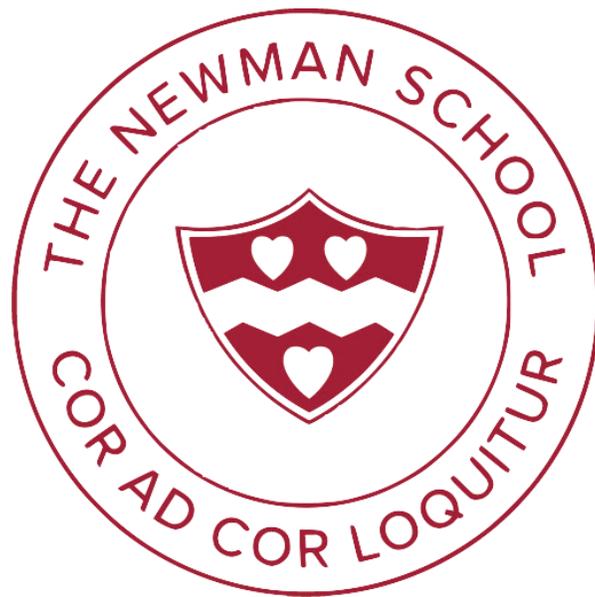


# **The Newman School Boston**



**Community Handbook  
2021-2022**

# Table of Contents

<b>MISSION STATEMENT.....</b>	<b>5</b>
<b>ACADEMIC POLICIES .....</b>	<b>6</b>
COURSE DISTRIBUTION AND CREDIT REQUIREMENTS .....	6
INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAM CURRICULUM .....	7
SCHOOL TUTORIALS .....	8
EXTRA HELP SESSIONS.....	8
INCOMPLETE GRADES .....	8
CO-CURRICULAR ACTIVITIES.....	8
SCHEDULING CLASSES.....	8
ADD/DROP POLICY .....	9
OPEN PERIODS.....	9
GRADING SYSTEM.....	9
<i>Grade Reporting.....</i>	9
<i>Calculating Your Grade Point Average (G.P.A.) .....</i>	10
<i>Withdrawing From a Course.....</i>	10
ACADEMIC AWARDS .....	11
ACADEMIC PROBATION .....	11
ACADEMIC HONESTY .....	11
<i>Response to Academic Dishonesty .....</i>	12
POLICY ON MAKING UP CLASS ASSIGNMENTS.....	12
HOMEWORK POLICY AND HOMEWORK REPORTS .....	12
GRADE REPORTING AND ACADEMIC PROGRESS REPORTS .....	12
<i>Reports of Mid-Semester Grades.....</i>	13
<i>Reports of Semester (Final) Grades.....</i>	13
<i>Academic Alert Reports .....</i>	13
ADVISOR REPORTING .....	13
PARENT-TEACHER CONFERENCES .....	13
PARTICIPATION IN GRADUATION.....	13
<i>Commencement Speaker .....</i>	13
<i>Senior Class Speaker .....</i>	14
STUDENT RECORDS .....	14
POLICY ON INDIVIDUAL EDUCATIONAL NEEDS.....	14
<b>STUDENT SUPPORT .....</b>	<b>15</b>
GUIDANCE SERVICES .....	15
ADVISORY PROGRAM/MENTORING .....	16
THE PURPOSE PROGRAM .....	16
<b>CO-CURRICULAR ACTIVITIES AT NEWMAN .....</b>	<b>17</b>
ATHLETICS .....	18
CREATIVITY .....	18
ACTION .....	18
SERVICE.....	18
THE NEWMAN SCHOOL CO-CURRICULAR PROGRAM.....	19
NEWMAN CO-CURRICULAR GRADUATION REQUIREMENTS.....	20

PARENT AND STUDENT CO-CURRICULAR FORM.....	21
<b>BEHAVIORAL POLICIES AND EXPECTATIONS .....</b>	<b>22</b>
COMPUTER AND INTERNET USE .....	22
ATTENDANCE POLICY.....	23
<i>The School Day</i> .....	23
<i>Students and Employment</i> .....	23
<i>Early Dismissal</i> .....	23
<i>Absences</i> .....	24
<i>Excused Absences</i> .....	24
<i>Excused Absences for Extended Medical Reasons</i> .....	25
<i>Unexcused Absences</i> .....	25
<i>Parent Contact on Day of Absence</i> .....	25
<i>Lateness/Tardiness</i> .....	25
<i>Vacations</i> .....	25
<i>Requests for Early/Late Departure from School</i> .....	26
RESIDENCY REQUIREMENT .....	26
PERSONAL CONDUCT .....	26
<i>Bullying</i> .....	26
<i>Hazing</i> .....	27
<i>General Decorum</i> .....	27
<i>Publicity and Media Permission Form</i> .....	27
<i>School Boundaries</i> .....	28
<i>Dress Code</i> .....	28
<i>Policy on Drugs and Alcohol</i> .....	29
<i>Smoking/Tobacco/Vaping</i> .....	30
<i>Eating and Drinking in the Classrooms</i> .....	30
<i>Gum</i> .....	30
<i>Littering and Vandalism</i> .....	30
<i>Cell Phones and Electronic Devices</i> .....	30
<i>Visitors</i> .....	31
<b>DISCIPLINARY AND ACADEMIC CONSEQUENCES .....</b>	<b>32</b>
SUSPENSION, SEPARATION, EXPULSION, WITHDRAWAL.....	32
NO RIGHT OF PRIVACY .....	33
<b>STUDENT SAFETY POLICIES AND PROCEDURES .....</b>	<b>34</b>
MEDICAL RECORDS AND EMERGENCY MEDICAL CARE.....	34
DISPENSATION OF MEDICATION.....	34
FIRE DRILLS.....	34
WINDOWS AND FIRE ESCAPES .....	34
POLICIES REGARDING SCHOOL LOCKERS AND PERSONAL PROPERTY .....	35
CARS AND TRANSPORTATION .....	35
SCHOOL CANCELLATION .....	36
<b>FINANCIAL REGULATIONS.....</b>	<b>37</b>
<b>CONTINUED ENROLLMENT AT NEWMAN.....</b>	<b>37</b>
<b>POLICIES RELATED TO BOARDING STUDENTS.....</b>	<b>39</b>

