved in The Newman School community. Each year clubs and enrichment activities are organized based on students' interests. Participation in these activities provides an opportunity beyond the classroom for students to demonstrate their leadership abilities as they work together to achieve a common goal. Students may choose from a variety of leadership and academic activities as well as compete in interscholastic athletics. This opportunity contributes to a well-rounded educational experience. Students must be in good academic standing and participation on any team is subject to the discretion of parents, teachers, coaches, administration and the athletic director.

Scheduling Classes

After students are accepted to The Newman School, students meet with an administrator to select classes and to establish a course of study for their future. Full academic year course schedules are planned at the time of Admission for new students and the prior term for returning students.

While it is generally expected that students will remain in their scheduled classes for the entire semester (or year), it may happen that a teacher will make a recommendation to a school administrator for a change in section. Upon approval of the change (by the parents and the school), the student may enroll in the new section. At the end of the quarter, the student's performance will be evaluated and a recommendation offered to determine if the student should remain in that section or return to the original section.

Add/Drop Policy

Students may add a course anytime during the first two weeks of a semester with the approval of the Dean of Administration. Classes may be added during the third week of the semester only with the approval of the course instructor or the Dean of Administration. Due to the intensive nature of the program, students will not be allowed to add courses after the third week of the semester, except in extreme cases and only with the approval of the academic advisor, course instructor, the Dean of Administration, and the students' parents.

Open Periods

Juniors and seniors who have a study period in their schedule and who consistently demonstrate strong academic performance, a serious approach to their studies, and mature, responsible behavior, may apply for the privilege of having an "open period on campus" and at a later date seniors may apply for an "open-off-campus" period. (Please note: written parental approval must be obtained prior to any schedule changes.) Students must meet with a Dean of Administration to obtain a permission slip which must be signed by parents and returned to school before continuing their open period privilege.

Students transferring into the 11th or 12th grade who meet the criteria are eligible to apply for an "open" period after the midterm of their first semester. Students who are on Academic Probation, or whose behavior or academic performance presents cause for concern, regardless of their current grades or grade point average, are ineligible for open periods and will have an assigned study.

Students who are found to be misusing any "open" period at anytime throughout the year will immediately lose the privilege of having that "open" period and be scheduled for a study period during that time.

Students leaving the building during an open period are required to sign in and out at the office.

Guidance Services

The School Adjustment and College Guidance Counselors are available for academic, personal and college counseling for all students at The Newman School. Any student or parent wishing to meet with the School Adjustment and/or Guidance Staff should contact them directly.

A major component of the college guidance program is the college selection/application process. To that end, there are a series of required programs for all students providing important information about college testing (PSAT's, SAT's, etc.), deadlines, financial aid, and college readiness. Evening information sessions will also be available for students and their families. Detailed information and the schedule of programs will be provided in the calendar and newsletters.

Advising/Mentoring

All students have a member of the faculty or staff as their advisor/mentor for all their years at Newman. The advisor acts as a guide for intellectual and personal development of the student, helping each student to set academic and personal goals, and to create an effective plan to achieve those goals. The advisor takes a personal interest in how the student is doing in school and provides continuous adult guidance, helping to encourage each student's success. The advisor schedules time to meet with advisees and is available to meet with advisees (and parents) as needed upon request.

Grading System

Academic:

Students receive a grade point average (G.P.A.) at the end of each semester, which is calculated based on the grades earned for the semester and the credit value of the course. The grading system is as follows:

Grade Reporting

Grades are calculated by semester. The letter grade at the conclusion of each semester is the average of all the work completed over the semester. Letter grades are determined by a combination of formative and summative assessments. IB Predicted Grades reflect summative assessment only. **In year long courses, grade point values are calculated by combining the averages of both semesters.**

Letter Grade	IB Predicted Grade	Grade Point Value	Numerical Equivalent
A	7	4.0	95-100
A-	6	3.7	90-94
B+	5	3.3	87-89
B	5	3.0	83-86
B-	4	2.7	80-82
C+	4	2.3	77-79
C	3	2.0	73-76
C-	3	1.7	70-72
D+	2	1.5	67-69
D	2	1.0	63-66
D-	2	.7	60-62
F	1	0	below 60

Calculating Your Grade Point Average (G.P.A.)

The following is the formula used to determine G.P.A. and example of how it is applied:

<u>Course</u>	<u>Grade</u>	<u>GradePointValue</u>	<u>CreditsAttempted</u>	=	<u>QualityPoints</u>
English	A	4.0	x 1	=	4.0
Algebra II	B	3.0	x 1	=	3.0
Biology	B+	3.5	x 1	=	3.5
History	F	0	x 1	=	0.0
			4		10.5

Divide the Total Quality Points (10.5) by the Total Credits Attempted (4) to arrive at the G.P.A.:

$$10.5 \div 4 = 2.63 \text{ G.P.A.}$$

When a student withdraws from a course before midterm, no grade or credit will appear on the transcript or be calculated into the G.P.A. If a student withdraws from a course after midterm, a "WF" (withdraw/failing) will appear on the transcript and a zero will be calculated into the G.P.A. Students are reminded that they are required to maintain at least 3 credits each semester; and that they may not enter a new course after the first three weeks of the semester. All course withdrawals must be approved first by parents and subsequently by the Dean of Administration. Students who withdraw from a course are expected to remain at school during the period in question and attend a study hall to which they will be assigned.

National Honor Society

Fall semester Seniors who have completed at least two semesters at The Newman School with a cumulative G.P.A. of 3.7 or higher may apply for nomination into the National Honor Society. Application forms are available from the NHS faculty advisor. Faculty members may recommend any student at the end of the Second semester of their junior year who, in addition to having the required G.P.A., demonstrates leadership, service to the school and community and good moral character. Final nominations must be arrived at by consensus of the Faculty Committee.

Academic Probation

A minimum cumulative G.P.A. is required to remain in good academic standing. Students with G.P.A.'s lower than the 1.7 minimum requirement are placed on Academic Probation at the mid-point of the semester for the remainder of the semester. In addition, students with a G.P.A. at or above 1.7 but who are either failing a course, or who have multiple deficiency grades (D's and F's) may also be placed on Academic Probation and may be required to attend a daily after-school tutorial. Students on probationary status will meet with their advisors to develop a plan to help improve their academic standing.

Students who remain on academic probation for more than two consecutive semesters will be reviewed to determine if continued enrollment at Newman is advisable.