BOARDING AT NEWMAN .....	39
GENERAL BOARDING RULES AND EXPECTATIONS.....	40
<b>POLICIES SPECIFIC TO INTERNATIONAL STUDENTS.....</b>	<b>42</b>
ORIENTATION .....	42
RESIDENCE REQUIREMENT/CHANGE OF ADDRESS NOTIFICATION .....	42
TRAVEL PLANS.....	42
ACADEMIC REQUIREMENTS FOR ATTENDANCE BY INTERNATIONAL STUDENTS .....	42
MINIMUM HIGH SCHOOL COURSE REQUIREMENTS FOR INTERNATIONAL STUDENTS .....	42
<b>APPENDICES.....</b>	<b>44</b>
APPENDIX I: ACCEPTABLE USE AGREEMENT .....	44
APPENDIX II: STUDENT-PARENT-SCHOOL AGREEMENT .....	45
APPENDIX III: SCHOOL DAY BOUNDARIES MAP.....	46
APPENDIX IV: COMMONWEALTH OF MASSACHUSETTS ANTI-HAZING LAW.....	47
APPENDIX V: STATEMENT OF NONDISCRIMINATION .....	50

This school handbook is intended to provide students and their families with an overview of school policies, procedures, expectations, 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 to convey the school's spirit of responsible participation in a mature educational environment.

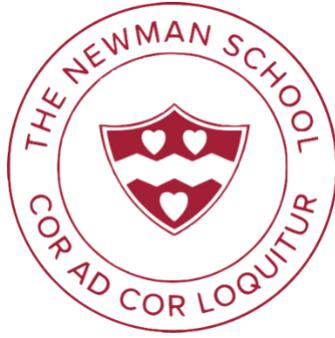
The students who choose to attend Newman express their desire to participate responsibly in this environment, and we reasonably expect each student to understand their obligations. We expect Newman students will "go beyond," whether in the classroom, in the halls of the school, in the neighborhoods, and in their lives.

Newman School students are expected to meet the qualifications under which they are admitted to the school, to keep the school's rules and regulations as mindset for appropriate behavior, and respect the high standards we set forth within our "Heart Speaks to Heart" way of living our Mission.

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 health and safety, and uphold the values and the good name of the school.

The Newman School Community Handbook applies to students any time they are on the school premises, under the jurisdiction of the school, 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.

Behavior 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 regardless of when or where the behavior takes place.



## Mission Statement

Founded in 1945, The Newman School, an independent day school in Boston's Back Bay, prepares students in grades 7-12 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 teachers. Studies are organized around the principles of the International Baccalaureate Diploma Programme. 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

## Course Distribution and Credit Requirements

Students must satisfactorily complete a minimum of 24 credits and carry a minimum of 3 credits each semester. A typical course is 0.5 credits per semester (yearlong courses are 1.0 credit for the whole school year). 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. Students are expected to enroll in the courses offered for each semester.

STUDENTS MUST COMPLETE 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 9<sup>th</sup> grade, 6 credits for 10<sup>th</sup> grade, and up to 6 credits for 11<sup>th</sup> 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.

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.

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)

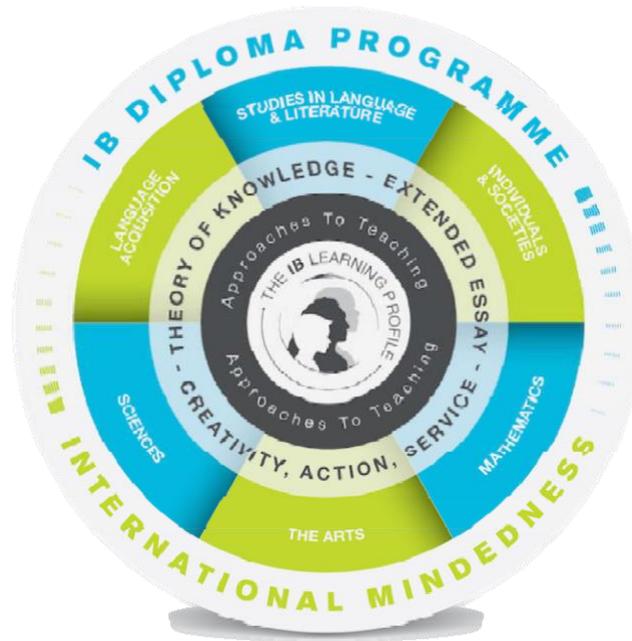
**Humanities/Social Studies** (3 credits)

**Language** (3 credits minimum in the same language)

**Theory of Knowledge, Extended Essay and CAS** - These are required of all candidates for The International Baccalaureate Diploma. [Please see the IB diagram](#) below for a fuller explanation.

## International Baccalaureate (IB) 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, during the 11<sup>th</sup> and 12<sup>th</sup> grades, 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).
- IB Course-Level selections: Required by the IB
  - three of the six subjects are studied at higher level (HL) (courses representing 240 teaching hours)
  - the remaining three subjects are studied at standard level (SL) (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 the same French course (at the same level) twice and earns a credit each time, may only apply one of those credits toward fulfilling the language requirement).

## School Tutorials

In School and After-school tutorials are provided for students for 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. Students should always check with their teachers in advance, particularly those who coach sports or activities after school, and are responsible for meeting scheduled sessions. Attendance for required/scheduled tutorial sessions is a requirement.

## 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."

## Co-Curricular Activities

Students are expected to participate in extra-curricular activities and become fully involved in The Newman School community. Each year interscholastic sports, 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. Participation on any team is subject to the discretion of parents, teachers, coaches, administration. A listing of the co-curricular offerings and requirements per semester/year/season, [are specified below in the section on co-curricular offerings and requirements.](#)

## 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. In some cases, there may be a pre-screen placement evaluation by the department chair, or the coordinator of the Middle Years Programme or the Diploma Programme.

While it is generally expected that students will remain in their scheduled classes for the entire semester (or year), there is a "drop/add" period ([see below](#)). It may happen that a teacher will make a recommendation to a school administrator for a change in section leveling. 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. Classes may be added during the third week of the semester only with the approval of the course instructor in addition to the Dean. Due to the intensive nature of the program, students will not be allowed to add courses after the third week of the semester without the approval of the academic advisor, course instructor, the Dean, and the students' parents/guardians.