Academic Honesty

It is expected that all academic work submitted by Newman students will be an honest representation of their own knowledge and effort.

Please note the following information specifically related to CHEATING and PLAGIARISM:

CHEATING is using, borrowing, copying, consulting or collaborating with someone or something (books, computers, etc.) without explicit permission from the teacher. Submitting

the same work to more than one teacher without their knowledge, or submitting any part or all of another person's current or previous work as your own, with or without their knowledge, is dishonest and will result in disciplinary action. Any person lending work to another student is also responsible for participation in a dishonest act and is subject to the same disciplinary action.

PLAGIARISM is using or borrowing information from textbooks, reference material, the Internet, computer disks, movies, newspapers, magazines, journal articles, lectures, etc. without properly acknowledging the source. Simply stated, the rule is: if it is not common knowledge (i.e. George Washington was the first President of the United States) or is not your firsthand experience, the source must be cited by author, title and page, or other explicit details.

The following are examples of when work must be cited:

- when quoting directly from a source,
- when paraphrasing, (many students think that if they change the wording of a source their work does not have to be cited – this is not true; it must be acknowledged and cited)
- when using an organizational pattern that is clearly someone else's, even when you are stating common knowledge,
- when using any idea or information that is not commonly known

Response to Academic Dishonesty

Dishonest behavior is contrary to The Newman School philosophy and is an unacceptable characteristic for a Newman student; parents (or guardians) will be notified immediately of infractions of this nature.

Academic dishonesty may lead to punishment, suspension or expulsion, whenever it occurs.

Policy on Making Up Class Assignments

Any student who has a valid, excused absence is expected to make up tests, quizzes and classwork within 3 days of returning to school. Students with unexcused absences will automatically receive a zero for work and tests. It is the student's responsibility to know each teacher's make-up policy, given that they may vary from one teacher to another. Students and parents may obtain that information from each teacher directly or refer to the course syllabus.

Assignments are posted on the school's website on Managebac. It is expected that any homework missed due to an excused absence, shall be due on the day the student returns. In that case, the work must be submitted the day the student returns to school. It is further expected that homework assignments missed due to unexcused absences will be submitted the next day. In each case, teachers will determine if the assignment will be given credit and how much.

Homework Policy and Homework Reports

There is a school wide policy that in order to fully satisfy the requirements of all courses at The Newman School, all class assignments (both in class and homework) must be completed to the best of the student's ability, to teacher expectations and submitted timely. Please note that students may fail a course if this requirement is not satisfactorily met regardless of their grade or performance. In the event that an assignment is not submitted on time (and the teacher has not given the student an extension), the student is still responsible for completing and submitting the assignment even though credit may not be awarded for the work. Students are required to attend an after school tutorial on the day that they have not submitted homework.

Students must also refer to the syllabus for each course for further details of the homework policy

The Grade Reports

The school year is divided into 2 semesters and each semester is divided into 2 quarters. Grade reports are mailed home at the end of each quarter.

Reports of Academic Progress are issued for all students once during a semester; the report is approximately four weeks after the start of the semester. While these grades do not appear on the official transcript, they are an important measure of how the student is adjusting to classes and managing the workload. This report also reflects students' conduct, effort, attitude and academic performance to date.

Reports of Mid-semester Grades are issued at the mid-point of each semester to students in all courses regardless of whether the course is a semester course or full-year course. These grades represent student performance and achievement to the mid-point of the semester and include: tests, quizzes, papers, projects, homework, classroom participation, conduct, effort, and preparation.

Reports of Semester (final) Grades are issued at the end of each semester (December and June) and reflect students' conduct, effort and academic performance for the semester including the final exam.

Academic Alert Reports are sent to parents by teachers when they have a concern about students' academic performance, conduct, effort or attendance.

(Parents requiring duplicate reports to be sent to more than one address or e-mail address, may request that in writing from the office)

Parent/Teacher Conferences

Parent/Teacher Conferences are scheduled once each semester after the academic progress reports are issued (please consult the academic calendar for exact dates). Parents wishing additional meeting time may call or email teachers directly for an appointment.

Participation in Graduation

Students who have satisfactorily met all course, credit, attendance and other school requirements are considered eligible to participate in graduation exercises. Students who have not completed all of their requirements by May, but will have them completed by August of the same year, may still be allowed to participate in the ceremony but will not receive their diploma until ALL requirements have been satisfactorily completed.

Commencement Scholarship Speaker

One member of the Senior Class is chosen by a committee comprised of faculty and administration. The school seeks to honor and encourage excellence in the pursuit of knowledge. Any member of the class whose academic record at Newman is characterized by sustained levels of high academic accomplishment, success in pursuing challenging coursework across the curriculum, consistent encouragement of high academic ideals among peers by both word and example, and leadership in the school community, is encouraged to submit draft speeches to the Academic Dean on a schedule to be announced each year. The particulars of the selection process will be announced at the same time.

Candidates are reminded that GPA alone is NOT the determining factor in choosing the Commencement Scholarship Speaker. Rather, the Committee seeks to choose a Speaker whose total record best exemplifies the combination of attributes valued by the school and embodied in the IB Learner Profile.

Senior Class Speaker

The Class Speaker Award honors a member of the graduating class who demonstrates not only academic excellence but also the qualities outlined in the IB Learner Profile. The recipient of this award should be a caring and principled risk-taker who has demonstrated impressive extracurricular involvement and leadership, contributing in important ways to the school's goal of fostering a diverse *and* cohesive community of learners. The recipient of this award should be a student whose experiences at the Newman School have afforded him or her a unique and personal understanding of the School's mission, which the student can communicate with energy and enthusiasm to the friends and family gathered for commencement exercises. Members of the class are encouraged to submit draft speeches to the Academic Dean on a schedule to be announced each year. The particulars of the selection process will be announced at the same time.

Student Records

According to state law, the school maintains two types of records for all students: a permanent record and a temporary record.

The permanent record (or transcript) is maintained for 60 years and includes the student's name, address, courses, credits, grade levels completed, and attendance record. The temporary record, which is destroyed after 5 years of a student's leaving the school, includes the Health record, progress reports and evaluations, testing, recommendation letters, etc. If a student has a change in name and/or address, they are required to submit that to the registrar in order to amend transcripts and records.