### 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.)

Depending on each student's needs, students in grades 9-10 may have a study period that is under supervision, or may have a study period that is within the building without direct faculty supervision.

Students transferring into the 11<sup>th</sup> or 12<sup>th</sup> grade who meet the criteria are eligible to apply for an "open" period after the first marking period 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 any time throughout the year will immediately lose the privilege of having that "open" period and be scheduled for a supervised study period during that time.

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

### Grading System

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.

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 an example of how it is applied:

<u>Course</u>	<u>Grade</u>	<u>Grade Point Value</u>	<u>Credits Attempted</u>		<u>Quality Points</u>
English	A	4.0	x 1.0	=	4.0
Algebra II	B	3.0	x 1.0	=	3.0
Biology	B+	3.5	x 1.0	=	3.5
History	F	0	x 1.0	=	0.0
Totals			4.0		10.5

Divide the Total Quality Points (in this case 10.5) by the Total Credits Attempted (in this case 4.0) to arrive at the G.P.A.:

$$10.5 \div 4.0 = \mathbf{2.63 \text{ G.P.A.}}$$

### Withdrawing From a Course

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 two weeks of the semester (or third week with special approval). All course withdrawals must be approved first by parents in writing, and subsequently by the Dean.

### Academic Awards

Newman does not give academic achievement awards. Some students may receive designations or recognition from outside organizations at the local, regional, or national level.

### 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 Newman School uses MLA style formatting for citations.

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 communicate with and 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 in a timely manner. 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 may be 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.

### Grade Reporting and Academic Progress 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 Mid-Semester Grades

Mid-Semester reports 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

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

Sent to parents by teachers when they have a concern about a student's 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 via email at [newmanoffice@newmanboston.org](mailto:newmanoffice@newmanboston.org))

### Advisor Reporting

Advisor Reports are written either quarterly or at the conclusion of each semester.

### Parent-Teacher Conferences

Parent-Teacher Conferences are scheduled once each semester around when academic progress reports are issued (please consult the academic calendar for exact dates). Parents wishing for 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 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 a draft speech to the Graduation Committee 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 Speaker. Rather, the Committee seeks to choose a speaker whose total record best exemplifies the combination of attributes 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 them 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 Graduation Committee on a schedule to be announced each year.

### 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, attendance record, and college advisor letter. The temporary record, which is destroyed after 5 years of a student's leaving the school, includes the admission file, 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.

### Policy on Individual Educational Needs

The Newman School provides a college-preparatory education to a diverse group of 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, and 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 full IB Diploma candidates, however all students take much of their course

work in the junior and senior years (11<sup>th</sup> and 12<sup>th</sup> grades) in IB classes and all students are required to participate in all academic expectations relating to those classes, including Individual Assessments (IAs), etc.

The school does consider applications from students who have individual educational and/or behavioral plans. The existence of such plans should be made known at the time of application so that the school can gather appropriate information relevant to the applicant's needs. In applying to Newman, applicants and their parents acknowledge that they have shared all relevant information – at the time of application – that will guide the admission process in making a judgement about the student's academic, social, and emotional needs for the student to be successful at Newman. The admission committee includes the school counselor and the Director of The Center for Learning. Newman uses several non-faculty professionals who can provide specialized support, outside of the existing academic program. The school also reserves the right to request from a parent/guardian, or third-party, information for the school's designee that in the school's opinion, would help support the student at Newman. The School also reserves the right to request or require a student undergoes further testing or evaluation to meet school requirements for safety or performance.

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 (IEPs), and/or other relevant psychological and learning evaluations 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.

## Student Support

### Guidance Services

The School Counselor and College Counselors are available for academic, personal and college counseling for all students at The Newman School. Any student or parent wishing to meet with a school counselor (or a faculty member) 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 essay writing, application information, college testing (PSATs, SATs, etc.), deadlines, financial aid, and college readiness. Detailed information and the schedule of programs will be provided in the calendar,

college handbook, newsletters, and regular email communications to both students and parents.

### Advisory Program/Mentoring

All students are assigned a member of the faculty or staff each year who serves as their advisor/mentor for all their years at Newman. The advisor acts as a trusted 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. Depending on the school schedule, advisors will meet regularly with their advisees in "home room" almost every day. Advisors are the first point of contact for student or parent concerns, and work collaboratively with students, parents, and faculty on a regular basis in support of each student's academic, social, and emotional wellbeing. Advisees are mixed with other student advisees from their same age group cohort during home room – either other middle school students (grades 7-8) or other high school students (grades 9-12). Any questions regarding advisory or advisory placements should be directed to the Dean of Students.

### The Purpose Program

In a world where students are being challenged at a pace faster than ever before, young adults are constantly faced with the task of being able to successfully adapt to various dynamic social, academic, and intrapersonal scenarios. Guided by the philosophy of our school's namesake, Cardinal John Henry Newman, The Purpose Program at the Newman School is our specialized curriculum developed to help students navigate the many challenges that come with adolescence. Blending Newman's philosophy with the International Baccalaureate (IB) curriculum, students at our school, develop the skills necessary to face the world that lies ahead of them. Establishing positive relationships to self, others, to ideas, and the environment around us are the bedrock foundation to our independence and interdependence. The middle and high school years are some of the most influential years that ultimately determine who our students become, what they value, and the choices they make - it's in these years that they develop a sense of purpose and direction rooted in ethical and moral decision making. As Cardinal Newman states, "though man cannot change what he is born with, he is a being of progress with relation to his perfection and characteristic good."