Pursuant to the Buckley Amendment, students may have access to their records by submitting a written request to the Registrar or school administrator at least 24 hours prior to the time of access.

COMPUTER AND INTERNET USE

COMPUTER AND INTERNET USE

All students have access to The Newman School computer resources. These resources include a **Newman Student G Suite account which includes an email account, Google Apps for Education(Docs, Sheets, Slides, Sites and Drive), a MangleBac account(Learning Management System)**, Internet/Wifi access, the Newman Library on-line catalog which is integrated with that of Boston Public Library.

All students are issued a Newman Student e-mail address which is to be used ONLY for school purposes (e.g. contacting teachers and coaches about school activities). Students should contact their teachers with their Newman student email not their personal email.

New students must complete the Technology Program New Student Information form with their name, class and **personal e-mail address**. **Each student must have the signed Acceptable Use Agreement, Permission Form for Publishing Student Pictures, and the Technology Program New Student Information form returned and on file by the second day of school in order to access the Network.**

In an effort to have the computer lab run efficiently, the Technology Dept. continually updates computer services. All students are required to save their work in their **Google Drive account**. **Students are encouraged/required to bring their own device to school for classroom use. Some of the recommended devices are Macbook Air, Macbook Pro, Macbook, iPads, Microsoft Surface or Chromebooks. We have had great success with Apple products. A cellphone is not included in this list.** Anti-virus protection **should be enabled and up to date on Windows based personal computers when using on the Newman network**. If students use other media from home (e.g. flashdrives), they are required to scan all disks that have been used on other systems before using them here at school.

Further, it is expected that students will use school computers and the Internet for **school related academic assignments only**. Any student misusing the computer (i.e. illegal or unauthorized access to any computer system, modifying software or hardware, uploading or downloading threatening or sexually explicit material or viruses, unauthorized use of another's password, documents, files or programs, copying software, chatting or instant messaging, playing and/or installing games, re-configuring on the computer, etc.) will lose the privilege of using the school's equipment and may face serious disciplinary action, which may include detention, suspension, expulsion and possibly legal action.

E-mail, computers, and the Internet are to be used for work that is consonant with the School's purpose. Schoolwork and research are examples of legitimate use. Such uses as improper use of social network sites, gaming, downloading or installing programs or other materials without permission; changing system settings; and accessing offensive material are not legitimate uses. The violation of another's electronic privacy or such behavior as cyber-bullying will be treated like any other breach of trust. Students found misusing the school's technology in this way may lose the privilege of using the school's computers and possibly incur further disciplinary action.

INTERNATIONAL STUDENTS

Of Particular Concern to International Students:

Orientation:

All new International students are required to attend an Orientation at Newman School, generally scheduled during the last week in August. During orientation, students will take placement exams, select courses, and have an opportunity to meet students, teachers, and participate in activities to assist with their transition to Newman School and the United States.

Residence Requirement/Change of Address Notification

U.S. Federal Government Homeland Security regulations require that students on an F-1 visa report changes of address within ten days of the change. Students should report all address changes to the Director of International Student Life.

While attending The Newman School, international students are required to reside in a "homestay" with a responsible adult who has been approved by the school, in the Boston area. If a student wishes to change the "homestay" arrangement, he/she must meet with a Newman School International Student Advisor to request a change, and the school must also receive approval from the student's parents before any change is made. No Newman student is allowed to live independently, regardless of age.

Students who are romantically involved with one another may not reside in the same homestay.

Students failing to comply with this requirement may be withdrawn from the school.

Attendance/Credit Requirement for International Students

All students are expected to be in class every day on time. If a student has excessive absences he/she will be given the mark of "F" (failure) and not earn credit for the semester. Please refer to "Attendance Policy".

If a student is absent, his/her parent or guardian must call the school (617-267-4530) the morning of the absence to report it to the office. Students with excessive tardiness or unexcused absences may jeopardize their enrollment at Newman.

Travel Plans

Students planning to travel during the holiday and vacation periods should make travel arrangements well in advance. Even though international students may be returning home for holidays and vacations, it is expected that they will not extend their vacation time by missing classes.

All international students must complete the "student travel form" available from the International Admissions Officer, three business days prior to travel.

Students on F-1 Visas who are traveling to their home countries must have page 3 of their I-20s signed by the International Student Advisor before departure.

Academic Requirements for Acceptance into the High School Program

International students must satisfactorily complete the same (or equivalent) courses and credit distribution as domestic students required for graduation. In addition, regardless of course load, international students on a student visa are required to be at school all day, each day from 8:10 a.m. to at least 3:00 p.m.

Minimum High School Course Requirements for International Students

The following is an example of the minimum course/credit diploma requirements for International students transferring into our high school program:

Satisfactory attendance to and completion of:

IB English A or IB English B

Social Science

Math

Science

Electives (minimum – 1 credit)

In addition to these courses, students may be required to satisfactorily complete other courses in order to be considered eligible for a Newman School diploma. Requirements for a diploma will vary based on student's proficiency with English and the number of allowable transfer credits. **Grade level placement and anticipated date of graduation will be determined based on the student's level of English proficiency and the amount of transferable credits at the time of matriculation.**

To insure a balanced academic program, students are expected to enroll in courses from various disciplines each semester. Furthermore, students are expected to participate fully in extra-curricular activities.

ATTENDANCE POLICY

The School Day

The school operates on a fixed-day schedule. School begins every day at 8:00AM and ends at 3:00PM. Freshmen and Sophomores are expected to attend homeroom which begins at 7:50 each morning. Single period classes are 45 minutes in length .

There is a mandatory morning meeting every day for the entire school at 10:17. Daily announcements will be made at that time and students, faculty and staff will have the opportunity to address the school community.

If students do not have any after school obligations (i.e. after-school tutorial, detention, etc.) they may leave school at 3:00. If however, students do have an after school obligation, they should not plan to leave school before 3:30. It is expected that Newman students' primary concern is to fulfill their commitments to their education and meet the expectations and requirements of the school.

Students and Employment

It is expected that personal and work obligations will be scheduled to allow students to meet all of their responsibilities at school; including obligations that students may have after their regular classes have ended such as extra help sessions, study periods, detentions, etc. It is expected that students who work, will keep their work schedules to a minimum and plan their work schedules so that they do not conflict with school hours. Keeping work schedules to a minimum will help students from becoming overtired and will allow them the time they need to be successful students.