In particular, the focus and theme of the program is the age-old question of young adults around the globe who, each in their own way, wrestle with the question "what is my purpose?" On a regular basis, students collaborate with peers in their similar age group to encounter topics that help them understand their place in the world, the human condition, and the social and academic skills needed to lead a successful career at Newman and beyond. **Successful completion of the program is required for all students.** A sampling of some of the topics which are covered in this program are:

- Healthy Relationships and Communication
- Ethical Decision Making
- Stress Management
- Diversity, Equity, and Inclusion
- Digital Citizenship
- Executive Functioning Skills
- Human Sexuality
- Substance Education
- Community Engagement and Service Learning
- Mindfulness
- Commitment and Resilience
- Character Education and Values
- Dealing with Grief, Death, and Crisis
- Spirituality and Religion
- Developing Healthy Habits
- Leadership
- Career-path Discernment
- Life Beyond Newman

At the onset of the program, younger students will focus primarily on the self, answering the question “who am I?” As they progress, they will further question the above topics through the lens of “what do I value?” Ultimately, by the end of the Purpose Program, students will be challenged to think critically about their wider context by answering “what is my place in my community and world?” These questions will guide students during their time at Newman and are certainly not mutually exclusive. Upon completion of the program, students will be equipped with the tools needed to succeed in future academic pursuits. More so, they will have skills to think critically about their place in the world and what they can do to make their community a better place as ethical leaders. Our students will be equipped to tackle challenges they face with compassion and empathy, letting “heart speak to heart.”

## Co-Curricular Activities at Newman

Athletics, Creativity, Action, and Service

Co-curricular activities aim to develop students in becoming more confident, regulated learners and involved in the community. Co-curricular activities are an integral part of Newman School's curriculum.

All students participate in a set number of self-selected activities during and after school by semester, and by “season” such as “fall, winter, and spring.” Successful participation in co-curricular activities at Newman or in an approved program outside of Newman is required for promotion and graduation from the Middle School and or the High School.

There are four categories of Co-curricular activities at Newman:

1. Athletics 2. Creativity 3. Action 4. Service defined below:

### Athletics

Students participating in athletic teams learn invaluable skills outside of the classroom. Skills like teamwork, self-sacrifice, the ability to stay composed under pressure and how to push oneself mentally and physically to achieve a collective goal are some skills explored. Newman students acquire these skills through engaging in teams such as Basketball, Soccer, Crew, Tennis and many more.

### Creativity

Students participating in creativity-oriented activities learn new strategies and tools to further develop their creative and critical thinking skills. Opportunities involving creativity at Newman include Yearbook, Theater and Music among others.

### Action

Students engaging in action-oriented activities use classroom learning to address issues facing their community. Students can write for the school newspaper, join the environmental club, serve on student council, engage in junior achievement, or social justice club amongst other options.

### Service

Students interested in service activities meeting a need, involving others, or demonstrating care for the community can engage in Newman's peer tutoring, Chinatown tutoring, and MUN, amongst other options. Students can also design their own service activity for school review, approval, and credit.

## The Newman School Co-Curricular Program

2021/2022	Fall	Winter	Spring
<b>Category 1 (After-school &amp; seasonal)</b>	<ul style="list-style-type: none"> <li>· Theatre</li> <li>· Boys Varsity Soccer</li> <li>· Middle School Co-ed Soccer</li> <li>· Chinatown Tutoring</li> <li>· Sailing</li> <li>· Crew</li> <li>· Women's Varsity Volleyball</li> <li>· Boys &amp; Girls Varsity Cross Country</li> <li>· Approved Outside Activity</li> <li>· YMCA Fitness Program</li> </ul>	<ul style="list-style-type: none"> <li>· Theatre</li> <li>· Boys &amp; Girls Varsity Basketball</li> <li>· Middle School Co-ed Basketball</li> <li>· Mock Trial</li> <li>· Tennis (club)</li> <li>· Approved Outside Activity</li> <li>· YMCA Fitness Program</li> </ul>	<ul style="list-style-type: none"> <li>· Theatre</li> <li>· Boys &amp; Girls Varsity Tennis</li> <li>· Middle School Co-ed Tennis</li> <li>· Sailing</li> <li>· Crew</li> <li>· Outdoor Club</li> <li>· Approved Outside Activity</li> <li>· YMCA Fitness Program</li> </ul>
<b>Category 2 (During the school day)</b>	<ul style="list-style-type: none"> <li>· Environmental Club</li> <li>· Social Justice Club</li> <li>· Model UN/History Club</li> <li>· Film &amp; Media Club</li> <li>· Newsman</li> </ul>	<ul style="list-style-type: none"> <li>· Ancient Languages</li> <li>· Junior Achievement</li> <li>· Yearbook</li> <li>· Math Club</li> <li>· Mock Trial (Winter only)</li> </ul>	<ul style="list-style-type: none"> <li>· Computer Science Club</li> <li>· NASA Club</li> <li>· Robotics Club</li> <li>· Peer Tutoring</li> <li>· Student Council</li> </ul>
<b>Category 3 (Club-by-club basis)</b>	<ul style="list-style-type: none"> <li>· Gender &amp; Sexuality Alliance</li> <li>· Cardinals Connect</li> <li>· Table Tennis Club</li> </ul>	<ul style="list-style-type: none"> <li>· Women's Empowerment</li> <li>· Chess Club</li> <li>· Newman Band</li> </ul>	<ul style="list-style-type: none"> <li>· Acapella</li> <li>· Peer Mentor</li> <li>· A.C.E</li> </ul>
<p><b>Categories 2 &amp; 3 are offered all three seasons unless indicated otherwise.</b>  <b>*Programs are subject to change.</b></p>			

## Newman Co-Curricular Graduation Requirements

Newman's co-curricular requirements fall into 3 major categories. Students joining Newman in subsequent grades must fulfill all applicable co-curricular category 1 and 2 requirements to graduate.

Grade Level	Category 1	Category 2	Category 3
7	Fulfilled by academic curriculum	3 seasons	Optional
8	Fulfilled by academic curriculum	3 seasons	Optional
9	3 seasons	3 seasons	Optional
10	2 seasons	3 seasons	Optional
11	1 season	3 seasons	Optional
12	Requirement fulfilled by CAS for full DP candidates.	3 seasons	Optional

## Parent and Student Co-Curricular Form

I, \_\_\_\_\_, consent and agree to the following: I acknowledge my student will be fulfilling their Newman co-curricular requirement outside of a school sponsored activity. My student's activity falls into one of the following acceptable categories; Club or travel sports team, member of an organization that includes volunteering and/or purposeful work.

### **Season (check all that apply):**

- Fall
- Winter
- Spring

**Activity Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

### **Parent or Legal Guardian**

\_\_\_\_\_ (Print name)

\_\_\_\_\_ (Sign name) \_\_\_\_\_ (Date)

### **Student**

\_\_\_\_\_ (Print name)

\_\_\_\_\_ (Sign name) \_\_\_\_\_ (Date)

#### **OFFICE USE ONLY:**

- APPROVED    Signature: \_\_\_\_\_    Date: \_\_\_\_\_
- DENIED

## Behavioral Policies and Expectations

### 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 ManageBac 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.