Early Dismissal

Students may be dismissed early to provide time for professional development for faculty and staff. Please consult the school calendar for early dismissal days.

Absences

Students are expected to be in class every day, on time. While the school offers guidelines regarding maximum allowable numbers of absences, academic success is possible only when students are in regular attendance. After a student has missed five class periods in a single semester (per course), on the occurrence of the 6th absence the registrar automatically amends the records to show that the course is being pursued on an "audit basis" (no credit), regardless of the grade in the course. In this event, the student is required to continue attending the course and is responsible for fulfilling all assignments on a timely basis. The student will be required to meet with an Administrative Dean to discuss further enrollment at The Newman School. Unless the student shows consistent attendance, the student will be asked to leave the school.

At the end of the semester, students on audit status may appeal for reinstatement of credit

by completing the following process:

- 1) completing all course assignments and obtaining a letter from the teacher confirming that all work has been satisfactorily completed,
- 2) arranging a meeting with the Director of Student Affairs to develop a schedule for making up the time missed from class and for any special project work

At the conclusion of the semester and after consultation with faculty, a decision will be made whether or not to reinstate credit. Students who are absent more than 5 class periods (per course) are required to make up the time they missed in addition to the assignments.

An excused absence does not "excuse" a student from school or his/her school obligations. An excused absence only means that a parent or guardian is aware that their child is not in school on a particular day and that the school has been notified.

Further, it is expected that students will not plan or participate in individual or group "skip" days. Students participating in such activities can expect to receive zeros for that day's assignments and tests in all classes without the option of being able to make up the work. Skipping school is contradictory to school policy and is considered unacceptable behavior for a Newman student.

EXCUSED ABSENCES for appointments, illness, college visits, etc. are recorded as absences so students and families are asked to plan accordingly.

Tardiness

Students arriving late to school and for any class must report to the main office to sign in and to obtain a late slip to enter class. Students who do not sign in will serve a one-hour detention after school each time it occurs. On the occurrence of the seventh tardy (to class during the school day) the student will serve a one-hour detention on the day of the infraction.

Students returning late from lunch will be assigned to detention that day and may, even on the first offense, lose the privilege of leaving the campus during lunch and/or open periods for the remainder of the semester. The school expects students to act in a mature and responsible manner at all times and to respect the privileges of an "open campus."

Vacations

The school provides for regular vacation periods during the school year. It is expected that students and families respect these timelines and do not extend personal vacations into regularly scheduled school days.

Parent Contact on Day of Absence

Parents or guardians are expected to call the school before 9:00 a.m. on the day of an absence. If a call has not been recorded by the school office, the student's absence will be considered an unexcused absence and a minimum of one hour of detention will be assigned for each class period missed.

Dismissal from School

Parents are encouraged to support the school's policies on attendance, and are *discouraged* from dismissing students early from school (for medical appointments, vacations, etc.) except in extreme cases. It is an important part of all students' academic success as well as their personal growth and development to be in school every day and to be responsible for meeting all of their obligations (i.e. classes, enrichment activities, homework study, extra help session, detention, etc. If a student is required to attend after-school tutorial and does not attend for any reason, the student is expected to attend for one hour the following day.

Residency Requirement

It is expected that all students attending Newman (domestic as well as international students) will reside with either their family, a responsible adult or with a designated host family. Students may not live in their own apartment or with underage friends or relatives. Students who violate this may find their enrollment at Newman in jeopardy.

PERSONAL CONDUCT

Attendance at The Newman School is a privilege, not a right. By choosing to become members of this school community, students and parents agree that they will abide by the school's rules, policies and procedures, as detailed herein.

Students are admitted to The Newman School based on their commitment to education and demonstration of good character. In particular, the school prides itself on accepting students who are thoughtful and treat others with respect. The school expects students to demonstrate (and grow in) their sense of responsibility toward others during the entire period of their enrollment, exhibiting positive and constructive behavior both at and away from school, at all times. No matter where you are, or what you do you are representing The Newman School; therefore; it is expected that your behavior will always reflect positively on the school.

It is expected that students will exhibit true respect for others. Behavior that could be considered demeaning to others (students, faculty, staff, neighbors and members of the community at large) is unacceptable. Use of profane language or gestures, physical intimidation or violence, sexual harassment, abuse or sale of drugs and alcohol at and/or away from school, vandalism of school, neighborhood property, or taking or abusing the personal property of others, are all examples of the types of behaviors which can result in suspension or expulsion from the school.

Bullying

Bullying, physical or otherwise, or the encouraging or supporting of bullying will not be tolerated. Bullying includes making fun of others, deliberately isolating others and behaviors which generally makes life unpleasant for others. Any pupil who believes that he or she is being bullied (including being excluded or isolated), threatened or intimidated should report the matter immediately, either directly to a member of staff or through a parent or other student). Anyone who knows, or has good reason to suspect, that a student is being or has been bullied, threatened or intimidated, has a responsibility to report the matter immediately.

Hazing

Hazing involves the physical and/or mental abuse of a fellow student either as part of an initiation process, or as a means of harassing someone considered to be "new" or "different". Hazing has never been a part of the student culture at The Newman School, which speaks well of our students.

Nevertheless, we are required by law to inform you that hazing is against the law. A copy of the law is included at the end of the Handbook for your reference. Should you initiate or participate in a hazing incident at Newman, you may be either suspended or expelled, depending upon which punishment is appropriate in the judgment of the administration. Be aware that the state may bring criminal charges against any student involved in a hazing incident.

Students are also asked to maintain responsible, mature and appropriate behavior with each other at all times and refrain from any type of public displays of affection in and around the school (including holding hands, kissing, touching, etc.)

Students are expected to think and to use common sense about their behavior. We do not attempt to list every example of improper or inappropriate conduct in the handbook; we do, however, expect that students know the "right things" to do and in the absence of a direct statement in the handbook, depend on their good sense, and good character to guide them.

Publicity

Students may not give information or contribute photographs, articles, letters etc. concerning The Newman School to any publication, other than an official school publication, or to any person who does not have a legitimate right to the information or items, without the specific permission of the Headmaster. This includes publication either directly or indirectly upon any internet site.

School Boundaries

During the shared lunch period students may be in the area bounded by Marlborough, Fairfield, Exeter and Boylston Streets only. Students are not allowed in the alleys, at the Esplanade, on Beacon Street, or on neighbors' property at any time for any reason. (For further clarification, see map at the end of the Handbook)

Dress Requirements/ Personal Grooming/General Appearance

We expect and encourage our students to dress in a manner consistent with the task at hand! Students and teachers collaborate in the pursuit of serious education in preparation for university studies. Students have the option of wearing either Lands End school attire, or to follow the school's dress guidelines.

For young men: either the Newman Oxford logo shirt and khakis with shoes or conservatively styled sneakers (dark colors, not very bright colors, not decorated etc.) and khakis or dress pants (not athletic pants or wind pants), OR may opt to wear an Oxford shirt with tie and jacket. Shirts must be tucked in at all times.

For young women:

The Newman School students are expected to dress in the school's dress code and be groomed in a sensible, responsible and appropriate manner while in school (including during exam weeks), on all field trips, and at all school related functions. All clothing must be neat and clean. Since our purpose is to maintain a serious academic environment, students who violate the dress code in any way will be sent home to change their clothes and will be required to make up the time missed from classes. In such cases, parents will be notified first that the student is being dismissed; in the event that we are unable to reach parents, the student will not be able to attend classes that day and will be required to make up the time and the work missed from those classes after school.

Further, it is expected that students will arrive at, go to lunch, and leave from school appropriately dressed in dress code and not plan to change into and out of "dress code" at school.

Students are expected to be in dress code for field trips and while in all areas of the school building and in front of the school building.

Dress for all students:

- All shirts must have the Newman School Logo on it and:
- be the Land's End traditional oxford-style dress shirt
 - be worn "buttoned up" to one button below the neck
 - be long enough to "tuck in" to pants or skirts, and
 - be worn tucked in, all the way around, at all times
 - be made to fit in the "traditional style"

- All sweaters must be Land's End approved sweaters with the Newman School Logo on it, and: may be pull-over or cardigan style both without hoods must be worn over the appropriate, Land's End collared shirt with a logo- so that when sweaters are removed, the student is still in dress code
- must fit in a "traditional" style; not too tight, not oversized and no longer than just below the waist

Pants must conform to the Land's End style approved by the school and be

- dress, khaki, navy or black
- worn at the waist (low-rise, hip-hugger, or baggy are not acceptable)
- full-length, coming to the top of the shoe (not capri length or dragging on the floor)
- traditional in style (cargo pants, jeans, and pants tailored to a "jeans" look, capris, short pants, are all unacceptable styles).
- girls' skirts must be plain , cotton or corduroy, and worn no higher than 4 inches above the knee.

Footwear:

- Neat shoes and sneakers are permitted. Students are expected to wear socks or stockings.

Not Permitted:

- High-heeled shoes exceeding 2", flip-flops and heavy work or combat- style boots
- Sweatshirts (both traditional and hooded, jackets and anything that is considered "outerwear" and/or athletic wear (i.e. running clothes, sweat pants, wind pants, scarves, etc.) are not acceptable attire for school. Please note: students are responsible for wearing clothing that is seasonal, and may wear the school approved sweater or sports jacket in order to keep comfortable in the building

All clothing must be in appropriate sizes (sized to fit) oversized clothing is not appropriate. Further, students may not wear baggy pants, pants that are frayed on the bottom or that touch the floor.

Hats may not be worn in the building at any time.

Hair must be clean and neat. Men and women must wear their hair in one natural color. Extreme styles of cut such as Mohawks, uneven cuts, etc. including ponytails and braids for men are not acceptable. Men should wear their hair no longer than "collar length" or so short that the student appears to be nearly bald.

Jewelry: Earrings of any type are not allowed on men, and body piercing of any type is not allowed for anyone (except traditional style earrings for women). Students are asked not to wear excessive amounts of jewelry including multiple earrings for women (no more than 4 earrings - 2 in each ear - are allowed) In addition, students may not wear clothing that displays tattoos or tattoo-like art. Ear gauges are not allowed.

Assembly Days

Throughout the year we plan to arrange for periodic "Assembly Days", when there are special visitors to the school or when the students are attending a special event.

On those Assembly Days students must be in Assembly Day Dress: a more formal manner of dress:

young men are expected to wear dress slacks or neatly pressed khaki pants with the Newman oxford shirt and a tie.

young women are expected to wear a more formal, modest skirt and blouse or a modest dress.

All students are expected to wear appropriate shoes on these days, no sneakers or boots.

Smoking

Smoking is not permitted in, on, or around school premises anytime, nor is it permitted in the neighborhood of the school. In addition, students are not allowed to be in the presence of anyone who is smoking; they are not allowed to have cigarettes in school either on their person, in their bookbags or in their lockers.

Smoking is not permitted on school-sponsored trips and activities.

Violations of smoking rules will result in the automatic assignment of 5 hours of detention and notification of parents and/or guardians. In addition, students will lose the privilege of leaving the school premises for the remainder of the school year.

Policy on Drugs and Alcohol

It is strictly prohibited for students to use, possess, distribute and/or be under the influence of any narcotic, hallucinogen or dangerous drugs or alcohol (and/or use, possess and/or distribute any paraphernalia that may in any way be suspected for use with drugs), regardless of the age of the student(s) involved, on or within the vicinity of The Newman School anytime and/or on any school related trip or during any school related activity. Also prohibited, is the inhaling or breathing fumes of any stimulant or narcotic substance. Further, it is prohibited for any students to be in the presence of others using, possessing, distributing, or under the influence of any narcotic, hallucinogen, or dangerous drugs or alcohol; and any violation of these policies will result in immediate disciplinary action and may result in suspension or expulsion from the school.

In addition the use, possession and/ or the sale/distribution of illegal drugs and narcotics is against state and federal regulations and the school has a responsibility to comply with state and federal statues, which may involve parents and outside agencies. (Persons apprehended for manufacturing or distributing controlled substances within 1,000 feet of a private elementary, vocational or secondary school may receive a mandatory sentence of not less than 2 years. Mass.Gen.L.Ch..94C, 32J)

Eating and Drinking in the Classrooms

Eating above the basement level is not permitted except during lunch period in designated areas; drinking is not allowed during class time; and students may not carry bottles of juice, soda, etc.). The school provides water coolers for student use whenever needed.

Gum

There is no gum chewing allowed in the school anywhere, anytime.

Littering and Vandalism

Students are expected to take pride in their environment by keeping the areas they use neat and clean, picking up after themselves, straightening chairs and desks, taking proper care of lab equipment, clearing their tables in the cafeteria after eating, picking up papers from the floor, not writing on walls, desks, etc.