**Recommended devices are: Macbook Air, Macbook Pro, Macbook, iPads, Microsoft Surface or Chromebooks. 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., flash drives), 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.

Each student, along with their parent/guardian(s) are required to sign the school's Acceptable Use Agreement ([see Appendix I](#)).

## Attendance Policy

### The School Day

The school operates on a rotating block schedule. School begins every day at 8:00AM and ends after the student's last obligation. See the schedule on the school website here:

[https://resources.finalseite.net/images/f\\_auto,q\\_auto/v1627572205/newmanbostonorg/me9nmebohzyv6pdajn1g/ScreenShot2021-07-28at103118AM.png](https://resources.finalseite.net/images/f_auto,q_auto/v1627572205/newmanbostonorg/me9nmebohzyv6pdajn1g/ScreenShot2021-07-28at103118AM.png)

All students in attendance (both in person and online, if applicable) are required to attend all classes, assemblies, and co-curricular activities. Students who have after school commitments should plan to leave school at the conclusion of their last academic obligation. 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, sports, 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. Students can work with their advisor and the administration in advance to create a work schedule that must be approved by the school as part of the co-curricular requirements ([see requirements](#)). Students who work outside of Newman – either volunteer or paid positions – must have a sponsoring/supervisory who is approved by Newman. Students seeking work permits for their employment should contact the front office either in person or via email at [newmanoffice@newmanboston.org](mailto:newmanoffice@newmanboston.org).

### Early Dismissal

Students may be dismissed early to provide time for professional development for faculty and staff, or for other reasons as determined by the administration. Please consult the school calendar for early dismissal days. Parents, guardians, or supervising adults – teachers, coaches, etc., may request that a student be dismissed from school or excused from school activities. Any request to excuse a student for early dismissal

must be made by a parent/guardian (not an older sibling, cousin, etc.) and should be called into the front office (617-267-4530) or emailed ([newmanoffice@newmanboston.org](mailto:newmanoffice@newmanboston.org)) by the start of the school day.

### 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 sixth absence the registrar and the administration will determine whether a student requires a leave of absence which may result in the student having to audit a course or make up the course time/work depending on the individual circumstances for absences. Modifications may have to be made to a student's schedule based on individual circumstances. The student will be required to meet with an Administrative Dean to discuss attendance/enrollment at The Newman School. If a student shows consistent attendance issues, the student may be asked to leave the school.

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.

All attendance is marked daily in each school period, activity, or required event to which a student has committed. Teachers, coaches, activity directors, etc., are responsible to mark students who are not in attendance coinciding with such absence. All absences are recorded and noted in a student's record. Parents and guardians are automatically notified once the student absence is recorded in the SMS – Student Management System – by email.

A student should not miss more than five days of school or five classes in an individual course in order to receive credit for that course. This limit may be waived due to individual circumstances such as those listed below (i.e. [extended medical absence](#)).

### Excused Absences

For appointments, illness, college visits, etc. are recorded as absences so students and families are asked to plan accordingly. These absences are part of the five absences that could result in a review of a student's standing in a class or at school. An excused absence does not "excuse" a student from school or their school obligations or coursework. An excused absence only means that a parent or guardian (and the school) is aware that their student is not in school on a particular day and that the school has been notified – prior to the absence. The school will ultimately determine if an absence is excused or unexcused and retains the authority to make this determination.

### Excused Absences for Extended Medical Reasons

A student who misses significant work due to illness may make up work by completing the following process:

1. Arranging a meeting with an Administrative Dean to develop a schedule for making up the time missed from class and for any special project work as well as meeting with each teacher to whom that student owes work.
2. Completing all missing course assignments and obtaining a letter from the teacher confirming that all work has been satisfactorily completed, which can then be submitted to the Administrative Dean.

At the conclusion of the semester and after consultation with faculty, a decision will be made whether or not to award credit.

### Unexcused Absences

Are absences which have not been approved, such as skipping a class, failing to attend a scheduled commitment, etc., or failing to notify the school of an excused absence prior to missing the obligation.

### Parent Contact on Day of Absence

Parents or guardians are expected to call or email the school's main office before 8:00 a.m. on the day of an absence. Phone: 617-267-4530; Email: [newmanoffice@newmanboston.org](mailto:newmanoffice@newmanboston.org)

### Lateness/Tardiness

Students arriving late to school must report to the front desk upon entering the school building and will be given a late slip to present to the teacher. A student who is late for any class/activity/event will be marked late by the teacher, whether excused or unexcused. The accumulation of five late slips is the equivalent of one absence. Therefore, it is important for students to know that they are accountable for their timely attendance as it relates to their overall attendance record at the school.

Students who are repeatedly late for classes may have other consequences such as losing the privilege of leaving the campus during lunch and/or open periods for the remainder of the semester or school year. 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. Vacation days, along with the school calendar are published on the school website:

<https://www.newmanboston.org/about/school-calendar>

### Requests for Early/Late Departure 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 absolutely necessary 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 obligations (i.e. classes, enrichment activities, homework study, extra help session, etc.). If a student is required to attend an after-school tutorial held at school, and does not attend for any reason, the student will be marked absent and the student will have to make up the activity the following day. This would mark as an unexcused absence.

### Residency Requirement

It is expected that all students attending Newman (domestic as well as international students) will reside with either their **immediate** family/legal guardians, or an approved by Newman responsible adult. 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 generally outlined 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, always. No matter where the student is, or what a Newman student does, students are representing The Newman School; therefore, it is expected that student behavior will always reflect positively on the student and 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, separation, 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

they are 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 all students and parents that hazing is against the law. A copy of the law is included at the end of the Handbook ([see Appendix IV](#)). Should a student initiate or participate in a hazing incident at Newman, that student or any student involved in hazing another student or group of students may be either suspended or expelled, depending upon which punishment is appropriate in the judgment of the administration. The state may also bring criminal charges against any student involved in a hazing incident.