The cost of repair or replacement due to vandalism becomes the responsibility of the student and the family.

Cell Phones and Electronic Devices

Students are allowed to wear headsets only in the basement of the building, not in classes held in the basement however. Headsets, ipods are not allowed above the basement level after 7:30 am and are to be put away in lockers once students are above the basement floor.

Students are allowed to listen to their music in the cafeteria and outside of the building only in a way that is not intrusive to others.

Cell phones and electronic devices used in violation of school policy may be confiscated.

Visitors

Students may arrange with the Director of Admission, to have visitors who have an interest in attending The Newman School, accompany them to school for a day, after written permission has been obtained from the office. The guest must remain with the student "host" for the entire day, and must arrive at Newman with a permission letter from home which includes an emergency phone number where a parent or guardian may be reached if needed.

Students are not allowed to meet visitors in the cafeteria or by the back entrance. All visitors must be instructed to go to the main office first and then wait in the designated area. Newman students receiving guests are held accountable for the behavior of their visitor.

Guests are expected to follow all the rules and regulations of the school and it is the responsibility of the host student to inform the visitor of appropriate behavior and dress code.

Detentions – Disciplinary and Academic

Students typically earn one “after-school disciplinary detention” for a first time violation of such school rules as the dress code, chewing gum, etc. and longer detentions for more serious infractions or repeated disregard of school rules.

It is expected that students will serve their detentions after school (not during an “open” period) on the day the infraction is incurred and may be assigned a task of cleaning in the school, helping with some other task that would benefit the school community.

Suspension and Expulsion

Students who have committed a serious breach of discipline, or students who are in constant conflict with the school with or about rules and expectations concerning behavior, can find themselves subject to suspension or expulsion.

Whenever possible, suspension will be administered in order to serve warning that the student’s continuation at Newman is in jeopardy. Nevertheless, the school reserves the right to move directly to consideration of expulsion if the school determines that a serious infraction of rules has occurred. Examples of serious infractions include (but are not limited to) fighting, being in possession of a weapon or anything that may be considered harmful or threatening to one’s safety, possession or in the presence of narcotics, drugs or alcohol (or paraphernalia), use or distribution of drugs, narcotics or alcohol (at or away from school), abusive or disrespectful behavior toward other people or property, defacing school property (i.e., writing on desks, walls,) breaking or misusing school property, refusal to cooperate with disciplinary procedures, and serious breaches of policy regarding academic honesty.

When expulsion is under consideration, the parents and student involved have the right to a hearing with the Head of School. A decision in favor of expulsion may be appealed in writing to the Head of School within one week of the decision being rendered. A final appeal may be addressed to the Chairman of the Board of Trustees.

In cases involving expulsion, all tuition received is considered earned, and all tuition due is considered payable. No tuition refunds will be issued in such circumstances.

No Right of Privacy

As a condition of attending Newman, students acknowledge their responsibility to maintain high personal standards. Consideration for others, respect for school rules, lawful behavior in the greater community, and a devotion to learning are all indicators of responsibility. While the school prefers to encourage high personal standards through the positive actions of its community of students, teachers, parents, and alumni, nevertheless in the interest of protecting the entire school Newman reserves the right to inspect all personal property brought onto the premises of the school or in the possession of a student away from school, whether the student is on a field trip with a class, is attending a school function (e.g. prom, dance) is traveling to or from school, or is on free time away from school during a school day. Such inspection of personal property may include, but is not limited to, backpacks, lockers, articles of clothing, books and notebooks, the content of cell phones, computers and other personal electronic devices. A student’s refusal to cooperate in such search shall be construed as a violation of school rules and will result in a suspension from class pending determination of facts by school personnel. Further disciplinary action, including expulsion if necessary, will be determined by the school after a reasonable period of investigation.

STUDENT SAFETY

Medical Records and Emergency Medical Care

All students are required to submit current medical records and a completed Student Emergency Card. The School has the authority to send any student to the appropriate medical facility when immediate medical attention is needed.

Dispensation of Medication

Massachusetts Law prohibits the dispensation of medication to students except by a Registered Nurse. Students taking prescription medication during the school day must bring a doctor's note to the school office indicating the type of medication the student is using, the frequency and duration of the student's use and a permission slip from home confirming the student's need for the medication.

In addition, students will not be able to obtain nonprescription medication (i.e. aspirin, Tylenol, etc.) from the school.

Fire Drills

Fire alarms are in the school for the safety of everyone in the building. The fire department is notified of all fire drills which are conducted randomly at least twice a year on an unannounced basis. During fire drills, students exit their classrooms as directed by teachers and proceed out the front doors of the 245 and 247 Marlborough Street buildings until the entire group is clear of the building. Students and teachers should not delay exiting the classroom, and should take time only to secure the most critical valuables. While the rear fire escapes are safety-tested and certified on a regular basis, these are not to be used unless, in the judgment of the teacher, there is a clear and present danger to using another means of egress.

During the course of daily classes fire doors at each level should be closed. Teachers and students should take care not to block passageways with furniture or otherwise obstruct emergency exits. Bags and books should not be left on stairways, where they could present a danger to others. Doorways should be kept clear and doors opened carefully so that others are not injured. It is against the law to deliberately ring a "false alarm"; anyone doing so (or is with someone who does it or encourages someone else to do it) can expect to be punished to the full extent of the law.

Windows and Fire Escapes

Students are not allowed to open windows or outside doors from classrooms. Students are never allowed to lean out windows or doors, sit on the fire escapes or window ledges, throw objects down stairways or out windows, engage in roughhousing, or otherwise act in ways that could endanger themselves and/or others.

Policies regarding School Lockers and Personal Property

Students and families are reminded that locker space is not considered the private property of students, but is the property of the school. Lockers are intended for the storage of school related books and clothing (coats). It is the responsibility of the student to assure that the locker is properly secured at all times. The school takes reasonable precautions to assure that locks and latches are in working order; however, the school accepts no responsibility for students' personal property. Large amounts of money and items of considerable value should be left in the office, and not in lockers.