### General Decorum

Students are also asked to maintain responsible, mature and appropriate behavior with each other always. Students should 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 and Media Permission Form

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 Head of School. This includes publication either directly or indirectly upon any internet site.

Parents/guardians will be asked to sign a waiver that will allow their student's words, image, or likeness to be published. The waiver is part of the student's file and can be found here: <https://www.newmanboston.org/parents/student-permissions-and-forms/media-permission-form>

## 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 Community Handbook in [Appendix III](#))

## Dress Code

Newman is a school where serious studies take place "in a welcoming and supportive environment where self and community are paramount." Each individual student has the freedom to express themselves as unique individuals and as members of our learning community. At Newman, students are personally responsible to dress appropriately which provides ample room for individual expression that enhances the learning environment for one and all. Students should dress in a way that is appropriate, respectful, and comfortable for school while allowing for free expression of themselves, their identity, and their culture(s). This dress code is designed in a way to allow students to be neat and comfortable, active, and safe throughout the school day (accounting for things like labs, performances, city activities, field trips, etc.).

The following expectations apply to ALL Newman School students and faculty:

- Adherence to the dress code is a community expectation and a personal responsibility to our community expectations for appropriate dress while participating in all school-related activities.
- The school is ultimately responsible for seeing that student attire does not interfere with the health or safety of any student and for seeing that a student's attire does not contribute to a hostile or intimidating atmosphere for any community member.
- The school may choose to intervene should any attire be found to be of significant concern regarding student or community standards or safety, even if it does not explicitly violate the below expectations.
- All attire should be neat and clean.

### *Community Members MUST wear:*

- **Shirt/top** which covers the entirety of the midriff. Shoulders should be completely covered (i.e no tank top or tank top style shirts). The shirt must cover the chest appropriately.
- **Bottom:** pants, shorts, skirt, dress, etc. If a shorter option is chosen, the length of the clothing should be no less than that which extends down to five inches above the knee.
- **Shoes** which must be close-toed and close-heeled.

### *Community Members MAY NOT wear:*

- Attire which has violent language or images, curse words, hate speech, profanity, pornography, reference to drugs or alcohol, or speech/images depicting any illegal item or activity.
- Headgear or helmets that obscures the face (except as a religious observance).

- Any attire which creates a hostile, inappropriate, or intimidating learning environment.
- Torn or ripped clothing.
- Athletic attire other than Newman School logo wear. \*

### *Dress-Up Days/Assembly Attire:*

On certain occasions or for larger school events, students may be requested and required to wear more formal clothing. In these instances, students should follow “business formal” dress guidelines. Examples of appropriate attire would be suits/blazers, ties, button up shirts/blouses, dresses, pants suits, etc. Students should not wear “casual” clothing on these days. Tennis shoes, shorts, t-shirts, etc. are not acceptable attire. Students will be notified in advance when dress-up days are scheduled.

### *Dress Down Days*

From time to time, students may be participating in school athletics, physical education, or outside special events such as field day or house competitions which warrant wearing more casual clothing. On these days, students may wear more casual clothing, athletic uniforms, or physical education/athletic-type clothing. Attire should still adhere to the modesty policies given above. If a student is going to be doing something more active, they should be careful to not wear clothing or jewelry that could get caught on something and cause injury. Students will be notified in advance when dress-down days are scheduled.

### *Dress Code FAQs*

\*May I wear athletic clothing at School?

- Students may wear Newman athletic gear - appropriate for sports activities - **if it is Newman School athletic wear.**

May I wear “hoodies?”

- Hoodies are considered athletic wear. Therefore, if you would like to wear a “hoodie,” it must be a Newman “hoodie.”
- Sweatshirt hoods and hats must not be worn in the school buildings.

May I wear “leggings?”

- So-called “leggings” are permissible if there is an additional layer/covering such as: scarf, shirt tail from the waist area to the top of the thigh.

### *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 statutes, 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. Laws ch. 94C, § 32J \(2021\)](#))

### Smoking/Tobacco/Vaping

Possession or use of tobacco or inhalants of any kind are 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 tobacco, incinerator or vaping or like products in school either on their person, in their bookbags or in their lockers or knowingly carry or store such products in or around school or 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 a period to be determined.

### Eating and Drinking in the Classrooms

Eating above the basement level is not permitted except during lunch period in designated areas; drinking liquids other than water is not allowed during class time. 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 not allowed to wear headsets or earbuds or personal listening devices outside of designated areas or times. Students are allowed to wear headsets in the basement of the building and in the library. They are not allowed to wear headsets in classes that are held in the basement. Students are allowed to listen to their music in

the cafeteria and the library and outside of the building only in a way that is not intrusive to others.

Cell phones and electronic devices that are not for the purposes of a class, may not be used in a class, unless permission is given by the teacher. Cell phones used in violation of school policy may be confiscated. Cell phones may be used by students before, between and after classes, depending on a student's age. Use of cellphones that distract or detract from a student's engagement with others will be handled on an individual, case by case basis.

### 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.

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. All visitors who enter the building must be vaccinated and comply with masking requirements if necessary.

## Disciplinary and Academic Consequences

### Suspension, Separation, Expulsion, Withdrawal

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 which might also affect their academic standing.

Whenever possible, suspension will be administered in order to serve warning that the student's continuation at Newman is in jeopardy. The school reserves the right to move directly to consideration of suspension or 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.

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.

**Suspension** - a student will not attend school for a designated period of time.

**Separation** - a student will be suspended from the school for the remainder of a term or the remainder of that school year and has the right to reapply to return to Newman.

**Expulsion** - a student is no longer eligible to attend Newman and does not have the privilege of reapplying to attend Newman.

**Withdrawal** - a student/family may determine that it is in the best interest of the student to withdraw from Newman. If a student whose above status is pending disciplinary hearing/action, a student may withdraw. The designation on the student's school record will be recorded as "withdrawal pending disciplinary hearing," along with the date of withdrawal. If a student withdraws under different circumstances other than "pending disciplinary hearing," the transcript indicates the date of withdrawal."

For all categories above, grades and credits earned/awarded for the courses will be determined by the Administration.

Newman reserves the right as the recommending institution, if asked, to discuss the nature of a student's standing in the school.

In all cases of voluntary or involuntary suspension, separation, expulsion, or withdrawal, the terms and conditions of the admissions acceptance contract remain enforceable ([see Financial Regulations](#)).

### 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. 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 period 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 Policies and Procedures

### Medical Records and Emergency Medical Care

All students are required to submit current medical records and a completed [Student Emergency Form](#). 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. Under no circumstances will a student be permitted to bring prescription medicine to school without permission from the school or to have prescription medication with them on their person while at school unless that student has permission from the school.

Under no circumstances shall any student disperse or share medicine with another student, whatsoever.

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 rough-housing, 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 always secured. 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. If 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 always locked.

### 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 or be dropped off at school.

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 always parked legally. Double parking in front of the school, parking on the school's or its neighbors' property, and parking in "residents only" space is 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 (i.e. cannot get in a car to go somewhere for lunch with friends)
- Responsible driving is always expected.
- 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.

## School Cancellation

If school must be cancelled due to inclement weather, the announcement will be made via school wide emails. Students and families will be notified using the school's ONE CALL NOW system. Notification will also be on the school website.

## Financial Regulations

Tuition is due according to the schedule as indicated through the school's tuition and billing system. A student whose tuition bill is not current may be withdrawn from school if the student bill has not been resolved by the business office or Head of School.

Official transcripts cannot be issued by Newman without a student account being settled.

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. Boarding fees cannot be prorated.

## Continued Enrollment at Newman

By re-enrollment and then again at the end of the 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 either if significant progress is not made on areas of concern, or whether such progress/expectations/obligations as determined by the school prior to or at the conclusion of a school year have not been met. 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 in continuation in a school year or re-enrollment.

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 review 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 determined to be a withdrawal, whether voluntary or involuntary.

Further, the school considers its admissions 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, school culture, and community values. It is expected and required that parents both understand and support the rules and guidelines herein and generally accepted to be collaborative in support of Newman's learning environment, its procedures and expectations as to daily life, and its business 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 Head of School, 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.

## Policies Related to Boarding Students

### Boarding at Newman

Newman School has partnered with American Dormitory, Inc. and the International Guest House of Boston to house Newman students during the school year. Boarding arrangements are made for students to live during the entire school year at Newman while school is in session, which includes all weekends, holidays and school vacations, other than summer vacation. Students who wish to remain in the dormitory during the extended winter vacation and March break may do so, and this can be arranged for a student under a separate agreement.

Newman students who live in the dormitories learn to live collaboratively and independently. Boarding students have the unique privilege, opportunity and responsibility to reside within minutes of Newman School and in the Back Bay and all that it offers - academically, socially, and culturally.

Newman students are supervised and cared for by Newman faculty and staff, with support from the very experienced personnel at the International Guest House (IGH). Newman and IGH have jointly agreed upon rules and regulations that are consistent with IGH's long standing experience housing students from all backgrounds and Newman's long established reputation of educating students from all over the world and from the surrounding areas of Boston, New England, and the United States.

In-house faculty who reside on the premises are the primary educators *in loco parentis* for Newman students. Newman also enlists a number of visiting faculty who support the in-residence faculty and work in supervisory roles on a rotating basis. This allows boarding students to interact with teachers after school and into the evening for extra help, guidance, and positive relationship building between adults and students, as well as students to students.

Newman boarding students are responsible to live up to all our expectations for any Newman student as listed in the Community Handbook. Boarding students are subject to the rules and regulations within the code of conduct for Newman students, a separate agreement for boarders, and a specific behavioral contract with the International Guest House.

Specific programming is designed to engage boarding students in the life of the school community, in the vitality of the city and surroundings, and in close proximity to outdoor and indoor venues for scholarship, music, art, culture, fitness, dining, etc., while providing a safe and comfortable environment for students to study, learn and grow.

For example, a boarding student may spend time after dinner studying or relaxing in the Newman dorms or common rooms, return to Newman for studying during open hours, visit one of the many libraries or venues within close walking distance of Newman, and

the dormitories. All Newman boarders will have memberships at the local YMCA, Boston Public Library, and will receive discounted rates for public transportation.

Rules and regulations for Newman boarding students are written under separate cover. Each boarding student and parent must sign a boarding agreement that governs all facets of their boarding life while attending Newman.

### General Boarding Rules and Expectations

The following outlines general rules and expectations that are specific to boarding students. The rules and regulations listed in the Community Handbook concerning student conduct are applicable for all boarding students at *all* times, whether in the dorm, at school or in the city, and whether in a school related activity or when independent from a school activity. Boarding students have the privilege of living independently. With independence comes freedom with responsibility, and accountability for one's actions and comportment within the School's expectations and its code of conduct.

1. Upon arrival, boarding students are required to sign a memo of understanding through American Dormitory Inc. (IGH)
2. No guests are permitted in the dormitory without permission from the faculty proctor.
3. A registered guest must depart the dormitory by 7:15 pm Sun-Thursday.
4. During any guest visitation, doors to the room and in the room must remain open.
5. No overnight guests are allowed.
6. Weekend guests must leave the dorm by 9:00pm and check out with the supervisor.
7. At no time may there be more than three guests in one room.
8. Students may host guests of the opposite gender in common areas, but not in dorm rooms.
9. The behavior of the guest is also the responsibility of the host.
10. A schedule of required check-in's will be provided. Students are responsible for meeting all scheduled check-in's, in-person.
11. It is prohibited to have or make use of anything that ignites or burns, including matches, lighters, incinerators, candles, incense, electric heaters, etc.
12. Students who live in double rooms share the responsibility for safety, compliance and condition of the rooms consistent with the rules and regulations of IGH.
13. Students are responsible for the general cleanliness of their rooms, hallways, and common rooms, and dining areas, to ensure a neat and orderly appearance and an environment that the room is conducive to studying and healthy living.
14. Students may not use fire escapes unless in an emergency.
15. Students must comport themselves as Newman students in the Back Bay, being courteous and respectful to the rights of neighbors and guests in the neighborhood.
16. Students must lock doors after entering or departing the building.
17. Students may not lock their door from the inside without permission from the dorm supervisor.
18. Students visiting other boarding students in the dorm are considered guests and

require permission of the host. They do not need permission from an adult. A student should not enter another student's room without permission from the host student.