The school administration reserves the right to conduct locker inspections and to open and inspect any student's locker or personal property including (but not limited to bookbags, purses, etc.) should reasonable suspicion arise of the possession of unsafe or unlawful material. In the event that such suspicions are founded, the administration may seize the material, parents will be contacted immediately and disciplinary action will be taken against the student. Students may not share lockers or locks, nor are students allowed to switch lockers or locks with each other; further, only school issued locks may be used to secure lockers. Students should keep their lockers locked at all times.

Cars and Transportation

Students are reminded that there is limited and expensive parking available in the Back Bay area. For this reason, students are encouraged to use public transportation.

Students planning to bring a car to school are subject to restrictions concerning its use, and should recognize that continued use of the car depends on their adherence to the expectation of parents and school, that they will use good sense and exercise caution. Because very serious liability issues are involved, the school will discuss any serious infractions of the rules with parents. Further:

- Students must notify the Main Office if they drive to school.
- Cars must be parked legally at all times. Double parking in front of the school, parking on the school's or its neighbors' property, and parking in "residents only" space are prohibited.
- Students are not allowed to sit in cars during school hours, and are not permitted to drive or ride in cars during the school day.
- Responsible driving is expected at all times.
- Students may not leave class to "feed" their meters.

Students not exercising responsibility in their use of cars will be denied the privilege of commuting by automobile.

The school is not able to make change for students, therefore, students who drive to school must be certain to bring enough quarters for their meters.

Skateboards and Rollerblades

Skateboards and rollerblades are not considered a proper form of transportation and therefore are not allowed at school.

SCHOOL CANCELLATION

If school must be cancelled due to inclement weather, the announcement will be made on all major television stations and AM radio stations WBZ (1030) and WRKO (680). Students and families will be notified using the school's ONE CALL NOW system. Notification will also be on the school website.

Each semester, make up days will be scheduled during final exam week if more than three days of school have been missed.

FINANCIAL REGULATIONS

Tuition is due in full prior to the beginning of each semester.

Special tuition arrangements must be completed with the Accounting Office before the start of school each semester.

Please note: If a student withdraws from school for any reason, all tuition received is considered earned; and all tuition due is considered payable.

All tuition deposits are non-refundable. Homestay payments are non-refundable.

CONTINUED ENROLLMENT AT NEWMAN

At the end of each school year, Newman students are evaluated by administration and faculty, and a determination is made as to whether it is in the best interest of the School for the student to continue at Newman. Consideration for continued enrollment at Newman includes, but is not limited to, the student's academic performance and attitude, attendance, support for school rules and procedures, cooperation with faculty and coaches, collegiality in relationships with other students, and service to the school. Parental cooperation and support for the policies of the school is also a significant factor.

While the great majority of students are routinely invited to return to Newman, it is possible that a student will be asked to find another school as a result of this process. Because of the combination of factors involved in making this decision, the school does not necessarily consider such a student to have been expelled for "cause." Such an exit from Newman is considered to be voluntary on the part of the student and family.

Further, the school considers its admission process, including the admissions material, the invitation to visit Newman, and the interview process, to accurately and fairly describe and reflect Newman's academic requirements and school culture. It is expected and required that parents both understand and support Newman's culture, its procedures and expectations as to daily life, and its business (tuition payment) policies. While we are always available to discuss potential problems, parents must understand that as an independent school, it is the school's right and responsibility to create and define the school rules, and to interpret the fair and proper application of those rules. The decision to send a child to this school constitutes acceptance of Newman School's policies and standards. If, in the sole judgment of the Headmaster, a parent demonstrates unwillingness to support the school's policies and standards, The Newman School may require immediate withdrawal of the student, making only such adjustment of tuition as would ordinarily be made in accordance with the school's financial regulations.

Policy on Individual Educational Needs

The Newman School provides a college-preparatory education to a diverse group of international and American students. The Newman admissions program seeks to identify those students likely to benefit from, and contribute productively to, an academic program that demands intellectual rigor, responsible participation, mature cooperation with the efforts of teachers and staff. All students are offered preparation for success in the International Baccalaureate Diploma Programme. The school does not anticipate that all juniors and seniors will be IB Diploma candidates, however all students take the majority of their course work in the junior and senior years (11th and 12th grades) in IB classes and all students are required to participate in all academic expectations relating to those classes.

The school does consider applications from students who have educational and/or behavioral plans. The existence of such plans should be made at the time of application so that the school can gather appropriate information relevant to the applicant's needs. However, in applying to Newman, applicants and their parents acknowledge that Newman does not provide specialized support outside of its existing academic program, and the school's faculty is not expected or required to provide such support.

Working with their administrators, individual faculty members may, when appropriate, provide occasional support in the form of extra time for tests or seating plans that encourage student attention. However Newman does not promise such accommodations to parents, does not recognize an obligation to provide such services, and expects applicants and parents to thoroughly investigate the appropriateness of the school's academic program during the admissions process.

Parents and applicants are required to disclose the existence of individual educational plans during the application process. Advising the school of the existence of such plans after admission will be cause for review of the student's admission and continued enrollment.

THE NEWMAN SCHOOL
BOSTON, MA ACCEPTABLE USE AGREEMENT
STUDENT & PARENT SIGNATURE FORM
NEWMAN COMPUTER AND INTERNET RESOURCES PLEASE
REFER TO "COMPUTER AND INTERNET USE" IN THE
STUDENT / FAMILY HANDBOOK BEFORE SIGNING THIS AGREEMENT.

The Newman School reserves the right to access and track network use as well as examine e-mail communications and files in order to help ensure the safe and appropriate use of this unique educational resource.

Students must log onto a computer with their own account password in order to use the Newman Network. The following uses of The Newman School's Technology Resources are unacceptable:

Students *MUST NOT*:

- Install any software or copy files (even if public domain or shareware) to computers without the permission of the Computer Teacher.
 - Change or edit any settings on a machine.
- Add any devices, peripherals, or printers to a machine without permission of the Computer Teacher.
 - Override or attempt to override any security settings in place.
 - Share their account information, or password, with other students.
- Use obscene, offensive, inappropriate language or include racist, sexist, or abusive remarks in any print or electronic communication.
 - Access, download, or transmit obscene or pornographic material.
- Harass, threaten, intimidate any individual, or otherwise participate in any communication that violates any other laws.
 - Attempt to gain access to unauthorized files or programs.
- Plagiarize (to present the words and ideas of another as your own) print or electronic resources.
 - Infringe on or violate copyright laws.
 - Trespass in another's files or folders.
 - Chat or use any type of instant messaging software.
 - Play games or download games from the Internet.
- Have food or drinks in the computer lab or near the laptops.

We have read and discussed "Computer and Internet Use" and will honor the The Newman School Technology Guidelines. I am prepared to be held accountable for my personal behavior and am fully aware of the consequences of misuse.

Student's Name: _____
(Please Print)

Student's Signature: _____ Today's Date: _____

Parent's / Guardian's Name: _____

Parent's / Guardian's Signature: _____ Today's Date: _____

STUDENT/PARENT/SCHOOL AGREEMENT

Please sign and return immediately

It is the combined responsibility and effort of students, parents and the school that enable a child to grow and develop intellectually, socially and personally. To that end, we ask that students and their families acknowledge their support of The Newman School's guidelines as outlined in this Student and Family Handbook.

We have read and give our support to the academic and disciplinary policies and procedures in the Student and Family Handbook.

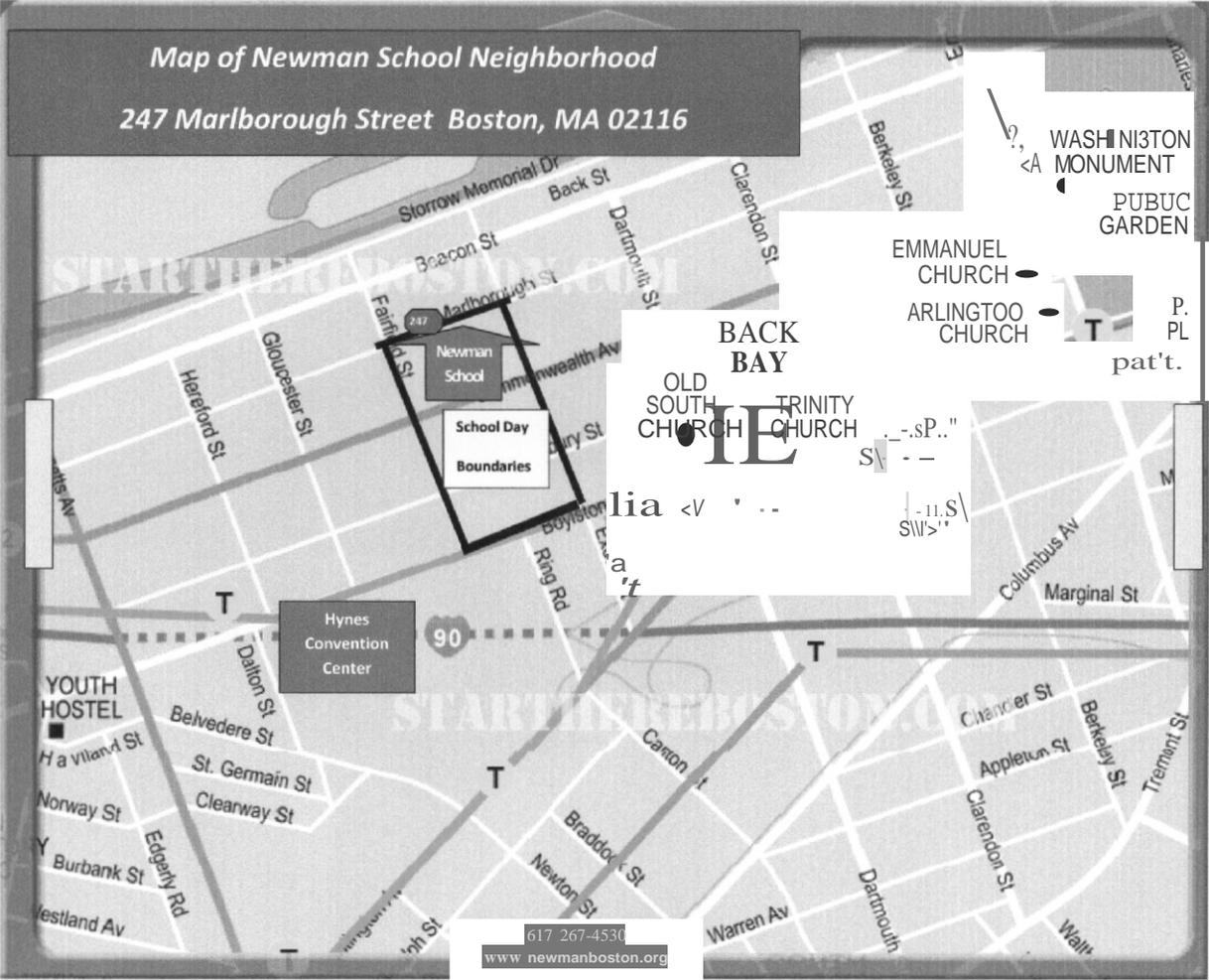
Student's Name: _____
(please print)

Student's Signature Date

Parent(s)/Guardian(s) Name(s): _____
(please print)

Signature of Parent(s)/Guardian(s) Date

Your comments are welcomed:



Commonwealth of Massachusetts: Anti-Hazing Law

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined

Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean 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. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Chapter 269: Section 18. Failure to report hazing

Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Chapter 269: Section 19. Copy of Secs. 17 to 19; issuance to students and student groups, teams and organizations; report

Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

SEXUAL HARASSMENT

Sexual harassment is a violation of section 703 of Title VII of the Civil Rights Act of 1964 and is defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature." It is any suggestion, comment, request for sexual favors or any implication that they might be asked for in relation to promotion, demotion, assignment or continuation of employment, etc., as well as any touching or assault of a sexual nature without permission.

Harassment also includes (but not limited to) verbal, written, physical, pictorial communication relating to gender or sexual preference; and unwelcome, irrelevant comments or references, or other types of personal attention that may be perceived as containing sexual overtones.

Sexual harassment of any person, including, but not limited to employees, volunteers, students, guests, etc., in any form will not be tolerated at Newman School.

Anyone at Newman School who is aware of sexual harassment on campus must come immediately to the Head of the school and report it. You must be prepared to state the names of those involved, and state how, where, and what is happening.

This is a very serious matter, and any employee or student who engages in sexual harassment of any kind is subject to immediate suspension or dismissal and may be subject to criminal charges as well.

Addendum for Students in Grades 7 and 8 to follow.

The Newman School admits students of every race, color, national, and ethnic origin to all the rights, privileges, programs and activities available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational programs and admissions procedures.