19. There are no co-ed visitations allowed in dorm rooms, only in the common areas.

Compliance with these rules, those of IGH, and the Newman Community Handbook are the responsibility of each boarding student. Failing to abide by these rules and those generally understood to be in the best interest of living and learning together can result in loss of privileges and or disciplinary action including expulsion.

## Policies Specific to International Students

### Orientation

All new international students are required to attend an Orientation at Newman School. During orientation, students will take placement exams, select courses, 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 Registrar's Office.**

International Students will reside in the Newman School Dormitory/International Guest unless they are given specific permission to reside in the home of a non-parent/guardian, only with the approval and legal responsibility for the student as indicated by the parent or guardian. If a student wishes to change from the Newman Dormitory to a different living arrangement in the course of a school year, the move must be approved by Newman and comply with the above. No Newman student is allowed to live independently, regardless of age. Students failing to comply with this requirement may be withdrawn from the school.

### Travel Plans

Students planning to travel during the holiday and vacation periods should make travel arrangements well in advance. Travel forms must be filled out and signed by the parent, legal guardian, advisor, and administration. International students are expected to return to classes on time, and a return agenda must be approved by the administration in advance.

For vacations or leaves from school, all international students must complete the "[Student Travel Form](#)" available from the Dean's Office, at least ten school 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 Attendance by International Students

International students on a student visa are required to be at school all day, and are subject to all the governing rules of the school. International students who do not attend school in the expected times and school calendar will risk forfeiture of their visa status.

### Minimum High School Course Requirements for International Students

International Students assume a same – as in like – course schedule as domestic students. International Students with English as a Second Language status must

minimally take:

- 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 quantity 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 as would any student domestic or international, unless a modified (reduced/increased) schedule is required in support of a student's success. Furthermore, students are expected to participate fully in extra-curricular activities.

## Appendices

### Appendix I: Acceptable Use Agreement

#### THE NEWMAN SCHOOL BOSTON, MA ACCEPTABLE USE AGREEMENT STUDENT & PARENT SIGNATURE FORM

FOR 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 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:** \_\_\_\_\_

(Please Print)

**Parent's / Guardian's Signature:** \_\_\_\_\_ **Today's Date:** \_\_\_\_\_

## Appendix II: 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): \_\_\_\_\_

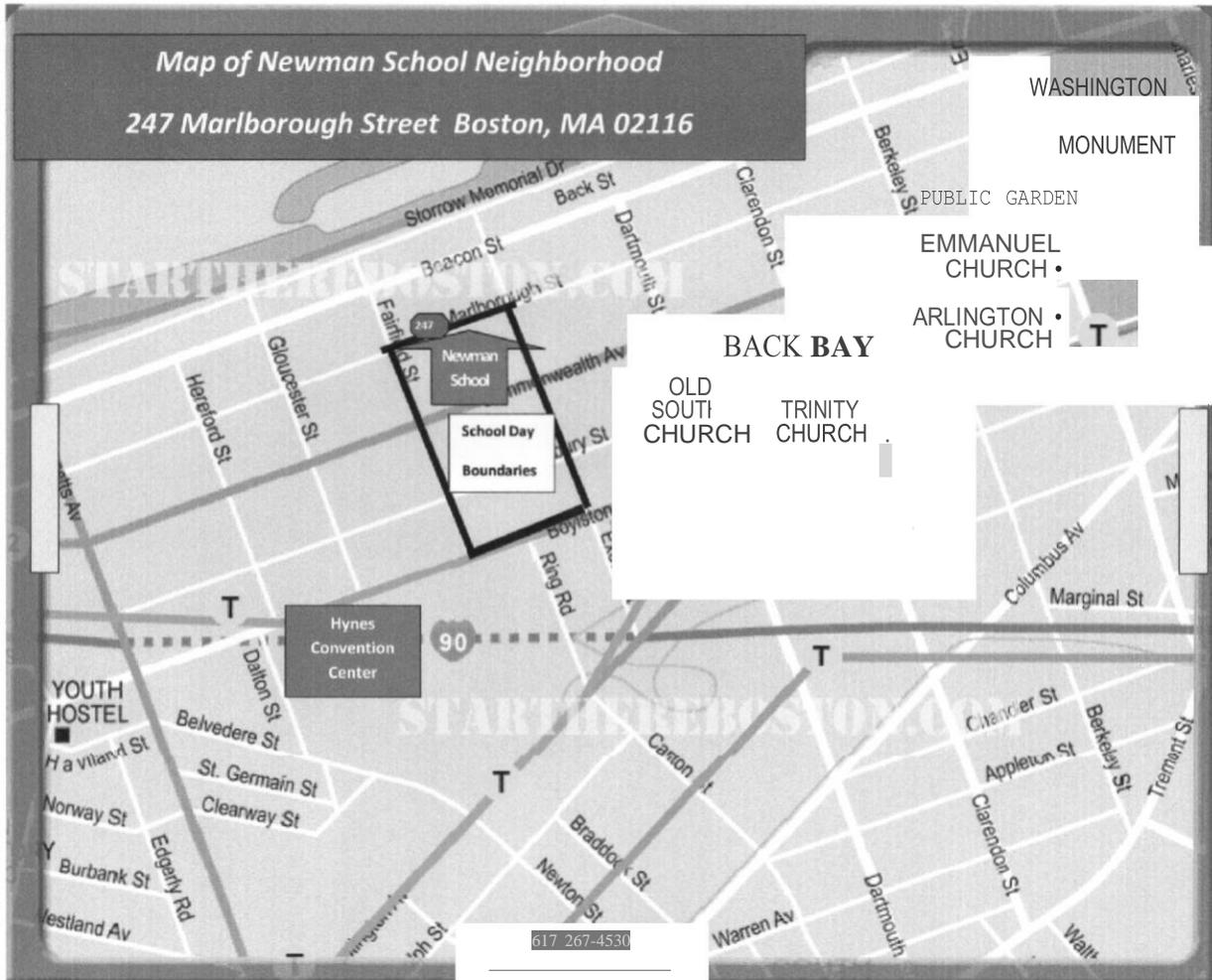
(please print)

Parent(s)/Guardian(s) Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

\*Your comments are welcomed.

Appendix III: School Day Boundaries Map



## Appendix IV: 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.

## Appendix V: Statement of Nondiscrimination

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.